



STATE OF ALABAMA REAL ESTATE APPRAISERS BOARD

P.O. Box 304355, Montgomery, AL 36130 / 100 N. Union Street Suite 370, Montgomery, AL 36104

Phone: (334) 242-8747 / Fax: (334)242-8749 / Web: www.reab.state.al.us

APPRAISAL MANAGEMENT COMPANY RENEWAL APPLICATION

Instructions:

- › This application must be typed, completed in full and mailed with the original signatures to the above address.
- › Registrations not renewed by the due date are lapsed.
- › The renewal fee is \$2000, non-refundable and payable by business, cashier or certified check to the Alabama Real Estate Appraisers Board.
- › Lapsed registration may be reinstated within six (6) months by submitting this form, renewal fee and a late filing fee of one thousand dollars (\$1000) for each month or part thereof that the registration is lapsed.
Reinstatement is not retroactive.

AMC Name: _____ Registration No: _____

Main Address of Company: _____

Street Address

County

City

State

Zip

PO Box (if applicable)

City

State

Zip

Telephone

Fax

Website

Registered Agent for Service: _____

Mailing Address

City

State

Zip

Telephone

Fax

Principal Contact: _____

Name

Title

Email

Certifications

- 1) I certify that this Appraisal Management Company has a system and process in place that a person being added to the appraiser panel of the Appraisal Management Company holds a license in good standing in Alabama.
- 2) I certify that this Appraisal Management Company has a system in place to require that appraisers have geographic competency to perform an appraisal assignment.
- 3) I certify that this Appraisal Management Company has a system in place to review the work of all independent appraisers that are performing real estate appraisal services for the Appraisal Management Company on a periodic basis to validate that the real estate appraisal services are being conducted in accordance with the Uniform Standards of Professional Appraisal Practice.
- 4) I certify that this Appraisal Management Company has a dispute resolution in process that allows users of the appraisal report to request that the appraiser consider additional property information, provide further detail, substantiation, or explanation for the appraiser's value conclusion, or to correct errors in an appraisal report.
- 5) I certify that this Appraisal Management Company maintains a detailed record of each service request that it receives and the identification of the appraiser that performs the real estate appraisal services for the Appraisal Management Company.
- 6) I certify that this Appraisal Management Company is bonded in the amount of \$25,000 pursuant to §789-X-17-.03(f), AREAB Admin. Code.

YES NO

- | | | |
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| — | — | Since your application or last renewal, has this company had a license or registration of any kind denied, restricted, suspended, placed on probation or revoked? |
| — | — | Since your application or last renewal, has this company changed, updated or removed any of the policies or procedures initially provided to the Board? |
| — | — | Since your application or last renewal, has there been a change in ownership or officers? |
| — | — | Has any owner of 10% or more of this AMC had an appraisal license refused, denied, cancelled or revoked by any state? |
| — | — | Are there currently any complaints pending against any owner of 10% or more of this AMC, in connection with an appraiser license in any state? |
| — | — | Has any owner of 10% or more of this AMC been convicted of or pleaded guilty or no contest to any criminal offense in any state? |
| — | — | Are there currently any criminal charges now pending against any owner of 10% or more of this AMC in any state? |
| <p style="text-align: center;">*If you answered YES to any of the above questions, you must provide documentation</p> | | |
| — | — | Does this AMC hold a Certificate of Existence issued by the Alabama Secretary of State that is in good standing? |
| — | — | Does this AMC have a system in place to require that appraisals are conducted independently and free from inappropriate influence and coercion as required by the appraisal independence standards? |

THIS AFFIDAVIT IS TO BE EXECUTED BY APPLICANT BEFORE A NOTARY PUBLIC:

The undersigned, in making the application to the Alabama Real Estate Appraisers Board for renewal as an Appraisal Management Company under the provisions of Article 2 of the Alabama Real Estate Appraisers and Appraisal Management Company Act, swears (or affirms) that I have been designated by the Appraisal Management Company to make this application on its behalf and that all information provided in connection with this renewal application, including certifications and attachments, is true and correct to the best of my 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 suspend or revoke a registration issued by the Board or to assess an administrative fine of not more than Twenty-five Thousand (\$25,000) Dollars.

SIGNATURE OF PRINCIPAL CONTACT: _____

Printed Name: _____ Title: _____

Sworn to and subscribed before me this _____ day of _____, 20_____

(Name of Notary Public, Print)

(Signature of Notary Public)

Commission Expires: _____

_____ State _____