

# 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>



Rachel Phillips  
Board Chair

Jeffrey B. Burrell  
Exe. Director

February 14<sup>th</sup>, 2025

Dear West Virginia-Registered Appraisal Management Company:

The 2025-2026 Appraisal Management Company registration renewal packet is attached and is also available on the WVREALCB Website under **Forms/Appraisal Management Company Forms/2025-2026 AMC Renewal Packet**.

West Virginia appraisal management company registrations are renewed for the period of July 1<sup>st</sup> to June 30<sup>th</sup> of each year. Renewals are due thirty days prior to the expiration date. Renewals must be postmarked by May 31<sup>st</sup>, 2025. Late fees will be assessed beginning June 1<sup>st</sup>, 2025.

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.) The **Surety Bond form (or continuation certificate)** requires **Power of Attorney (POA)** and must be dated the same.

The renewal application fee, surety bond with raised seal or continuation certificate, POA, 2024 Federal Registry Invoice, and a copy of your 2024 (not 2025) 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.

Respectfully,

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

Jeffrey Brian Burrell  
Executive Director

# 2025-2026 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 **2024 (NOT 2025)** REPORTING PERIOD **(IF AMC DID NOT FILE A 2024 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 THE SURETY BOND COMPANY IS SENDING BOND (OR CONTINUATION CERTIFICATE) AND POWER OF ATTORNEY ON BEHALF OF AMC, **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, 2025** 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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PO Box 40267 Charleston, WV 25364

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Website: http://www.appraiserboard.wv.gov



WVREALCB Receipt Stamp

2025-2026 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, 2025 to June 30, 2026.**
  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 2024 (not 2025) Annual Report filed with the WV Secretary of State for the 2024 reporting period.**
    - C. **Original AMC Registration Bond Form in the amount of \$50,000 with Raised Seal or original Continuation Certificate with Raised Seal and Accompanying Power of Attorney Form. ALL DATED THE SAME. COPIES WILL NOT BE ACCEPTED.**
    - 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, 2025 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: \_\_\_\_\_

(The AMC Registration will be emailed to the above email address once processed.)

Physical Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

FOR OFFICE USE ONLY

Date Received: \_\_\_\_\_

Renewal Fee: \_\_\_\_\_

Check/MO No.: \_\_\_\_\_

Date Paid: \_\_\_\_\_

Fed Reg Fee: \_\_\_\_\_


Deposit No.: \_\_\_\_\_

Delinquent Fee: \_\_\_\_\_

Surety Bond Renewal

Annual Report

Date Issued: \_\_\_\_\_



**The following page MUST be completed regardless of any changes.  
Incomplete applications will be returned and cause a delay in processing.**

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

**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: \_\_\_\_\_

**Since the previous renewal (2024-2025) or registration if submitting first renewal:**

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 or closed 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 or closed, against the AMC in any state, including West Virginia?  
 No Yes **(If yes, please explain and attach relevant documentation.)**

**Since the previous renewal (2024-2025) 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: \_\_\_\_\_

The following page **MUST** be completed regardless of any changes.  
Incomplete applications will be returned and cause a delay in processing.

**Since the previous renewal (2024-2025) 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.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



West Virginia Real Estate Appraiser Licensing and Certification Board

Mail to the following mailing address via USPS only:

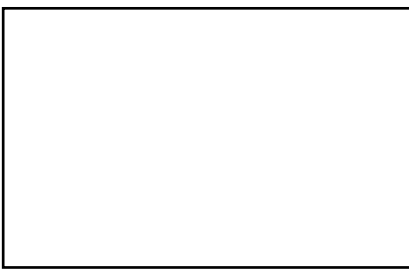
PO Box 40267, Charleston, WV 25364

Phone: 304.558.3919

FAX: 304.558.3983

Email: wvappraiserboard@wv.gov

Website: https://appraiserboard.wv.gov



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APPRAISAL MANAGEMENT COMPANY FEDERAL REGISTRY INVOICE

Please type or print clearly in ink. Mail completed form with the 2025-2026 Renewal form.

Registration No:

Business Name and Address of Record

Name of Business: Physical Address:

City: State: ZIP:

Mailing Address (if different):

Table with 2 columns: Single State AMC (See below:), Multi-state AMC (See below:). Rows include questions about the number of appraisers and whether the AMC qualifies for ASC Registry.

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 (B) An offense involving breach of trust or fraudulent or dishonest dealing;

Table with 3 columns: 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; Fee Total.

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