



APPRAISAL MANAGEMENT COMPANY APPLICATION

State of Utah
Department of Commerce
Division of Real Estate

Please complete (type or neatly print), sign and submit this **form** along with the **items listed below** by fax, mail, or in person.

Entity Name: _____

Business Address: _____

City: _____ State: _____ Zip: _____ Ph: _____ Fax: _____

Registered Agent: _____

City: _____ State: _____ Zip: _____ Ph: _____ Fax: _____

Please complete and submit the following items with this application:

Appraiser Management

- Certificate of Existence from the Utah Division of Corporations
- Attach a letter of explanation for "Use of licensed or certified appraisers" (61-2e-301)
- Attach a letter of explanation for "Adherence to standards" (61-2e-302)
- Attach a letter of explanation for "Recordkeeping" (61-2e-303)
- \$350 Appraisal Management Company Application Fee
- Attach completed Individuals Selecting Appraiser or Reviewing Appraisal Reports Form

Main Control Person

- Application for Main Control Person 61-2e-201.2(a)
- Two fingerprint cards
- \$40 fingerprint process fee
- Letter of Waiver

Control Person(s)

- Application for Control Person(s) (all persons owning 10% or more of Appraisal Management Company) 61-2e-201.2(b)
- Two fingerprint cards for each control person(s)
- \$40 fingerprint process fee for each control person(s)
- Letter of Waiver for each control person(s)

Please note that you must report the following changes within 30 days:

- Any changes to the main control person
- Any change to persons owning 10% or more of the Appraisal Management Company.

If the Appraisal Management Company is a foreign entity, I do hereby appoint the Director of the Division of Real Estate as my agent in Utah upon whom process or pleadings may be served for and on behalf of the Appraisal Management Company within the meaning of Utah Code Annotated 61-2e-202.3.

Main Control Person Signature _____ Date _____

State of _____ County of _____ Appeared before me this _____ day of

_____, _____, _____, who deposes and says that the

information listed above is true to the best of his/her knowledge. (Notary) _____

Notary Stamp



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Main Control Person Application

Please complete (type or neatly print), sign and submit this **form** along with the **items listed below** by fax, mail, or in person.

Main Control Person: _____ License # (if any): _____

Address: _____

City: _____ State: _____ Zip: _____ Ph: _____ Fax: _____

Email: _____

Please complete and submit the following items with application:

- () Two fingerprint cards of fingerprint receipt (from Pearson Vue)
- () \$40 fingerprint process fee
- () Letter of Waiver

****WARNING: Failure to accurately answer ALL questions may result in the revocation of your control person registration.****

YES NO

1. Have you EVER held an appraiser registration, license, or certification in any jurisdiction other than Utah?
2. Have you EVER had a license or registration of any kind in appraisal, mortgage, real estate, or any other occupation or profession, denied, restricted, suspended, placed on probation, or revoked?
3. Have you EVER resigned, surrendered or allowed a professional registration, license or certificate to expire, while under investigation or while action was pending against you by a government agency?
4. Is any investigation or disciplinary action CURRENTLY pending against you by any government agency?
5. Are you CURRENTLY charged with or under investigation for a felony or misdemeanor in any jurisdiction?
6. Have you EVER been convicted of, or pled guilty or no contest to, or entered a plea in abeyance or diversion agreement to, a felony or misdemeanor in any jurisdiction? **Consult court records to determine the nature of any offenses, including traffic offenses which may be felonies or misdemeanors.**
7. Have you EVER been on probation, or ordered to pay a fine or restitution or complete community service, in connection with any criminal offense or licensing action?
8. Have you EVER had a civil judgment entered against you based on fraud, misrepresentation, or deceit?
9. Are you UNDER 18 years of age?

YES answers require a detailed letter of explanation and copies of all court documents including charging and judgment documents; court dockets; and proof of completion of probation and restitution orders and payment of fines and judgments.

Applicant Signature _____

Date _____



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Control Person Application

Please complete a separate application for each control person (all persons owning more than 10% of the Appraisal Management Company). Please sign and submit this **form** along with the **items listed below** by fax, mail, or in person.

Control Person: _____ License # (if any): _____

Address: _____

City: _____ State: _____ Zip: _____ Ph: _____ Fax: _____

Email: _____

Please complete and submit the following items with application:

- () Two fingerprint cards of fingerprint receipt (from Pearson Vue)
- () \$40 fingerprint process fee
- () Letter of Waiver

****WARNING: Failure to accurately answer ALL questions may result in the loss or restriction of your license.****

YES NO

1. Have you EVER held an appraiser registration, license, or certification in any jurisdiction other than Utah?
2. Have you EVER had a license or registration of any kind in appraisal, mortgage, real estate, or any other occupation or profession, denied, restricted, suspended, placed on probation, or revoked?
3. Have you EVER resigned, surrendered or allowed a professional registration, license or certificate to expire, while under investigation or while action was pending against you by a government agency?
4. Is any investigation or disciplinary action CURRENTLY pending against you by any government agency?
5. Are you CURRENTLY charged with or under investigation for a felony or misdemeanor in any jurisdiction?
6. Have you EVER been convicted of, or pled guilty or no contest to, or entered a plea in abeyance or diversion agreement to, a felony or misdemeanor in any jurisdiction? **Consult court records to determine the nature of any offenses, including traffic offenses which may be felonies or misdemeanors.**
7. Have you EVER been on probation, or ordered to pay a fine or restitution or complete community service, in connection with any criminal offense or licensing action?
8. Have you EVER had a civil judgment entered against you based on fraud, misrepresentation, or deceit?
9. Are you UNDER 18 years of age?

YES answers require a detailed letter of explanation and copies of all court documents including charging and judgment documents; court dockets; and proof of completion of probation and restitution orders and payment of fines and judgments.

Applicant Signature _____

Date _____



Appraisal Management Company Application

Individuals Selecting Appraisers or Reviewing Appraisal Reports

Please list any individual who selects an appraiser or reviews appraisal reports on Utah properties. Use additional sheets if necessary.

Name: _____ License # (if any): _____

Address: _____ City: _____ State: _____

Zip: _____ Ph: _____ Fax: _____ Email: _____

YES NO

- 1. Do you select appraisers?
- 2. Do you review appraisal reports?

15 hr National USPAP Course requirement (all individuals selecting appraisers or reviewing appraisal reports on Utah properties must complete within six months of registration or have completed 15 hour National USPAP Course):

() Attached proof of completion by individual (signed and dated completion certificate from AQB approved course provider).

Or

() Attest to completion of USPAP within 6 months of registration.

Name: _____ License # (if any): _____

Address: _____

City: _____ State: _____ Zip: _____ Ph: _____

Fax: _____ Email: _____

YES NO

- 1. Do you select appraisers?
- 2. Do you review appraisal reports?

15 hr National USPAP Course requirement (all individuals selecting appraisers or reviewing appraisal reports on Utah properties must complete within six months of registration or have completed 15 hour National USPAP Course):

() Attached proof of completion by individual (signed and dated completion certificate from AQB approved course provider).

Or

() Attest to completion of USPAP within 6 months of registration.

I, _____ (Main Control Person) attest that only the individuals listed above select appraisers or review appraisal reports on Utah properties for _____, an Appraisal Management Company.



Appraisal Management Company Application

LETTER OF WAIVER

Appraisal Management Company Control Person

Utah Department of Commerce
DIVISION OF REAL ESTATE
160 East 300 South/PO Box 146711
Salt Lake City, UT 84114-6711
(801) 530-6747

In connection with my application for an Appraisal Management Company Control Person, I hereby authorize the Division of Real Estate to obtain my fingerprints and to review my past and present employment and education records, and to conduct a criminal history background check in order to ascertain any and all information which may be pertinent to my licensure qualifications. I do hereby release all government agencies including, but not limited to, the Utah State Bureau of Criminal Identification, the Federal Bureau of Investigation, the Utah Division of Real Estate, and the Utah Appraisal Licensing and Certification Board, and their employees, from any damages resulting from furnishing such information.

WARNING: If information received from the Utah Bureau of Criminal Identification or the Federal Bureau of Investigation indicates that I have failed to accurately disclose my criminal history to the Division of Real Estate, I understand that any Appraisal Management Company control person will be immediately and automatically revoked.

REVIEW OF MY FBI RECORD: I understand that I have the right to obtain my criminal history by contacting the FBI Field Office that serves my area for instruction on the procedure and any applicable fees. All residents of Utah should direct their inquiries to the Salt Lake City Field Office, 257 East 200 South, Ste 1200, Salt Lake City, UT 84111. Telephone: (801) 579-1400.

Control Person Applicant name (PLEASE PRINT)

Control Person Applicant Signature

Date