

West Virginia Real Estate Appraiser Licensing and Certification Board

405 Capitol Street, Suite 906
Charleston, West Virginia 25301
Telephone 304.558.3919
FAX 304.558.3983
WEBSITE: <https://appraiserboard.wv.gov>



Dean E. Dawson
Board Chair

Jeffrey B. Burrell
Exe. Director

March 1st, 2024

Dear West Virginia-Registered Appraisal Management Company:

The 2024-2025 Appraisal Management Company registration renewal packet is attached and is also available on the WVREALCB Website under **Forms/Appraisal Management Company Forms/2024-2025 AMC Renewal Packet**.

West Virginia appraisal management company registrations are renewed for the period of July 1 to June 30 of each year. Renewals are due thirty days prior to the expiration date. Renewals must be postmarked by May 31st, 2024. Late fees will be assessed beginning June 1, 2024.

The Surety Bond Form that is required to be submitted each year is available on the WVREALCB website as well under **Forms/Appraisal Management Company Forms/ AMC Surety Form**. (A continuation certificate may be submitted in lieu of the original bond form.) Both the **Surety Bond form** and a continuation certificate require a **Power of Attorney (POA)** and must be dated the same.

The renewal application fee, surety bond with raised seal or continuation certificate, POA, 2023 Federal Registry Invoice, and a copy of your 2023 (not 2024) Annual report filed with the WV Secretary of State must be mailed to: WVREALCB, PO Box 40267, Charleston, WV 25364. The Board office cannot accept applications with fees at the office location. FedEx, UPS, or other delivery services are not accepted at our post office box, Use Postal Services only.

We look forward to receiving your renewal soon. Thank you for continuing to do business in West Virginia.

Sincerely,

A handwritten signature in blue ink, appearing to read "JB Burrell".

Jeffrey Brian Burrell
Executive Director

2024-2025 AMC RENEWAL APPLICATION CHECKLIST

*** PLEASE DO NOT SUBMIT THIS PAGE WITH THE APPLICATION ***

▶ **PAPER APPLICATIONS MUST BE FULLY COMPLETED, NO EXCEPTIONS**

1. COMPLETE EVERY SECTION
2. ANSWER ALL QUESTIONS

▶ **PROVIDE THE FOLLOWING DOCUMENTS WITH APPLICATION**

1. CHECK OR MONEY ORDER MADE PAYABLE TO WV REAL ESTATE APPRAISER BOARD
2. COPY OF THE AMC'S ANNUAL REPORT FILED WITH THE WV SECRETARY OF STATE FOR THE **2023 (NOT 2024) REPORTING PERIOD (IF NO REPORT, PLEASE MAKE NOTE)**
3. ORIGINAL AMC REGISTRATION BOND FORM (OR CONTINUATION CERTIFICATE) IN THE AMOUNT OF \$50,000 WITH RAISED SEAL AND ACCOMPANYING POWER OF ATTORNEY FORM. ALL MUST BE DATED THE SAME
4. IF SURETY BOND COMPANY IS SENDING BOND (OR CONTINUATION CERTIFICATE) AND POWER OF ATTORNEY ON YOUR BEHALF, **PLEASE INFORM THE BOARD**
5. ALL DOCUMENTS REQUIRED ON PAGE 2 IF ANSWERING YES TO QUESTIONS REQUIRING FURTHER DOCUMENTS

▶ **MAILING**

1. APPLICATION, PAYMENT, AND REQUIRED DOCUMENTS MUST BE MAILED (USPS ONLY) TO: **WVREALCB, PO BOX 40267, CHARLESTON, WV 25364**
2. **NOTE:** UPS AND FEDEX IS NOT ACCEPTED AT POST OFFICE

▶ **DELINQUENT FEES**

1. DELINQUENT RENEWAL FEES ARE TWO HUNDRED AND FIFTY DOLLARS (\$250) PER MONTH FOR EACH DELINQUENT MONTH UP TO THREE MONTHS AFTER EXPIRATION. REGISTRATION THAT IS DELINQUENT FOR MORE THAN THREE MONTHS SHALL BE CONSIDERED EXPIRED AND A NEW APPLICATION FOR REGISTRATION IS REQUIRED.
2. RENEWAL APPLICATIONS MUST BE POSTMARKED BY **MAY 31, 2024** OR WILL BE CONSIDERED DELINQUENT. RENEWAL APPLICATIONS POSTMARKED AFTER THIS DATE SHALL NOT BE PROCESSED, UNLESS ACCOMPANIED WITH APPROPRIATE DELINQUENT FEE.

*** INCOMPLETE APPLICATIONS DELAY PROCESSING, AT NO FAULT OF THE BOARD ***



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2024-2025 APPRAISAL MANAGEMENT COMPANY REGISTRATION RENEWAL APPLICATION—PAGE 1

1. **Application must be legible and filled out in its entirety. Please type or print clearly.**
2. **Renewal Fee is \$2,000 and is non-refundable. The renewal is for the registration period July 1, 2024 to June 30, 2025.**
3. **In order to be considered complete and on time, renewal application must include:**
 - A. **Check or Money Order made payable to the WV Real Estate Appraiser Board in the correct amount.**
 - B. **Copy of the AMC's Annual Report filed with the WV Secretary of State for the 2023 (not 2024) reporting period.**
 - C. **Original AMC Registration Bond Form in the amount of \$50,000 with Raised Seal or a Continuation Certificate with Raised Seal and Accompanying Power of Attorney Form. ALL DATED THE SAME.**
 - D. **All documentation required on Page 2 of this application.**
4. **Renewal application, payment, and required documents must be mailed to: WVREALCB, PO Box 40267, Charleston, WV 25364. The Board office cannot accept applications with fee. FedEx, UPS, or other delivery services are not accepted at post office box. Use US Postal Services only.**
5. **Delinquent Renewal Fees are two-hundred fifty dollars (\$250) per month for each delinquent month up to three months after expiration. A registration that has been delinquent for more than three months shall be considered expired and a new application for registration is required. Renewal applications must be postmarked by May 31, 2024 or will be considered delinquent. Renewal applications postmarked after this date shall not be processed, unless accompanied by appropriate delinquent fee.**

AMCS ARE PROHIBITED FROM OPERATING IN THE STATE OF WEST VIRGINIA ON AN EXPIRED REGISTRATION.

Company's Name: _____

WV Registration Number: _____

Contact Person for Renewal: _____ Title: _____

Telephone: _____ Email: _____

Physical Address: _____

City: _____ State: _____ ZIP: _____

Mailing Address: _____

City: _____ State: _____ ZIP: _____

FOR OFFICE USE ONLY

Date Received: _____ Deposit No.: _____

Renewal Fee: _____ Delinquent Fee: _____

Check/MO No.: _____ Surety Bond Renewal

Fed Reg Fee: _____ Annual Report

Date Issued: _____



Name of Agent for Service of Process: _____
 Address: _____ County: _____
 City: _____ State: _____ ZIP: _____
 Phone: _____ Fax: _____
 Email: _____ Has Agent for Service of Process Changed Yes _____ No _____

NOTE: The above information for Agent for Service of Process is required, regardless of any changes.

Has Controlling Person changed? No _____ Yes _____ Date notification sent to Board: _____

Date background check completed: _____ (Must be completed prior to change of controlling person.)

Name of Current Controlling Person and Date of Birth: _____

Are all Certifications listed under Section 3 of Original Registration still in compliance? No _____ Yes _____
 (If no, please explain and attach relevant documentation.)

Are there any pending charges or complaints against the AMC in any state, including West Virginia, or by this Board?
 No _____ Yes _____ (If yes, please explain and attach relevant documentation for Board review and approval.)

Are there any court cases pending against the AMC in any state, including West Virginia? No _____ Yes _____
 (If yes, please explain and attach relevant documentation.)

Since the previous renewal (2023-2024) or registration if submitting first renewal, has the current **Controlling Person**:

1. Regarding Appraiser Certification:

If an appraiser, had a license or certificate to act as an appraiser refused, denied, canceled, revoked or surrendered in this state or any other state or any other jurisdiction? No _____ Yes _____ N/A _____
 If yes, was the credential reinstated? No _____ Yes _____ (If no, the AMC does not qualify)

2. Regarding Appraisal Management Registration:

Been part of a firm that was permanently or temporarily enjoined by a court of competent jurisdiction from engaging in or continuing any conduct or practice involving appraisals, appraisal management services or operating an appraisal management company? No _____ Yes _____

Been the subject of an order of the board, or any other jurisdiction's appraisal management company regulatory agency that denied, suspended, or revoked the applicant's or firm's privilege to operate as an appraisal management company? No _____ Yes _____

Been associated with a firm acting as an appraisal management company while not being properly registered by the Board? No _____ Yes _____

3. Regarding Criminal Offenses

Pleaded guilty or nolo contendere to, or been convicted of a felony? No _____ Yes _____

Pleaded guilty or nolo contendere to, or been convicted of a misdemeanor involving mortgage lending or real estate appraisals; or an offense involving breach of trust or fraudulent or dishonest dealing? No _____ Yes _____

Criminal charges do not include speeding or parking violations. They do include driving while intoxicated or while under the influence of alcohol or drugs. If you believe a charge has been erased from your record or expunged, you must check with the appropriate court to confirm. If "yes" to any of the above, provide a copy of the court judgment, a release from probation or parole, if appropriate, and a complete written explanation of each charge or conviction with this application for Board review and approval.

4. Signature of Applicant: I certify the information provided above is true and correct to the best of my knowledge.

Printed Name: _____ Signature and Date: _____

Since the previous renewal (2023-2024) or registration if submitting first renewal, has any owner(s) :

1. Has any owner (person or firm that employs a person)

If an appraiser, had a license or certificate to act as an appraiser refused, denied, canceled, revoked or surrendered in this state or any other state or any other jurisdiction? No _____ Yes _____ N/A _____

If yes, was the credential reinstated? No _____ Yes _____ (If no, the AMC does not qualify)

2. Has the applicant or any owner:

Been part of a firm that was permanently or temporarily enjoined by a court of competent jurisdiction from engaging in or continuing any conduct or practice involving appraisals, appraisal management services or operating an appraisal management company? No _____ Yes _____

Been the subject of an order of the board, or any other jurisdiction's appraisal management company regulatory agency that denied, suspended, or revoked the applicant's or firm's privilege to operate as an appraisal management company? No _____ Yes _____

Been associated with a firm acting as an appraisal management company while not being properly registered by the Board? No _____ Yes _____

3. Has the applicant or owner

Pleaded guilty or nolo contendere to, or been convicted of a felony? No _____ Yes _____

Pleaded guilty or nolo contendere to, or been convicted of a misdemeanor involving mortgage lending or real estate appraisals; or an offense involving breach of trust or fraudulent or dishonest dealing? No _____ Yes _____

Criminal charges do not include speeding or parking violations. They do include driving while intoxicated or while under the influence of alcohol or drugs. If you believe a charge has been erased from your record or expunged, you must check with the appropriate court to confirm. If "yes" to any of the above, provide a copy of the court judgment, a release from probation or parole, if appropriate, and a complete written explanation of each charge or conviction with this application for Board review and approval.

4. Signature of Applicant: I certify the information provided above is true and correct to the best of my knowledge.

Printed Name: _____ Signature and Date: _____

Applicant Certification

Applicant Certification

The undersigned, in making this application for renewal to the West Virginia Real Estate Appraiser Licensing and Certification Board under the Provisions of W. Va. Code § 30-38A and W.Va. Code R. §190-5, swears or affirms that he or she has been designated by the Appraisal Management Company to make this application for renewal on their behalf, and that all information provided in connection with this application for renewal is true to the best of his or her knowledge and belief, with the understanding that any omissions, inaccuracies or failure to make full disclosure, or the return of a check for insufficient funds, may be deemed sufficient reason to deny renewal of a registration issued by the Board.

Signature of Applicant: _____

Printed Name: _____

Title: _____

Date: _____



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APPRAISAL MANAGEMENT COMPANY FEDERAL REGISTRY INVOICE

Please type or print clearly in ink. **Mail completed form and payment to WVREALCB, PO Box 40267 Charleston, WV 25364.**
THE BOARD OFFICE CANNOT ACCEPT PAYMENTS. OUR PO BOX WILL NOT ACCEPT DELIVERY OF FEDERAL EXPRESS, UPS OR OTHER DELIVERY SERVICES.

Registration No:		
Business Name and Address of Record		
Name of Business:		Physical Address:
City:	State:	ZIP:
Mailing Address (if different):		

<input type="checkbox"/> Single State AMC (See below:)	<input type="checkbox"/> Multi-state AMC (See below:)
Does the AMC oversee a panel of 16 or more certified or licensed appraisers in one State within a given year that have been recruited, selected and retained to perform appraisals in connection with a covered transaction?	Does the AMC oversee a panel of 25 or more certified or licensed appraisers in more than one State within a given year that have been recruited, selected and retained to perform appraisals in connection with a covered transaction?
<input type="checkbox"/> If no, <input checked="" type="radio"/> AMC does not qualify for ASC Registry	<input type="checkbox"/> If no, <input checked="" type="radio"/> AMC does not qualify for ASC Registry
<input type="checkbox"/> If yes, continue below	<input type="checkbox"/> If yes, continue below

Is this AMC owned and controlled by an insured depository institution regulated by the OCC, the Federal Reserve or the FDIC (Federally Regulated)?

If yes, proceed directly below to calculate AMC Registry Fee If no, continue below

Does the AMC have an owner, in whole or part, directly or indirectly, that has had an appraiser credential refused, denied, cancelled, surrendered in lieu of revocation, or revoked in any State?

If no, continue below

Was the credential reinstated? If yes, attach all documents regarding the case for board review and determination and continue below.

If credential was not reinstated, AMC does not qualify.

WV Code chapter 30, Article 38A-7 (3) The applicant, each owner, and the controlling person of the firm seeking registration has not pleaded guilty or nolo contendere to or been convicted of a felony;

Has the applicant, each owner, and controlling person of the firm seeking registration ever pleaded guilty or nolo contendere to or been convicted of:

(A) A misdemeanor involving mortgage lending or real estate appraisals; or Yes No

(B) An offense involving breach of trust or fraudulent or dishonest dealing; Yes No

No. of Appraisers who have performed an appraisal in West Virginia for a covered transaction for your AMC during the Fee Calculation Period:	West Virginia Fee Calculation Period	Appraisers Total:
	1.1.2023 to 12.31.2023	
* THE AMC MUST QUALIFY AS A SINGLE -STATE, MULTI-STATE, OR FEDERALLY REGULATED AMC.	_____ x \$25 =	Fee Total:

OFFICE USE ONLY	Deposit Number:	
Date Received:	Amount:	
	Check Number:	