



APPRAISER CERTIFICATION AND LICENSURE BOARD

3000 Market Street SE, Suite 541

Salem, Oregon 97301

Telephone (503) 485-2555

Fax (503) 485-2559

www.oregonaclb.org

APPRAISAL MANAGEMENT COMPANY REGISTRATION APPLICATION

1. Appraisal management company contact information:

Name:

Type of entity:

Assumed business name in Oregon (if any):

Physical address:

City:

State:

ZIP:

Mailing address (if different):

City:

State:

ZIP:

Business Phone:

Fax:

Name of Contact Person:

Title:

Address/City/State/Zip:

Contact Phone:

Business Website:

Contact E-mail:

Non-Refundable Fees -- Application, registration, and background fees are due at time of application.

Application Fee	Registration Fee	Background Check	Total Fees Paid
\$1,000	\$1,500	\$44.50 x _____ (number of subject individuals)	\$

Visa MasterCard	Phone:
Credit card number	Expiration date
Name of cardholder as shown on credit card	
Cardholder signature	\$ _____ Amount

Make check or money order payable to: ACLB

Mail application with payment to:

Appraiser Certification and Licensure Board

3000 Market Street NE, Suite 541

Salem OR 97301

Secure fax for credit card payments: (503) 485-2559

If paying by credit card, applicant must sign credit-card information box above.

Page 2 of 3. Appraisal management company name: _____

2. Controlling Person(s) contact information:

Name: _____ Title: _____

Physical address: _____

City: _____ State: _____ ZIP: _____

Mailing address (if different): _____

City: _____ State: _____ ZIP: _____

Phone: _____ Fax: _____

E-mail: _____

3. List each individual/entity (including stockholders) who owns 10 percent or more of the appraisal management company, and list each person who shall have an interest in the appraisal management company as an Owner, Principal, Partner, Officer, Director or Trustee, specifying the capacity and title of each person. Additionally, list any and all controlling persons as defined by ORS 674.200(8). If more space is needed, please attach a separate sheet of paper.

Name, title, and license number	Address	Phone • Fax • E-mail	Ownership %
Name: Title: Appraiser/AMC license, registration or certification no.: State issued in:	Street: City: State/ZIP:	Phone: Fax: E-mail:	%
Name: Title: Appraiser/AMC license, registration or certification no.: State issued in:	Street: City: State/ZIP:	Phone: Fax: E-mail:	%
Name: Title: Appraiser/AMC license, registration or certification no.: State issued in:	Street: City: State/ZIP:	Phone: Fax: E-mail:	%
Name: Title: Appraiser/AMC license, registration or certification no.: State issued in:	Street: City: State/ZIP:	Phone: Fax: E-mail:	%

Each individual noted above shall be required to submit a fingerprint card to the Board for purposes of conducting a nationwide criminal background check.

4. Is the appraisal management company based in Oregon? Yes No

If no, please provide the contact information of your agent registered to receive service of process:

Name: _____

Physical address: _____

City: _____ State: _____ ZIP: _____

Mailing address (if different): _____

City: _____ State: _____ ZIP: _____

Phone: _____ Fax: _____ E-mail: _____

5. By signing this document, applicant certifies that:

- The controlling person designated in Section 2 and the owners designated in Section 3 have never had a license, certification, or registration to act as an appraiser or appraisal management company refused, denied, canceled, or revoked in this or any other state.
- Applicant understands that withholding information, falsification or misrepresentation of any of the information submitted as part of this application is grounds for denial of this application and could be grounds for subsequent disciplinary action.
- The appraisal management company complies with the minimum requirements in OAR 161-520-0020 regarding appraiser competency.
- The appraisal management company requires an appraiser completing an appraisal at the company's request to confirm that the appraiser is competent to perform the appraisal assignment before accepting the assignment.
- The appraisal management company maintains for at least five years: 1) A record of each appraisal management services request the company receives and the appraiser who performs the real estate appraisal activity contained in the request, and 2) A copy of each written complaint received by the appraisal management company, along with proof of documentation showing the complaint was forwarded to the appraisal management company's client for the appraisal assignment.
- The appraisal management company provides training to employees who select appraisers for an appraisal panel, select appraiser to perform real estate appraisal activity, or perform quality control examinations, and that the training complies with the requirements set forth in OAR 161-540-0010.
- The appraisal management company has written policies and procedures demonstrating compliance with ORS 674.220.
- The appraisal management company has a system in place to require that appraisals are conducted independently and without inappropriate influence or coercion as required by the appraisal independence standards established under section 129E of the Truth in Lending Act including any implementing regulations.
- The appraisal management company requires appraisers completing appraisals at the company's request to comply with the Uniform Standards of Professional Appraisal Practice.
- Any employee of the appraisal management company that performs the act or process of developing and communicating a reviewer's own opinion of value as part of the appraisal review for a property located in this state, is an Oregon licensed/certified real estate appraiser.

Signature: _____

Date: _____

Print Name: _____

Title: _____

APPRAISAL MANAGEMENT COMPANY REGISTRATION REQUIREMENTS AND FILING INSTRUCTIONS

- 1. Register with the State of Oregon Secretary of State:** For information or to request filing forms, contact the Secretary of State's office at (503) 986-2200 or visit their website at www.sos.state.or.us. The name of the company registered with the Secretary of State must be the same as the name on the AMC registration application and the Surety Bond.
- 2. Appraisal Management Company Registration Application:** Complete the application form. In accordance with Oregon laws, the registration application must include the name and contact information of an individual that will be the initial point of contact for all communication with the Board, and the name and contact information for each controlling person and subject individual who owns 10 percent or more of the entity. If more space is needed, you can attach a separate sheet of paper.
- 3. Background Check:** Each subject individual and controlling person placed on the application must complete and submit an "Appraisal Management Company Background Check Authorization" form, along with a fingerprint card (place fingerprint cards in a sealed envelope), a resume of the past five years of work experience, and a fee of \$44.50 per subject individual to process the criminal background check.
- 4. Surety Bond:** Submit a completed original Appraisal Management Company Surety Bond form with Power of Attorney authorization form from the insurance company, or an irrevocable letter of credit issued by an insured institution, as defined in ORS 706.008, in the amount of \$25,000.
- 5. Fees:** Include the registration and application fees of \$2,500 and the appropriate fingerprint fees.
- 6. Disclosures:** Include a written disclosure of any administrative actions (not including investigations) by any state to refuse, deny, cancel, or revoke a license, certificate, or registration as an appraiser or as an appraisal management company.

Pursuant to the provision of Oregon Revised Statute Chapter 674, Appraisal Management Companies (AMC) are required to obtain a Registration with the Oregon Appraiser Certification and Licensure Board (Board) if they wish to engage in business in the State of Oregon. For information or to request AMC forms, please visit our website at www.oregonaclb.org.