

Mail to the following mailing address via USPS only:

PO Box 40267, Charleston, WV 25364

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WVREALCB Receipt Stamp

AMC DESIGNATION OF CONTROLLING PERSON—PAGE 1

To be submitted with AMC Misc. Request Form

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