



APPRAISAL MANAGEMENT COMPANY APPLICATION

State of Utah
Department of Commerce
Division of Real Estate

Complete, sign, and submit this **form** along with the **items listed below** to the Division.

Entity Name: _____ Email: _____

Business Address: _____

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

Registered Agent: _____ Email: _____

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 signed by Main Control Person for "Use of licensed or certified appraisers" (61-2e-301)
- Attach a letter of explanation signed by Main Control Person for "Adherence to standards" (61-2e-302) and subsection 304(1)(b)-(c)
- Attach a letter of explanation signed by Main Control Person for "Recordkeeping" (61-2e-303)
- \$350 Appraisal Management Company Application Fee
- Attach completed Individuals Selecting Appraiser or Reviewing Appraisal Reports Form
- Surety bond of \$25,000 with coverage through entire registration period.

Main Control Person

- Application for Main Control Person (all persons owning 10% or more of Appraisal Management Company) 61-2e-201.2(a)(b)
- 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(a)
- 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



APPRAISAL MANAGEMENT COMPANY APPLICATION

State of Utah
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For your information, the part of the statute and rules referenced in the application is included below:

Statute:

61-2e-301. Use of licensed or certified appraisers.

- (1) An appraisal management company required to be registered under this chapter may not enter into an agreement with an appraiser for the performance of a real estate appraisal activity unless the appraiser is licensed or certified in good standing pursuant to Chapter 2g, Real Estate Appraiser Licensing and Certification Act.
- (2)
 - (a) An appraisal management company required to be registered under this chapter shall have a system to verify that an individual added to the appraiser panel of the appraisal management company holds a license or certificate in good standing in this state pursuant to Chapter 2g, Real Estate Appraiser Licensing and Certification Act.
 - (b) As part of the registration process under Part 2, Registration, an appraisal management company shall biennially provide an explanation of the system described in Subsection (2)(a) in the form prescribed by the division.

61-2e-302. Adherence to standards.

- (1) An appraisal management company required to be registered under this chapter shall have a system in place to review the work of an appraiser who performs a real estate appraisal activity for the appraisal management company on a periodic basis to ensure that a real estate appraisal activity is conducted in accordance with applicable appraisal standards.
- (2) As part of the registration process under Part 2, Registration, an appraisal management company shall biennially provide an explanation of the system described in Subsection (1) in the form prescribed by the division.

61-2e-303. Recordkeeping.

- (1) An appraisal management company required to be registered under this chapter shall maintain a detailed record of the following for the same time period an appraiser is required to maintain an appraisal record for the same real estate appraisal activity:
 - (a) a real estate appraisal activity request that the appraisal management company receives; and
 - (b) the appraiser that performs the real estate appraisal activity described in Subsection (1) for the appraisal management company.
- (2) As part of the registration process under Part 2, Registration, an appraisal management company shall biennially provide an explanation of its recordkeeping described in Subsection (1) in the form prescribed by the division.



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Rules

R162-2e-301. Use of Licensed or Certified Appraisers.

Beginning upon registration with the division and continuing biennially thereafter, an AMC shall provide to the division a statement signed by its designated controlling person that explains the AMC's system for verifying that:

- (1) an appraiser who is added to the panel is licensed or certified; and
- (2) an appraiser who is assigned to complete a real estate appraisal remains licensed or certified in good standing.

R162-2e-302. Adherence to Standards.

Beginning upon registration with the division and continuing biennially thereafter, an AMC shall provide a statement to the division, signed by its designated controlling person, certifying that the AMC verifies that each appraisal assignment offered to an appraiser acting as an independent contractor is:

- (1) signed by an appraiser who is included in the AMC's panel at the time the assignment is offered; and
- (2) includes the information outlined in Subsection 304(1)(b)-(c).

R162-2e-303. Recordkeeping.

An AMC's statement of recordkeeping required upon registration with the division and biennially thereafter shall be signed by its designated controlling person and shall describe:

- (1) its system for maintaining a record of:
 - (a) (i) the name of the appraiser who accepts each assignment and signs the corresponding appraisal report; and
 - (ii) if an assignment is accepted by an appraisal entity, the name of the entity that accepts the assignment; and
 - (b) the client that requested the appraisal report;
- (2) the format in which the records required to be kept under Section 61-2e-303(1) are maintained;
- (3) an explanation of the system through which the AMC backs up any records kept as required by Section 61-2e-303(1) that are maintained in an electronic format;
- (4) the location where the records are kept; and
- (5) the name of the records custodian.

R162-2e-304 Required Disclosure.

In addition to the disclosures required by Section 61-2e-304, an AMC shall:

- (1) at the time an assignment is offered, disclose to the appraiser:
 - (a) the total amount that the appraiser may expect to earn from the assignment:
 - (i) disclosed as a dollar amount; and
 - (ii) delineating any fees or costs that will be charged by the AMC to the appraiser;
 - (b) (i) the property address;
 - (ii) the legal description; or
 - (iii) equivalent information that would allow the appraiser to determine whether the appraiser has been involved with any service regarding the subject property within the three years preceding the date on which the assignment is offered;
- (c) the assignment conditions and scope of work requirements in sufficient detail to allow the appraiser to determine whether the appraiser is competent to complete the assignment;



APPRAISAL MANAGEMENT COMPANY APPLICATION
**INDIVIDUALS SELECTING APPRAISERS OR
 REVIEWING APPRAISAL REPORTS**

State of Utah
 Department of Commerce
 Division of Real Estate

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. | <input type="checkbox"/> | <input type="checkbox"/> | Do you select appraisers? |
| 2. | <input type="checkbox"/> | <input type="checkbox"/> | Do you review appraisal reports? |

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

Name: _____ License # (if any): _____

 Address City State Zip

Ph: _____ Fax: _____ Email: _____

- | | | | |
|----|--------------------------|--------------------------|----------------------------------|
| | YES | NO | |
| 1. | <input type="checkbox"/> | <input type="checkbox"/> | Do you select appraisers? |
| 2. | <input type="checkbox"/> | <input type="checkbox"/> | Do you review appraisal reports? |

15-Hour 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).
- () 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

State of Utah
Department of Commerce
Division of Real Estate

LETTER OF WAIVER

Appraisal Management Company Main Control and 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



APPRAISAL MANAGEMENT COMPANY APPLICATION
MAIN CONTROL PERSON APPLICATION

State of Utah
Department of Commerce
Division of Real Estate

Complete, sign, and submit this form along with the items listed below by fax, mail, email, or in person.

Main Control Person: _____ License # (if any): _____
Date of Birth: _____ Phone: _____ Fax: _____
Email: _____
Address: _____
City/State/Zip: _____

Please complete and submit the following items with application:

- Two fingerprint cards
- \$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. Are you at least 18 years of age?
2. Do you attest that you have a high school diploma or GED?
3. Have you EVER had a professional or occupational credential (license, registration, certification, or similar authorization to work in a professional or occupational capacity) denied, revoked, or suspended?
4. Have you EVER had a professional or occupational credential (license, registration, certification, or similar authorization to work in a professional or occupational capacity) sanctioned? Sanctions include, but are not limited to, having a credential restricted, limited, placed on probation, being required to pay a fine or penalty, take education, or comply with any other condition?
5. Have you EVER been sanctioned or banned from engaging in any activity by Freddie Mac, Fannie Mae, FHA (HUD), VA, or similar organization for any period of time or for any reason?
6. Have you EVER been ordered to cease and desist from any conduct related to a professional or occupational credential (license, registration, certification, or similar authorization to work in a professional or occupational capacity)?
7. Have you EVER allowed a professional or occupational credential (license, registration, certification, or similar authorization to work in a professional or occupational capacity) to expire or lapse while you were under investigation by a regulatory or licensing body, or while a regulatory action was pending against you?



APPRAISAL MANAGEMENT COMPANY APPLICATION
MAIN CONTROL PERSON APPLICATION

State of Utah
Department of Commerce
Division of Real Estate

Yes No

8. Do you have knowledge of any complaint, investigation, or disciplinary action CURRENTLY ongoing or pending against you by a regulatory or licensing body?
9. Have you EVER been convicted of, or pled guilty or nolo contendere to a felony, class A misdemeanor, class B misdemeanor, or comparable criminal offense? A traffic offense can be prosecuted as a felony, class A misdemeanor, class B misdemeanor, or comparable criminal offense. Where this is the case disclosure is required.
10. Have you EVER resolved a felony, class A misdemeanor, class B misdemeanor, or Comparable criminal offense through a plea in abeyance, diversion agreement, withheld judgment, or other method whereby a charge was held in suspense during a period of time in which you were on probation or were obligated to comply with conditions outlined by a court? A traffic offense can be prosecuted as a felony, class A misdemeanor, class B misdemeanor, or comparable criminal offense. Where this is the case disclosure is required.
11. Currently, are you aware of any investigation(s), indictment(s), or criminal charge(s) for any crime in any jurisdiction which are pending against you?
12. Have you EVER been courts martial or discharged other than honorably from any branch of the armed services?
13. Have you EVER been required to register as a sex offender?
14. Have you EVER had a judgment entered against you in a civil court or in a bankruptcy court on the basis of fraud, misrepresentation, or deceit, or in any matter related to the purchase, sale, management, finance, loan origination, or valuation of real estate?
15. Have you EVER been found in contempt of court?

I hereby certify that I have read each disclosure question stated above, that I understand each question, and that I have answered the questions truthfully and accurately. I agree to be bound by the answers I have provided, and I understand that I may be sanctioned if any of my answers are found to be misleading or incorrect.

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 CONTROL PERSON APPLICATION

State of Utah
Department of Commerce
Division of Real Estate

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

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

Address: _____

City: _____ State: _____ Zip: _____

Ph: _____ Fax: _____ Email: _____

Complete and submit the following items with application:

- Two fingerprint cards
- \$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. Are you at least 18 years of age?
2. Do you attest that you have a high school diploma or GED?
3. Have you EVER had a professional or occupational credential (license, registration, certification, or similar authorization to work in a professional or occupational capacity) denied, revoked, or suspended?
4. Have you EVER had a professional or occupational credential (license, registration, certification, or similar authorization to work in a professional or occupational capacity) sanctioned? Sanctions include, but are not limited to, having a credential restricted, limited, placed on probation, being required to pay a fine or penalty, take education, or comply with any other condition?
5. Have you EVER been sanctioned or banned from engaging in any activity by Freddie Mac, Fannie Mae, FHA (HUD), VA, or similar organization for any period of time or for any reason?
6. Have you EVER been ordered to cease and desist from any conduct related to a professional or occupational credential (license, registration, certification, or similar authorization to work in a professional or occupational capacity)?
7. Have you EVER allowed a professional or occupational credential (license, registration, certification, or similar authorization to work in a professional or occupational capacity) to expire or lapse while you were under investigation by a regulatory or licensing body, or while a regulatory action was pending against you?
8. Do you have knowledge of any complaint, investigation, or disciplinary action CURRENTLY ongoing or pending against you by a regulatory or licensing body?



APPRAISAL MANAGEMENT COMPANY APPLICATION CONTROL PERSON APPLICATION

State of Utah
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YES NO

- 9. Have you EVER been convicted of, or pled guilty or nolo contendere to a felony, class A misdemeanor, class B misdemeanor, or comparable criminal offense? A traffic offense can be prosecuted as a felony, class A misdemeanor, class B misdemeanor, or comparable criminal offense. Where this is the case disclosure is required.
- 10. Have you EVER resolved a felony, class A misdemeanor, class B misdemeanor, or comparable criminal offense through a plea in abeyance, diversion agreement, withheld judgment, or other method whereby a charge was held in suspense during a period of time in which you were on probation or were obligated to comply with conditions outlined by a court? A traffic offense can be prosecuted as a felony, class A misdemeanor, class B misdemeanor, or comparable criminal offense. Where this is the case disclosure is required.
- 11. Currently, are you aware of any investigation(s), indictment(s), or criminal charge(s) for any crime in any jurisdiction which are pending against you?
- 12. Have you EVER been courts martial or discharged other than honorably from any branch of the armed services?
- 13. Have you EVER been required to register as a sex offender?
- 14. Have you EVER had a judgment entered against you in a civil court or in a bankruptcy court on the basis of fraud, misrepresentation, or deceit, or in any matter related to the purchase, sale, management, finance, loan origination, or valuation of real estate?
- 15. Have you EVER been found in contempt of court?

I hereby certify that I have read each disclosure question stated above, that I understand each question, and that I have answered the questions truthfully and accurately. I agree to be bound by the answers I have provided, and I understand that I may be sanctioned if any of my answers are found to be misleading or incorrect.

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 _____

Bond No. _____

Provide Surety's Name, Address, and Telephone No.

APPRAISAL MANAGEMENT COMPANY SURETY BOND FORM

1. KNOW ALL PERSONS BY THESE PRESENTS, that we, _____,
as Principal, and _____ a _____ of the State of
_____ having its principal office at _____ duly licensed
with the Utah Department of Insurance, as Surety, are held and firmly bound to the Division
of Real Estate of the Department of Commerce of the State of Utah in the sum of
_____ Dollars (\$ _____), for the payment of which
said Principal and Surety hereby bind themselves, their heirs, administrators, executors,
successors, and assigns, jointly and severally, to pay said sum.

2. THE CONDITIONS OF THIS BOND are such that the Principal
, _____, seeks to obtain a license from or registration with the Division of
Real Estate, State of Utah, to carry on business as _____. That business is
subject to the laws of the State of Utah and the administrative rules adopted thereunder.

3. THEREFORE, if the Principal, [Registrant], shall during the period beginning on
_____ day of _____, 20____ and ending on _____ day of _____, 20____,
faithfully observe and honestly comply with the provisions of all statutes and rules of Utah
law applicable to the Principal's said business, and shall indemnify the Division of Real
Estate and all appraisers as set forth in those laws, then this obligation shall become void
and of no effect, otherwise to remain in full force and effect.

4. IT IS UNDERSTOOD AND AGREED that this bond shall run to the State of Utah for
the benefit of the State of Utah and of appraisers doing business in the State of Utah.

SIGNED AND DATED this _____ day of _____, 20_____.

Surety's Name

Principal's Name

By: _____
Its: _____

By: _____
Its: _____

MAIL TO: UTAH DIVISION OF REAL ESTATE
PO BOX 146711
SALT LAKE CITY, UT 84114-6711