



STATE OF TENNESSEE
TENNESSEE REAL ESTATE APPRAISER COMMISSION
APPRAISAL MANAGEMENT COMPANY REGISTRATION
DEPARTMENT OF COMMERCE AND INSURANCE
500 JAMES ROBERTSON PARKWAY
NASHVILLE, TENNESSEE 37243
Phone (615) 741-1831 Fax (615) 253-1692
<http://tn.gov/commerce/boards/treac/index.shtml>

*** FOR OFFICE USE ONLY**

File Number: _____

Profession 1504; Initial Application 1010

Transaction Number: _____

APPLICATION FEE OF \$2,000.00 MUST BE SUBMITTED WITH THIS APPLICATION PAYABLE TO THE STATE OF TENNESSEE. PAYMENT MAY BE MADE BY PERSONAL CHECK, CERTIFIED CHECK, OR MONEY ORDER.

PLEASE ATTACH THE FOLLOWING REQUIRED DOCUMENTS:

- 1) CHARACTER INFORMATION AFFIDAVIT FOR THE CONTROLLING PERSON **AND** ANY PERSON OWNING MORE THAN TEN PERCENT (10%) OF THE APPRAISAL MANAGEMENT COMPANY
- 2) CLEAR COPY OF A DRIVERS LICENSE OR OTHER PHOTO IDENTIFICATION FOR THE CONTROLLING PERSON **AND** ANY PERSON OWNING MORE THAN TEN PERCENT (10%) OF THE APPRAISAL MANAGEMENT COMPANY
- 3) AN IRREVOCABLE UNIFORM CONSENT TO SERVICE OF PROCESS; THE APPOINTMENT OF AGENT FOR SERVICE OF PROCESS IS REQUIRED IF THE AMC IS LOCATED OUTSIDE THE STATE OF TENNESSEE. THE REGISTERED MUST BE LOCATED IN TENNESSEE.
- 4) A SURETY BOND IN THE AMOUNT OF TWENTY THOUSAND DOLLARS (\$20,000.00)

APPRAISAL MANAGEMENT COMPANY NAME: _____

MAILING ADDRESS: _____

PHYSICAL BUSINESS ADDRESS (If different): _____

BUSINESS PHONE NUMBER: _____

BUSINESS E-MAIL ADDRESS: _____

WEBSITE: _____

CONTROLLING PERSON (**REQUIRED**): _____

SOCIAL SECURITY NUMBER _____ DATE OF BIRTH _____

CONTROLLING PERSON MAILING ADDRESS: _____
(**REQUIRED** IF DIFFERENT FROM ABOVE; IF SAME ADDRESS INDICATE SAME AS ABOVE)

CONTROLLING PERSON PHONE NUMBER: _____

CONTROLLING PERSON E-MAIL ADDRESS: _____

AFFIDAVIT OF CONTROLLING PERSON

I, _____, (Name of Controlling Person) do hereby certify that I am fully aware of my responsibilities under T.C.A. § 62-39-410 as the designated controlling person to ensure compliance with all applicable state laws and rules on behalf of the registered Appraisal Management Company's operation in Tennessee. I have never been convicted of a criminal act involving moral turpitude. I have not had a license or certificate to act as an appraiser refused, revoked or surrendered in lieu of disciplinary action in any state.

The Appraisal Management Company named in this application:

- 1) Has a system and process in place to verify that a person being added to the appraiser panel of the Appraisal Management Company for appraisal services to be performed in Tennessee holds a license or certification in good standing issued by the Tennessee Real Estate Appraiser Commission, if a license or certification is required to perform appraisals, pursuant to T.C.A. § 62-39-415.
- 2) Has a system in place to review, on a periodic basis, the work of all appraisers who are performing real estate appraisal services in Tennessee for the Appraisal Management Company to validate that the real estate appraisal services are being conducted in accordance with USPAP, pursuant to T.C.A. § 62-39-416.
- 3) Maintains a detailed record of each service request that it receives for appraisal services within the state of Tennessee and the appraiser who performs the real estate appraisal services for the Appraisal Management Company, pursuant to § 62-39-417.
- 4) Maintains an irrevocable uniform consent to service of process, pursuant to § 62-39-407.
- 5) Certifies that each person that owns more than ten percent (10%) of the Appraisal Management Company has been reviewed to ensure that no such person has had an appraiser license, certification or registration refused, denied, cancelled, suspended, revoked or surrendered in lieu of further disciplinary action in any state.

I, _____, as controlling person, do hereby certify that records of any appraisal activity conducted by or for the Appraisal Management Company in the State of Tennessee will be kept at the following address: _____, and will be available to the Commission, or the Commission staff or designee during normal business hours.

I further certify that I have personally accepted the assigned responsibility of the controlling person as defined in T.C.A. § 62-39-402. If there is any change in my status as controlling person or if my contact information changes, I will notify the Real Estate Appraiser Commission within thirty (30) days of any change. I will notify the Commission within thirty (30) days of a change in the agent for service of process of record, or ownership composition pursuant to T.C.A. § 62-39-409.

SIGNATURE OF CONTROLLING PERSON

PRINTED NAME OF CONTROLLING PERSON

STATE OF _____

COUNTY OF _____

SWORN TO AND SUBSCRIBED BEFORE ME THIS THE _____ DAY OF _____.

NOTARY PUBLIC

SEAL

MY COMMISSION EXPIRES

**INTEREST DECLARATION FOR OWNERSHIP OF 10% OR MORE
OF THE AMC AND OWENER(S) AND CONTROLLING PERSON
CHARACTER INFORMATION**

You may make additional copies of these pages as may be necessary.

- Any individual or any corporation, partnership, or other business entity that owns ten percent (10%) or more of the Appraisal Management Company is listed below
- The officer, director, individual, appointed, or authorized by the Appraisal Management Company as Controlling Person. Please attach a clear copy of a driver's license or other photo identification for each individual listed on these pages

NAME: _____

CHARACTER INFORMATION

IF ANY OF THESE QUESTIONS ARE ANSWERED YES, PLEASE EXPLAIN IN A SUPPLEMENTAL WRITTEN STATEMENT.

- 1) Have you ever been denied an appraiser license or certificate or had an appraiser license or certificate or professional license of any type disciplined in Tennessee or elsewhere? This would include a consent order, agreed order, final order, suspension, revocation, or voluntary surrender of a license or certificate pursuant to a disciplinary proceeding.

Yes No
- 2) Are there currently formal administrative charges and/or disciplinary complaints pending against you in connection with any professional license or registration that you hold?

Yes No
- 3) Have you ever been convicted of, pled guilty, or pled no contest to any criminal offense, or is there any criminal (felony or misdemeanor) charge now pending against you?

Yes No
- 4) Has any final administrative order, judgment or decree of court been entered against you in which you were charged in the petition, complaint, declaration, answer, counterclaim or other pleading with any fraudulent or dishonest dealing?

Yes No

PERSONS WHO ANSWER "YES" TO ANY OF THE QUESTIONS WILL NOT BE AUTOMATICALLY DISQUALIFIED FOR REGISTRATION; HOWEVER, THE APPLICANT MAY BE REQUIRED TO APPEAR BEFORE THE COMMISSION TO EXPLAIN HIS/HER ANSWER(S) TO THE QUESTION(S), AND WILL BE REQUIRED TO SUBMIT A SUPPLEMENTAL STATEMENT WHICH PROVIDES ADDITIONAL INFORMATION AND DOCUMENTATION REGARDING SUCH ANSWERS. IF YOU ANSWERED "YES" TO QUESTION NUMBER 3, YOU ARE REQUIRED TO PROVIDE CERTIFIED COPIES OF THE COURT DOCUMENTS IN ALL SUCH CASES. IF YOU ANSWERED "YES" TO QUESTIONS NUMBER 1, 2 OR 4, YOU ARE REQUIRED TO PROVIDE IN WRITING THE FOLLOWING, WHERE APPLICABLE:

- 1. *A COMPLETE LISTING OF ALL DISCIPLINARY SANCTIONS IMPOSED AGAINST ALL OF YOUR APPRAISER AND OTHER PROFESSIONAL LICENSES OR REGISTRATIONS ALONG WITH THE DATES SUCH DISCIPLINE WAS IMPOSED;*
- 2. *TRUE AND CORRECT COPIES OF ALL SUCH DISCIPLINARY SANCTIONS, AND FORMAL ADMINISTRATIVE CHARGES AND DISCIPLINARY COMPLAINTS WHICH ARE PENDING IN CONNECTION WITH ANY APPRAISER OR OTHER PROFESSIONAL LICENSE OR REGISTRATIONS THAT YOU HOLD; AND*

3. *TRUE AND CORRECT COPIES OF ALL FINAL ADMINISTRATIVE ORDERS, OR JUDGEMENTS, OR DECREES OF COURT ENTERED AGAINST YOU WHERE YOU WERE CHARGED IN THE PETITION, COMPLAINT, DECLARATION, ANSWER, COUNTERCLAIM OR OTHER PLEADING WITH ANY FRAUDULENT OR DISHONEST DEALING.*

I have fully read and understand this application and the information given herein is true, correct and complete to the best of my knowledge. I agree to provide the Commission complete copies of any and all documents upon which any "yes" answer is based. If so requested by the Tennessee Real Estate Appraiser Commission, I will furnish all additional information or documentation as may be deemed necessary for the verification of the information given here, and in my supplemental statement. I acknowledge that this application may be disapproved for cause and that any registration, license or certification that I may obtain may be revoked for supplying false, incomplete or misleading information to the Commission. I agree to comply with the standards set forth in T.C.A, Title 62, Chapter 39, and I understand that violations of this chapter and the rules of the Tennessee Appraisal Management Company Registration shall be grounds for disciplinary proceedings against me.

NAME: _____

SOCIAL SECURITY NUMBER _____ DATE OF BIRTH _____

MAILING ADDRESS: _____

BUSINESS PHONE NUMBER: _____

BUSINESS E-MAIL ADDRESS: _____

Signature

Date

State of _____

County of _____

Sworn to and subscribed before me this the _____ day of _____, _____.

Notary Public

SEAL

My Commission Expires: _____

Date

APPRAISAL MANAGEMENT COMPANY SURETY BOND – TENNESSEE

Pursuant to T.C.A. § 62-39-408 (b) and Rules & Regulation 1255-08-01 (3)

Bond Number: _____

KNOW ALL PERSONS BY THESE PRESENTS:

That we, _____, as

Principal, and _____ a corporation authorized to do surety business in the State of Tennessee, as Surety, are held and firmly bound unto the State of Tennessee in the sum of TWENTY THOUSAND AND NO/100 DOLLARS (\$20,000), for the payment of which well and truly to be made, we bind ourselves and our legal representatives, firmly by these presents.

THE CONDITION of the above obligation is such that WHEREAS the Principal has applied for registration as an Appraisal Management Company in Tennessee, and gives this bond pursuant to T.C.A. § 62-39-408 (b) and Tenn. Comp. R. & Regs. 1255-08-01 (3). The bond may not be used to assist appraisers in collection efforts of credit extended by the appraiser. The bond shall accrue to the State for the benefit of a claimant against the registrant to secure the performance of the registrant's obligation. Any claims reducing the face amount of the bond must be restored at the time of the biennial renewal.

NOW, THEREFORE, if the Principal shall faithfully perform all of the obligations of an Appraisal Management Company under Tenn. Code Ann. § 62-39-401, *et. seq.* and any rules or regulations adopted thereunder, then this obligation shall be void; otherwise to remain in full force and effect.

PROVIDED, this bond is continuous and may be cancelled by the Surety by giving thirty (30) days notice in writing to the Tennessee Real Estate Appraiser Commission and the Principal at their addresses last known to the Surety, and the Surety shall be relieved of any further liability under this bond thirty (30) days after such notice is sent by First Class U.S. Mail. In no event shall the Surety's total liability for all claims arising out of the Principal's activities in any one biennial registration period exceed the amount set forth above. Any revision of the bond amount shall not be cumulative.

Dated this _____ day of _____, 20_____.

Signature of Principal

Printed Name of Principal

Name of Surety Company

Address of Surety

Name of Surety Agent

Signature of Surety Agent

(Seal)

Address of Surety Agent

IRREVOCABLE CONSENT TO SERVICE OF PROCESS

Each entity applying for registration as an Appraisal Management Company in Tennessee shall complete an irrevocable consent to service of process as prescribed by the Commission. T.C.A. § 62-39-407

Appraisal Management Company Name: _____

Appraisal Management Company Address: _____

Appraisal Management Company Phone Number: _____

Appraisal Management Company email and website address (if applicable): _____

For purposes of complying with the Tennessee Appraisal Management Company Registration and Regulation Act, T.C.A. § 62-39-407, the Appraisal Management Company named above irrevocably consents, stipulates and agrees that suits and actions may be commenced against it any court of competent jurisdiction and proper venue within Tennessee and agrees that any lawful process or pleading in any action against it in Tennessee made upon the appointed agent for service of process shall have the same legal force and validity as if the service had been made on the Appraisal Management Company directly. The Appraisal Management Company waives all claims of error by reason of such service. The Appraisal Management Company agrees to submit an amended Appointment of Agent for Service of Process form upon any change in the information provided. Any changes to the agent information shall be effective upon receipt by the Tennessee Real Estate Appraiser Commission.

I, _____ as controlling person of the Appraisal Management Company as defined by T.C.A. § 62-39-402 (8) am authorized to sign and execute the Irrevocable Consent to Service of Process so that legal action may be commenced against the above listed Appraisal Management Company in any jurisdiction within the state of Tennessee.

In witness whereof, the controlling person of the Appraisal Management Company executes this Irrevocable Consent to Service of Process on the _____ day of _____, _____.

Signature of Controlling Person

Printed Name of Controlling Person

State of _____ County of _____

Sworn to and subscribed before me this the _____ day of _____, _____.

Notary Public

SEAL

My Commission Expires: _____
Date

APPOINTMENT OF AGENT FOR SERVICE OF PROCESS

If the entity is not a corporation that is domiciled in this state, the name and contact information for the company's agent for service of process in this state. T.C.A. 62-39-403(b) (4)

Agent for Service of Process: _____

Agent for Service of Process Address: _____

Agent for Service of Process Phone Number: _____

Agent for Service of Process email address and website (if applicable): _____

For purposes of complying with the Tennessee Appraisal Management Company Registration and Regulation Act, T.C.A. § 62-39-403 (b)(4), the foreign Appraisal Management Company named above designates the above named agent for service of process within the state of Tennessee and consents, stipulates and agrees that suits and actions may be commenced against it any court of competent jurisdiction and proper venue within Tennessee and agrees that any lawful process or pleading in any action against it in Tennessee made upon the appointed agent for service of process shall have the same legal force and validity as if the service had been made on the Appraisal Management Company directly. The Appraisal Management Company waives all claims of error by reason of such service. The Appraisal Management Company agrees to submit an amended Appointment of Agent for Service of Process form upon any change in the information provided. Any changes to the agent information shall be effective upon receipt by the Tennessee Real Estate Appraiser Commission.

I, _____ as controlling person of the Appraisal Management Company as defined by T.C.A. § 62-39-402 (8) am authorized to sign and execute Appointment of Agent for Service of Process so that legal action may be commenced against the above listed Appraisal Management Company in any jurisdiction within the state of Tennessee.

In witness whereof, the controlling person of the Appraisal Management Company executes this Appointment of Agent for Service of Process on the _____ day of _____, _____.

Signature of Controlling Person

Printed Name of Controlling Person

State of _____

County of _____

Sworn to and subscribed before me this the _____ day of _____, _____.

Notary Public

SEAL

My Commission Expires: _____
Date