



West Virginia Real Estate Appraiser Licensing and Certification Board

Mailing Address

PO Box 40267
Charleston, WV 25364

Phone: 304.588.3919

FAX: 304.558.3983

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

APPRAISAL MANAGEMENT COMPANY REGISTRATION APPLICATION—INSTRUCTIONS

Applicants are cautioned to read all instructions and questions thoroughly. To expedite processing your application, be certain the application is completed in its entirety, all questions are answered truthfully, and that any requested information is included with the application package. Please retain copies of all submitted information for your records.

1. Application must be legible. Please type or print clearly.
2. Enclose Fees:
 - A. Application Fee of \$500. *This fee is non-refundable.* If the application is returned for any reason, the application fee will not be refunded. Re-submission of the application will require an additional application fee of \$500.
 - B. Registration Fee of \$2,000. *This fee is non-refundable.* All licenses expire June 30th regardless of date of issue. Renewals are due and must be postmarked by May 31st. Otherwise, late fees will be assessed.
 - C. If the AMC has appraisers who have performed an appraisal in West Virginia for a covered transaction during the Fee Calculation period (refer to Federal Registry Invoice for time period) a fee of \$25 per appraiser will need to be included which will be submitted to the Appraisal Subcommittee.
3. Application Fee and Registration Fee must be in the form of a check or money order made payable to the WV Real Estate Appraiser Board. Application Fee and Registration Fee may be combined in one check or money order. **Mail application and payment to: WVREALCB, PO Box 40267, Charleston, WV 25364.** NOTE: The Board office cannot accept payments of any kind. The PO Box does not accept FedEx, UPS, or other delivery services.
4. Enclose Controlling Person Information/Verification Form.
5. Enclose Owner Verification Form.
6. If foreign firm, enclose documentation that AMC is authorized to do business in this State, including:
 - A. A certificate of authority issued by the West Virginia Secretary of State.
 - B. A copy of the filing of the Secretary of State's Office appointing an agent for service of process.
7. If foreign firm, enclose AMC Irrevocable Consent to Service.
8. Enclose Surety Bond Form, if not submitted prior to this application, or enclose Bond Continuation Certificate, if Surety Bond Form was previously submitted, and Power of Attorney (POA). Both Documents must be dated the same.



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

WVREALCB Receipt Stamp

APPRAISAL MANAGEMENT COMPANY REGISTRATION APPLICATION—PAGE 1

1. Appraisal Management Company Contact Information:

Company's Legal Name: _____

Name under which Company will do business in WV: _____

Physical Address: _____

City: _____ State: _____ ZIP: _____

Mailing Address: _____

City: _____ State: _____ ZIP: _____

Phone: _____ Fax: _____

Email: _____ Website: _____

Initial Contact: _____ Title: _____

Initial Contact Phone: _____

Initial Contact Email: _____

FOR WVREALCB OFFICE USE ONLY

Date Received: _____

Deposit No.: _____

Check No.: _____

Date Paid: _____

☐ Application Fee, \$500

☐ Registration Fee, \$2,000

☐ Background Checks

☐ Irrevocable Consent to Service

☐ Surety Bond, \$50,000 (approved by WVAGO)

☐ Owner Information Form

☐ Controlling Person Information Form

Foreign Firms: ☐ SOS Certificate of Authority

☐ SOS Appointment of Agent of Service of Process

☐ Database

☐ Certificate of Registration

AMC Registration No.: _____

Date Issued: _____



2. If Company is not domiciled in WV, provide contact information for Company's Agent for Service of Process:

Name: _____

Mailing Address: _____

City: _____ State: _____ ZIP: _____

Phone: _____ Fax: _____

Email: _____

3. Certifications (must be completed by applicant or controlling person):

- a) I certify this Appraisal Management Company has written policies and a system in place to verify any appraiser being added to its panel to appraise properties in West Virginia is a licensed or certified appraiser by this State and is in good standing.
- b) I certify this Appraisal Management Company has a system in place to review at least once a year the work of utilized appraisers who perform appraisal services for the appraisal management company in West Virginia to validate that the real estate appraisal services are being conducted in conformity with the Uniform Standards of Professional Appraisal Practice and shall keep the records of such reviews for a period of five (5) years from the date they are done.
- c) I certify this Appraisal Management Company shall use a licensed or certified appraiser with a minimum of the same certification level for the property type as the appraiser who performed the appraisal to verify the work of the appraisers for the appraisal management company is being conducted with the minimum Uniform Standards of Professional Appraisal Practice.
- d) I certify this Appraisal Management Company requires appraisals to be conducted independently and free from inappropriate influence and coercion as required by the appraisal independence standards established under Section 129E of the Truth in Lending Act and the rules and regulations issued pursuant to the act, including the requirement that appraisers be compensated at a customary and reasonable rate when the appraisal management company is providing services for a consumer credit transaction secured by the principal dwelling of a consumer.
- e) I certify this Appraisal Management Company maintains a detailed record of each service request it receives for appraisals of real property located in West Virginia per Legislative Rule § 190-5-9.1 et seq. and that such records shall be maintained for a minimum of five (5) years, or if within the five-year period, an appraisal or report is involved in an investigation, litigation, or state or federal review, the records shall be retained for two (2) years after the final disposition of that investigation, litigation, or state or federal review, whichever is later.
- f) I certify this Appraisal Management Company shall not compensate an employee, a real estate broker or real estate agent to perform a Broker Price Opinion (BPO) or Comparative Market Analysis pursuant to W.Va. Code § 30-38-1.
- g) I certify this Appraisal Management Company pursuant to W.Va. Code § 30-38A-8 requires individuals to submit to required state and national record checks.
- h) If you cannot certify any of the above, documentation of explanation and proof of reinstatement must be submitted for Board review and approval.

(Applicant affidavit on page 3)

Signature of Applicant or Controlling Person

4. Applicant Affidavit. (This affidavit is to be executed by the applicant or controlling person before a notary public.)

The undersigned, in making this application to the West Virginia Real Estate Appraiser Licensing and Certification Board for registration as an Appraisal Management Company under the provisions of Chapter 30-38A of the W.Va. Code, swears or affirms that he or she has been designated by the Appraisal Management Company to make this application on its behalf, and that all information provided in connection with this application, including certifications and attachments, is true to the best of his or her knowledge and belief, with the understanding that any omissions, inaccuracies, or failure to make full disclosures may be deemed sufficient reason to deny registration or to withhold renewal of or revoke a registration issued by the Board.

I, _____, swear or affirm that the information provided within and attached hereto is true and correct to the best of my knowledge.

Print Name _____

Signature _____

State of _____

County of _____

I, _____, a notary public in and for the above-named county and state do certify that _____, whose name is signed to the foregoing, has this day acknowledged the same before me.

Subscribed and sworn before me on this _____ day of _____, _____

My commission expires _____

Notary Public Signature _____

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WVREALCB Receipt Stamp

APPRAISAL MANAGEMENT COMPANY FEDERAL REGISTRY INVOICE

Please type or print clearly in ink. Mail completed form with the AMC Registration Form.

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,  AMC does not qualify for ASC Registry	☐ If no,  AMC does not qualify for ASC Registry	
☐ If yes, continue below	☐ 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		
(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:
	1.1.2025 to 12.31.2025	
* THE AMC MUST QUALIFY AS A SINGLE -STATE, MULTI-STATE, OR FEDERALLY REGULATED AMC.	_____ x \$ ²⁵ =	Fee Total: (Auto Calculated)
		0
OFFICE USE ONLY		
Date Received:	Deposit Number:	
Date Paid:	Amount:	
	Check Number:	

West Virginia Real Estate Appraiser Licensing and Certification Board

AMC DESIGNATION OF CONTROLLING PERSON—PAGE 1

An Appraisal Management Company shall designate a controlling person in accordance with W.Va. Code §30-38A-11. The Controlling Person will ensure compliance with this article and will be the main contact for all communication between the Board and the Appraisal Management Company.

[illegible]

WEST VIRGINIA REAL ESTATE APPRAISER LICENSING AND CERTIFICATION BOARD
AMC DESIGNATION OF CONTROLLING PERSON—PAGE 2

1. Regarding Appraiser Certification (if an appraiser):

Have you ever 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?

Yes ☐

No ☐

Was the credential reinstated? Yes ☐ No ☐

If no, the AMC does not qualify.

If "yes" to any of the above, provide a copy of the licensing agency's order, any documentation regarding the case, and a complete written explanation of each charge or conviction with this application for Board Review and approval.

2. Regarding Appraisal Management Registration:

Have you ever 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?

Yes ☐

No ☐

Have you ever 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?

Yes ☐

No ☐

Have you ever been associated with a firm acting as an appraisal management company while not being properly registered by the Board?

Yes ☐

No ☐

If "yes" to any of the above, provide a copy of the licensing agency's order, any documentation regarding the case, and a complete written explanation of each charge or conviction with this application for Board review and approval.

3. Regarding Criminal Offenses

Have you pleaded guilty or nolo contendere to, or been convicted of a felony?

Yes ☐

No ☐

Have you 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?

Yes ☐

No ☐

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 in this application is true and correct to the best of my knowledge. I understand that any omission, inaccuracy or failure to make full disclosure constitutes grounds or denial or withdrawal of approval of my designation as Controlling Person.

Printed Name: _____

Signature: _____ Date: _____

ALL CONTROLLING PERSONS MUST OBTAIN A CRIMINAL BACKGROUND CHECK



West Virginia Real Estate Appraiser Licensing and Certification Board

AMC OWNER INFORMATION—PAGE 1

Complete the following for each owner of the Appraisal Management Company. (Use second sheet if necessary.)

Name:		
Physical Address:		
City:	State:	ZIP:
Mailing Address:		
City:	State:	ZIP:
Phone:	Email:	
Percentage of Ownership: _____% ALL OWNERS OF 11% OR MORE OF THE AMC MUST OBTAIN A CRIMINAL BACKGROUND CHECK.		
If an appraiser, list state, license level, and license/certification number of all licenses held. Use blank sheet for additional states if needed.		
State:	License Level:	License/Certification Number:
State:	License Level:	License/Certification Number:
State:	License Level:	License/Certification Number:
State:	License Level:	License/Certification Number:

Name:		
Physical Address:		
City:	State:	ZIP:
Mailing Address:		
City:	State:	ZIP:
Phone:	Email:	
Percentage of Ownership: _____% ALL OWNERS OF 11% OR MORE OF THE AMC MUST OBTAIN A CRIMINAL BACKGROUND CHECK.		
If an appraiser, list state, license level, and license/certification number of all licenses held. Use blank sheet for additional states if needed.		
State:	License Level:	License/Certification Number:
State:	License Level:	License/Certification Number:
State:	License Level:	License/Certification Number:
State:	License Level:	License/Certification Number:

WEST VIRGINIA REAL ESTATE APPRAISER LICENSING AND CERTIFICATION
BOARD APPLICANT AND EACH AMC OWNER —PAGE 2

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

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?

Yes ☐

No ☐

Was the credential reinstated? ☐ Yes ☐ No If "no", AMC does not qualify.

If "yes" to any of the above, provide a copy of the licensing agency's order, any documentation regarding the case, and a complete written explanation of each charge or conviction with the application for Board review and approval.

2. Has the applicant or any owner:

Ever 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?

Yes ☐

No ☐

Ever been the subject of an order of the Board, or any other jurisdiction's appraisal management company regulatory agency that denied or revoked the applicant's or firm's privilege to operate as an appraisal management company?

Yes ☐

No ☐

Ever been associated with a firm acting as an appraisal management company while not being properly registered by the Board?

Yes ☐

No ☐

If "yes" to any of the above, provide a copy of the licensing agency's order, any documentation regarding the case, and a complete written explanation of each charge or conviction with this application for Board review and approval.

3. Has the applicant or owner:

Pleaded guilty or nolo contendere to, or been convicted of a felony?

Yes ☐

No ☐

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? Yes ☐ No ☐

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 the 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, 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 in this application is true and correct to the best of my knowledge.

Printed Name: _____

Signature: _____

Date: _____

ALL OWNERS OF 11% OR MORE OF THE AMC MUST OBTAIN A CRIMINAL BACKGROUND CHECK



West Virginia Real Estate Appraiser Licensing and Certification Board

AMC IRREVOCABLE CONSENT TO SERVICE

Pursuant to the requirements of Chapter 30-38A of the West the Virginia Code, the undersigned applicant for registration as an appraisal management company in West Virginia

Print Name of Company

does hereby give irrevocable consent that service of process in any action or proceeding arising out of activities as a Registered West Virginia Real Estate Appraisal Management Company may be upon such applicant by means of delivery of that process to the West Virginia Secretary of State, if the plaintiff, in the exercise of due diligence, cannot effect personal service upon said applicant. I agree that such service shall be taken and held in all courts to be valid and binding as if personal service has been made said applicant.

Print Name of Applicant _____

Signature of Applicant _____

State of _____

County of _____

I, _____, a notary public in and for the above-name county and state, do certify that _____, whose name is signed to the foregoing, has this day acknowledged the same before me.

Subscribed and sworn before me on this _____ day of _____, _____

My commission expires _____

Notary public signature _____

SEAL



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AMC BACKGROUND CHECK(S)

The Appraisal Management Companies Registration Act, WV Code Chapter 30, Article 38A, requires each owner of eleven percent (11%) or more of the firm and the controlling person of the firm seeking registration shall submit to a state and national criminal history record check.

To complete your background check, visit the website: **www.identoGO.com**

* On the www.identoGo.com website:

- Select *Get Fingerprinted* at the top right
- Select the state: *West Virginia*
- Select *Digital Fingerprinting*
- Enter Service Code: *228NV3*
- From there, navigation on the sight is straightforward

* The results of your criminal history record will be sent directly to the West Virginia Real Estate Appraiser Licensing and Certification Board. To avoid any delays, be sure to include the following during processing:

- Reason Fingerprinted: *WV Code §30-38A-8 Background Check Requirements*
- Originating Agency Identifier Number: *ORI WV920105Z*
- WV Real Estate Appraiser Licensing and Certification Board
405 Capitol Street, Suite 906, Charleston, West Virginia 25301

* Any issues with the fingerprinting process should be directed to [IdentoGo](http://IdentoGo.com) directly