

West Virginia Real Estate Appraiser Licensing and Certification Board

Application Mailing Address:

P.O. Box 40267, Charleston, WV 25364
Phone: (304) 558-3919
Fax: (304) 558-3983
Email: wvappraiserboard@wv.gov
Website: <https://www.appraiserboard.wv.gov>



Russel Rice
Board Chair

Jeffrey B. Burrell
Executive Director

March 31, 2026

Dear West Virginia-Registered Appraisal Management Company:

The 2026-2027 Appraisal Management Company registration renewal packet is attached and is also available on the WVREALCB Website under: *Forms/Appraisal Management Company Forms/2026-2027 AMC Renewal Packet*.

West Virginia Appraisal Management Company registrations are renewed for the period of July 1st to June 30th of each year. Renewals are due thirty days prior to the expiration date. Renewals must be postmarked by May 31, 2026. Late fees will be assessed beginning June 1, 2026.

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 a Power of Attorney (POA) which must be dated the same. The bond must cover, at a minimum, the license period of July 1, 2026 to June 30, 2027.

The renewal fee, surety bond with raised seal or continuation certificate, POA, 2025 Federal Registry Invoice, and a copy of your 2025 (not 2026) Annual report filed with the WV Secretary of State must be mailed to: **WVREALCB, P.O. Box 40267, Charleston, WV 25364**. The Board office cannot accept applications with fees at our physical location. FedEx, UPS, or other delivery services are not accepted at our post office box. Use the US Postal Service 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 B. Burrell
Executive Director



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WVREALCB Receipt Stamp

2026 - 2027 APPRAISAL MANAGEMENT COMPANY RENEWAL APPLICATION (PAGE 1)

INSTRUCTIONS

- The application must be *legibly* filled out in its entirety. This application covers the 07/01/26 to 06/30/27 licensing period.
- The non-refundable renewal fee of \$2,000 is due in the form of a check or money order made payable to WV Real Estate Appraiser Licensing & Certification Board (WVREALCB)
 - All renewal applications must be postmarked by May 31, 2026
 - Include an additional \$250 per month for each delinquent month (3 months/\$750 maximum)
 - Registrations delinquent for more than three months will be considered expired and a new registration will be required
 - Applications will not be processed until any applicable delinquent fees are paid
- A copy of the AMC's 2025 Annual Report that is filed with the Secretary of State must be included. A 2026 Annual Report will not be accepted. If AMC did not file a 2025 report, please note that on the application.
- Include an updated \$50,000 bond/continuation certificate that covers the entire licensing period of 07/01/26 to 06/30/27
 - Bond copies will be rejected. The documents must be original with raised seals on the bond or continuation certificate
 - Make sure that the bond is accompanied by a signed Power of Attorney Form
 - All documents (bond certificate, surety acknowledgment, POA form, etc.) must be dated the same
- Include the Federal Registry Invoice, even if there were no appraisals performed in West Virginia between 01/01/25 and 12/31/25
- Include supporting documentation for any affirmative answers
- Mail all documents via USPS to: **WVREALCB, PO Box 40267, Charleston, WV 25364**
 - The Board office cannot process payments, so documents must be sent to the PO Box
 - Use the US Postal Service as FedEx, UPS and other delivery services are not accepted at the post office box

NAME OF AMC: _____

REGISTRATION NUMBER: _____ DBA (if applicable): _____

RENEWAL CONTACT PERSON: _____ TITLE: _____

PHONE NUMBER: _____ EMAIL ADDRESS: _____
(for renewed license delivery)

PHYSICAL ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

MAILING ADDRESS (if different than physical address): _____

CITY: _____ STATE: _____ ZIP CODE: _____

AMCS WITH AN EXPIRED LICENSE ARE PROHIBITED FROM OPERATING IN THE STATE OF WEST VIRGINIA

FOR OFFICE USE ONLY

Date Received: _____ Federal Registry Fee: _____

Date Paid: _____ Reviewer Initials: _____

Check/Money Order: _____ Date Issued: _____

Deposit Number: _____

Renewal Fee: _____

Delinquent Fee: _____

Surety Bond

Annual Report

Supporting Documentation



Complete all sections regardless of whether any changes have taken place

AGENT FOR SERVICE OF PROCESS

HAS THE AGENT FOR SERVICE OF PROCESSED CHANGED SINCE THE LAST RENEWAL? NO YES

NAME OF AGENT FOR SERVICE OF PROCESS: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

PHONE NUMBER: _____ FAX NUMBER: _____

EMAIL ADDRESS: _____

CONTROLLING PERSON INFORMATION

NAME OF CURRENT CONTROLLING PERSON: _____ DATE OF BIRTH: _____

HAS THE CONTROLLING PERSON CHANGED? NO YES

- IF YES, PROVIDE THE DATE THAT NOTIFICATION WAS SENT TO THE BOARD: _____
- DATE BACKGROUND CHECK COMPLETED: _____

SINCE THE PREVIOUS (2025-2026) RENEWAL, OR REGISTRATION FOR NEW LICENSEES, HAS THE CONTROLLING PERSON:

1. Appraiser Certification

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

2. Appraisal Management Registration

a. Been a 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

b. Been the subject of an order of the board, 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

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

3. Criminal Offenses

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

b. 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 will 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.

For any affirmative answers 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. Applicant Signature

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

PRINTED NAME: _____ DATE: _____

SIGNATURE: _____

Complete all sections regardless of whether any changes have taken place

OWNER INFORMATION

SINCE THE PREVIOUS (2025-2026) RENEWAL, OR REGISTRATION FOR NEW LICENSEES, HAVE ANY OWNERS:

1. If the owner (person or firm that employs a person) is an appraiser, have they 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:

- a. 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
- b. 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
- c. Been associated with a firm acting as an appraisal management company while not being properly registered by the Board? No Yes
- d. Pleaded guilty or nolo contendere to, or been convicted of, a felony? No Yes
- e. 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.

APPRAISAL MANAGEMENT COMPANY INFORMATION

SINCE THE PREVIOUS (2025-2026) RENEWAL, OR REGISTRATION FOR NEW LICENSEES:

- 1. Are all certifications listed under Section 3 of the Original Registration still in compliance? No Yes
 (If No, please attach an explanation and relevant documentation.)
- 2. 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 attach an explanation and relevant documentation for Board review and approval.)
- 3. Are there any court cases, pending or closed, against the AMC in any state, including West Virginia? No Yes (If Yes, please attach an explanation and relevant documentation.)

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 WV Code §30-38A and WV 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: _____ TITLE: _____

SIGNATURE: _____ SIGNATURE DATE: _____



West Virginia Real Estate Appraiser Licensing and Certification Board

Mail the completed form to the following address via USPS only:

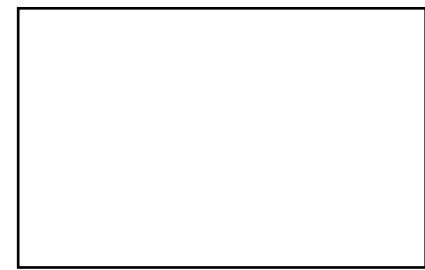
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Email: wvappraiserboard@wv.gov

Website: <https://www.appraiserboard.wv.gov>



WVREALCB Receipt Stamp

APPRAISAL MANAGEMENT COMPANY FEDERAL REGISTRY INVOICE

Include the completed form with the 2026-2027 Renewal Application

Registration No:		
Business Name and Address of Record		
Name of Business:		Physical Address:
City:	State:	Zip:
Mailing Address (if different):		
Single State AMC (See below:)	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?	
If no, <input type="radio"/> AMC does not qualify for ASC Registry If yes, continue below	If no, <input type="radio"/> AMC does not qualify for ASC Registry 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, <input type="radio"/> 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	
(B) An offense involving breach of trust or fraudulent or dishonest dealing;	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:
	01/01/2025 to 12/31/2025	
* THE AMC MUST QUALIFY AS A SINGLE -STATE, MULTI-STATE, OR FEDERALLY REGULATED AMC.	x \$ =	Fee Total: (Auto Calculated)
OFFICE USE ONLY	Deposit Number:	
Date Received:	Amount:	
Date Paid:	Check Number:	