



Real Estate Appraiser Board
APPRAISAL MANAGEMENT COMPANY LICENSE APPLICATION
Fee \$540.00*

* Fees include National Registry Fee of \$50.00

A check or money order payable to the TREASURER OF VIRGINIA,
 or a completed credit card insert must be mailed with your application package.
APPLICATION FEES ARE NOT REFUNDABLE.

1. Business Entity/Sole Proprietor's Name _____
2. Trade, "Doing Business As" (DBA) or Fictitious Name[▲] _____
 - ▲ All business entities with DBA and Fictitious names must attach a copy of the certificate filed with the Clerk of the Court in the locality where business will be conducted (if required by the locality) or must be registered with the State Corporation Commission (SCC).
3. Select **one** of the following and provide the information below.
 - Business Federal Employer Identification Number (FEIN)[❖]

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 Federal Employer Identification Number (12-3456789)
 - ❖ State law requires every applicant, *who is not a sole proprietor*, to provide a federal employer identification number. *Sole proprietors must provide a social security number or a control number issued by the Virginia Department of Motor Vehicles.*
 - Sole Proprietor's/Individual's Social Security Number **or**

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 Social Security or Virginia DMV Number (123-45-6789)
 - Virginia Department of Motor Vehicles Control Number^{*}
 - * State law requires every applicant for a license, certificate, registration or other authorization to engage in a business, trade, profession or occupation issued by the Commonwealth to provide a social security number or a control number issued by the Virginia Department of Motor Vehicles.
4. Type of business entity (select only **one**)
 - Sole Proprietorship General Partnership Association Other, please specify: _____
 - Corporation[◆] Limited Liability Company[◆] Limited Partnership[◆] _____

State Corporation Commission Number: _____

 - ◆ If your business is a **corporation, limited liability company, or limited partnership**, your business/trade name(s) must be registered with the Virginia State Corporation Commission. Firms shall be organized as business entities under the laws of the Commonwealth of Virginia or otherwise authorized to transact business in Virginia. Firms must register any trade or fictitious names with the State Corporation Commission or the clerk of court in the county or jurisdiction where the business is to be conducted. For additional information, contact the SCC at www.scc.virginia.gov or by phone at (804) 371-9733.
5. Mailing Address (PO Box accepted) _____
 If a mailing address is submitted, the mailing address will be printed on the license.

City	State	Zip Code
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6. Street Address (PO Box not accepted) _____
PHYSICAL ADDRESS REQUIRED
 - Check here if Street Address is the same as the Mailing Address listed above.

City	State	Zip Code
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7. Email Address _____
8. Contact Numbers

Primary Telephone	Alternate Telephone	Fax
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OFFICE USE ONLY	DATE	FEE	TRANS CODE	ENTITY #	FILE #/LICENSE #	ISSUE DATE
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9. Does the firm, the controlling person, the responsible person or any person who owns 10 percent or more of the firm hold a current or expired real estate appraisers management company license, certification or registration issued by any (including Virginia) state or territory of the United States?

No

Yes If yes, complete the following table and attach an original Certification of Licensure/Letter of Good Standing (dated within the last 60 of days) .

Name	State/Jurisdiction	License, Certification or Registration Number	Expiration Date

◆ Certifications of Licensure/Letter of Good Standing, prepared by the state board or regulatory body must include: 1) the license/certification/registration number; 2) the initial date of licensure; 3) the expiration date of the license; 4) *the means of obtaining licensure (i.e. exam, reciprocity, etc.); and 5) all closed disciplinary actions resulting in a violation or undetermined finding.*

10. Provide the following information for any person or entity that owns 10 percent or more of the appraisal management company:

Name	Address	FEIN, Social Security No. or VA DMV Control No.*	Birth Date	Contact Number

11. Has the company established a bond or letter of credit in accordance with § 54.1-2021.1 of the Code of Virginia?

No

Yes If yes, proof of current bond or letter of credit with the appraisal management company as the named bond holder or letter of credit holder must be submitted along with this application.

12. Appraisal Management Company's **Responsible Person**:

A. Name of Responsible Person

Last First Middle Generation

B. Responsible Person's Address

City State Zip Code

C. Select **one** of the following and provide the information below.

*Sole Proprietor/Individual's Social Security Number or**

Virginia Department of Motor Vehicles Control Number

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Social Security or Virginia DMV Number (123-45-6789)

* State law requires every applicant for a license, certificate, registration or other authorization to engage in a business, trade, profession or occupation issued by the Commonwealth to provide a social security number or a control number issued by the Virginia Department of Motor Vehicles.

D. Responsible Person's Date of Birth

MM/DD/YYYY

E. Responsible Person's Real Estate Appraiser License Number

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13. Has the firm, the controlling person, the responsible person and any person who owns 10 percent or more of the firm ever been subject to a disciplinary action or any other corrective action taken by any (including Virginia) local, state or national regulatory body? This includes, but not limited to, reprimand, revocation, suspension or denial, imposition of a monetary penalty, required to complete remedial education.
- No
- Yes If yes, provide a certified copy of the final order, decree or case decision by a court or regulatory agency with lawful authority to issue such order, decree or case decision.
14. A. Has the firm, the controlling person, and any person who owns 10 percent or more of the firm ever been convicted or found guilty, regardless of the manner of adjudication, in any jurisdiction of the United States of **any misdemeanor that occurred within five years of the date of this application?** *Any plea of nolo contendere shall be considered a conviction.*
- No
- Yes
- B. Has the firm, the controlling person, and any person who owns 10 percent or more of the firm ever been convicted or found guilty, regardless of the manner of adjudication, in any jurisdiction of the United States of **any felony?** *Any plea of nolo contendere shall be considered a conviction.*
- No
- Yes

Consent to Suits

By signing this application, you acknowledge that if you are not a Virginia resident, or move outside of Virginia while you hold a Virginia Real Estate Appraiser Management Company License, you understand that this application serves as a written power of attorney, whereby you appoint the Director of the Department of Professional and Occupational Regulation, and his/her successors in office, to be your true and lawful agent attorney-in-fact, in your stead, upon whom all legal process against and notice to you may be served and who is hereby authorized to enter an appearance on your behalf in any case or proceedings arising out of the trade or profession practiced; and that by submitting this application you hereby agree that any lawful process against you which is duly served on said agent and attorney-in-fact shall be of the same legal force and validity as if served upon you.

15. I, the undersigned, certify that the foregoing statements and answers are true, and I have not suppressed any information that might affect the Board's decision to approve this application. I certify that I will notify the Department if the firm, the controlling person, the responsible person and any person who owns 10 percent or more of the firm is subject to any disciplinary action or convicted of a felony or misdemeanor or fair housing violations (in any jurisdiction) prior to receiving the requested license. I certify that I have read, understood and complied with all the laws of Virginia under the provisions of Title 54.1, Chapter 20.1 of the *Code of Virginia*, and the *Real Estate Appraiser Board Regulations*.

I also certify and attest that any person that owns 10 percent or more of the appraisal management company and any controlling person of an appraisal management company seeking to be licensed pursuant to this change shall be of good moral character.

Signature of Responsible Person:

Print Name _____

Signature _____ Date _____

Importance Reminder:

All applicants (the controlling person, and any person who owns 10 percent or more of the firm) for initial licensure are required to submit a set of fingerprints to the Virginia Central Criminal Records Exchange for the purpose of conducting a state and national fingerprint-based criminal history record.