



ARIZONA DEPARTMENT OF FINANCIAL INSTITUTIONS

Robert D. Charlton
Superintendent

Douglas A. Ducey
Governor

Appraisal Management Company UPDATES TO REGISTRATION ONLY

AMC Registration shall be made under the business name of the applying Registrant. All separate business names will require separate and full registrations. An AMC must be registered prior to doing business in Arizona. Registered AMC's will be posted on the Department website at www.azboa.gov.

All entries must be typewritten or printed in ink. If you do not answer **EVERY** question and include all required attachments with required highlighting, your Application will be considered incomplete and will delay the issuance of your License/Certificate.

- Documentation for any "yes" answer on the certification page. This includes a new controlling person or adding a new individual on page #2.
- Bond (see page #10)
- Certificate of Good Standing from Arizona Corporation Commission or Arizona Secretary of State.
- Fingerprint Clearance Card. Forms are available at the Department's office. Please call or email to request the application. Include a mailing address and how many DPS application are needed.

Applicant Information:

Registered Name:

(This name is on the registration certificate, website, and all mail)

Business Name:

(Full name including any DBA – This name needs to be on the bond as the Principal)

Controlling Person: _____ Business Phone: _____

Mailing Address: _____

City: _____ State: _____ County: _____ Zip: _____

NOTE: Applicant information may be posted on Department's website. All mail will be sent to your mailing address.

Physical Address: _____

City: _____ State: _____ County: _____ Zip: _____

Business Email: _____ Website: _____ Fax Number: _____

Pursuant to A.R.S §41-1750 each person listed below must submit to a **Criminal background check**. See page 1 of application for instructions.

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.

List each individual/entity (including stockholders) who owns 10% or more of the appraisal management company. If there is more than one owner of the AMC, or if the subject AMC is owned by another company, we will need additional copies of pages 8 and 9 completed by each of the owners. Each person who owns more than 10% of the subject AMC and/or each person that owns more than 10% of the company that owns the subject AMC must hold a valid Arizona Department of Public Safety (DPS) Clearance Card.

See first page of application for instructions on how to obtain an application for a valid Arizona Department of Public Safety (DPS) Clearance Card.

1) Mr. Ms.: (First) _____ (M.I.) _____ (Last) _____
Capacity & Title: _____ Ownership _____ %
Business Address: _____
*Residence Address: _____
Business Phone: _____ *Personal Cell Phone: _____
Business Email: _____ *Personal Email: _____
NMLS ID#: _____ Lic/Cert Real Property Appraiser#: _____ State _____

2) Mr. Ms.: (First) _____ (M.I.) _____ (Last) _____
Capacity & Title: _____ Ownership _____ %
Business Address: _____
*Residence Address: _____
Business Phone: _____ *Personal Cell Phone: _____
Business Email: _____ *Personal Email: _____
NMLS ID#: _____ Lic/Cert Real Property Appraiser#: _____ State _____

3) Mr. Ms.: (First) _____ (M.I.) _____ (Last) _____
Capacity & Title: _____ Ownership _____ %
Business Address: _____
*Residence Address: _____
Business Phone: _____ *Personal Cell Phone: _____
Business Email: _____ *Personal Email: _____
NMLS ID#: _____ Lic/Cert Real Property Appraiser#: _____ State _____

4) Mr. Ms.: (First) _____ (M.I.) _____ (Last) _____
Capacity & Title: _____ Ownership _____ %
Business Address: _____
*Residence Address: _____
Business Phone: _____ *Personal Cell Phone: _____
Business Email: _____ *Personal Email: _____
NMLS ID#: _____ Lic/Cert Real Property Appraiser#: _____ State _____

Copy and submit additional pages as needed.

Pursuant to A.R.S § 41-1750 the controlling person must submit to a **Criminal background check**.

See first page of application for instructions on how to obtain an application for a valid Arizona Department of Public Safety (DPS) Clearance Card.

List the Controlling person:

Mr. Ms.: (First) _____ (M.I.) _____ (Last) _____

Capacity & Title: _____ Ownership _____%

Business Address: _____

*Residence Address: _____

Business Phone: _____ *Personal Cell Phone: _____

Business Email: _____ *Personal Email: _____

NMLS ID#: _____ Lic/Cert Real Property Appraiser#: _____ State _____

*Residential addresses, personal cell phone numbers, and personal email addresses shall be maintained as confidential information by the Department.

Pursuant to A.R.S. § 32-3662 & 32-3672 please provide contact information for all persons authorized by the Appraisal Management Company to select independent appraisers for real property services in this state (if more space is needed please attach a separate addendum):

- 1) Name Mr. or Ms.: _____
Business Address: _____
Business Phone: _____ Business Email: _____
- 2) Name Mr. or Ms.: _____
Business Address: _____
Business Phone: _____ Business Email: _____
- 3) Name Mr. or Ms.: _____
Business Address: _____
Business Phone: _____ Business Email: _____
- 4) Name Mr. or Ms.: _____
Business Address: _____
Business Phone: _____ Business Email: _____
- 5) Name Mr. or Ms.: _____
Business Address: _____
Business Phone: _____ Business Email: _____
- 6) Name Mr. or Ms.: _____
Business Address: _____
Business Phone: _____ Business Email: _____
- 7) Name Mr. or Ms.: _____
Business Address: _____
Business Phone: _____ Business Email: _____

CERTIFICATIONS BY CONTROLLING PERSON

I, _____ certify to the Department of Financial Institutions that I have been designated and duly authorized as the controlling person for the applicant/registrant (AMC), and that I have full knowledge of the applicant/registrant's (AMC) responsibilities upon becoming registered and have been officially delegated and do accept the authority to ensure the applicant/registrant's (AMC) compliance with the applicable state statutes and rules and:

- a) I certify that the applicant/registrant (AMC) has a system in place to verify that all Arizona appraisers on its panel have a current and valid license or certificate in good standing issued by the Department of Financial Institutions.
- b) That the applicant/registrant (AMC) has a system in place to review the work of all independent appraisers performing appraisal services for the Appraisal Management Company on a periodic basis to confirm that the Real Property Appraisal Services are being conducted in accordance with Uniform Standards of Professional Appraisal Practice.
- c) That the applicant/registrant (AMC) shall keep a record of each request for appraisal services applicable to Arizona properties as well as the name of the appraiser performing the appraisal service and the fee paid to the appraiser.
- d) That the applicant/registrant (AMC) has a system in place to train those who select individual appraisers for real property services in this state, to ensure that the selectors have appropriate training in placing appraisal assignments.
- e) That the applicant/registrant (AMC) has no unpaid invoices or accounts payable to licensed or certified appraisers for services received that are over 45 days past due at the time of initial registration.
- f) That the applicant/ registrant (AMC) has a valid surety bond in the amount of \$20,000 that meets the requirements of A.R.S. § 32-3667.

Please print name of Controlling Person _____

If you answer "YES" to any question below, provide a signed, detailed statement describing the facts and circumstances, including the date and location of the incident or event. Please **SUBMIT THE FOLLOWING**: A. For **CRIMINAL** matters, a **CERTIFIED** copy of (1) Complaint and Indictment; (2) Information; (3) Plea agreement; (4) Presentence Report; (5) Judgment; (6) Sentencing documents; (7) Probation Papers; (8) Restoration of civil rights/ expungement/ dismissal documents. B. For **CIVIL** matters, a **CERTIFIED** copy of (1) Complaint; (2) Amended Complaint; (3) Judgment; (4) Satisfaction of Judgment; (5) Settlement Agreement. C. For **DISCIPLINARY ACTIONS**, a **CERTIFIED** copy of (1) Notice of hearing and/or complaint; (2) Answer; (3) Findings of Fact and Conclusions of Law; (4) Final Order/ Administrative Ruling; (5) Consent or Settlement Agreement; (6) Certified Registered/ License/ Certificate History from each state, except Arizona, in which applicant/registrant is licensed/certified at the time of application. D. Provide any other documentation that the applicant/ registrant believes supports the applicant/ registrant's qualifications for registration/ licensure/ certification. E. Any additional documentation that the Department may require. **Note:** If you attempt to obtain the required documents and are told that records have been destroyed or are otherwise unavailable, obtain a written statement to that effect from the agency and court. *Do not detach or unstaple certified documents. Documents must remain in original order received.*

YES NO

- ___ ___ 1. Has the **AMC** ever had any financial, appraisal, real estate or mortgage lending industry license or certificate issued by this state, or any other state, refused, denied, canceled, revoked or voluntarily surrendered? **If so, provide a copy of the letter or order stating the reasons for the denial.**
- ___ ___ 2. Has the **AMC** ever been charged with, convicted of or pled nolo contendere (no contest) to a criminal offense in this or any other jurisdiction (i.e. locality) that **resulted in a conviction or adverse judgment** against it?
- ___ ___ 3. Has the **AMC** ever been or is currently a defendant or respondent in any type of civil or criminal action involving appraisal(s), appraisal services, fraud, misrepresentation, or deceit in this or any other jurisdiction (i.e. locality) that **resulted in a conviction or adverse judgment** against it?
- ___ ___ 4. Has the **AMC** after July 29, 2010, attempted to do business or held itself out as being entitled to do business as an AMC in this state, without being the holder of a valid, current Arizona certificate authorizing it to do so?
- ___ ___ 5. Has the **AMC** ever been or is it currently the subject of any complaint, investigation or disciplinary action against a license, certificate, registration, or membership by any state regulatory board, or any professional or occupational credentialing authority in this or any other jurisdiction (i.e. locality) that **resulted in an adverse judgment** against it?

YES **NO**

- ___ ___ 6. Has the **AMC** ever voluntarily withdrawn, surrendered, allowed to lapse, canceled or resigned a license, certificate, registration or membership in lieu of disciplinary proceedings or sanctions of any kind by any state regulatory board, or any professional or occupational credentialing authority in this or any other jurisdiction (i.e. locality)?
- ___ ___ 7. Has the **AMC** ever used, been known as or called by another name or alias other than the name disclosed on this application?

By signing below I attest that the above certifications are true and correct and I further understand that submitting false or misleading information to the Department may be grounds for disciplinary action.

(Print Name of Controlling Person)

(Print Title of Controlling Person)

(Signature of Controlling Person)

(Date)

Subscribed and sworn before me this _____ day of _____, 20_____.

(Notary Public Signature)

State of: _____

County of: _____

My Commission expires: _____

UPDATES TO CURRENT RECORD

IRREVOCABLE CONSENT TO SERVICE OF PROCESS

(Must designate an agent in Arizona for consent to service of process)

By signing this application, I give my irrevocable consent that service of process on me may be made by delivery of the process to the Secretary of State if, in an action against the Appraisal Management Company in a court of this state arising out of its activities as a state registered Appraisal Management Company, the plaintiff cannot effect, in the exercise of due diligence, personal service on me.

Name of Agent for Service of Process – Must be in Arizona

Mailing Address of Agent for Service of Process

Business Address of Agent for Service of Process

Agent's Phone # Agent's Fax # Agent's Email Address

Print Name

Date

Signature

Date

Subscribed and sworn to before me this ____ day of _____, 20____.

Notary Public Signature

State of: _____

County of: _____

My Commission expires: _____

Please make copies as needed to submit with registration application.

CERTIFICATIONS BY OWNER(S)/OFFICER(S)/CONTROLLING PERSON

Print name of Owner/Officer/Controlling Person _____

See first page of application for instructions on how to obtain an application for a valid Arizona Department of Public Safety (DPS) Clearance Card.

Fingerprint Clearance Card/ Application Status:

Application Number: _____ (*located upper right side of AZ DPS application form*)

OR

Previously issued (and current) Arizona DPS Level One Clearance Card #: _____

If you answer "YES" to any question below, provide a signed, detailed statement describing the facts and circumstances, including the date and location of the incident or event. Please **SUBMIT THE FOLLOWING**: A. For **CRIMINAL** matters, a **CERTIFIED** copy of (1) Complaint and Indictment; (2) Information; (3) Plea agreement; (4) Presentence Report; (5) Judgment; (6) Sentencing documents; (7) Probation Papers; (8) Restoration of civil rights/expungement/dismissal documents. B. For **CIVIL** matters, a **CERTIFIED** copy of (1) Complaint; (2) Amended Complaint; (3) Judgment; (4) Satisfaction of Judgment; (5) Settlement Agreement. C. For **DISCIPLINARY ACTIONS**, a **CERTIFIED** copy of (1) Notice of hearing and/or complaint; (2) Answer; (3) Findings of Fact and Conclusions of Law; (4) Final Order/ Administrative Ruling; (5) Consent or Settlement Agreement; (6) Certified Registered/ License/ Certificate History from each state, except Arizona, in which applicant/ registrant is registered/ licensed/ certified at the time of application. D. Provide any other documentation that the applicant/ registrant believes supports the applicant/ registrant's qualifications for registration/ licensure/ certification. E. Any additional documentation that the Department may require. **Note:** If you attempt to obtain the required documents and are told that records have been destroyed or are otherwise unavailable, obtain a written statement to that effect from the agency and court. **Do not detach or unstaple certified documents. Documents must remain in original order received.**

YES NO

- ___ ___ 1. Have you ever had any financial, appraisal, real estate or mortgage lending industry license or certificate issued by this state, or any other state, refused, denied, canceled, revoked or voluntarily surrendered? **If so, provide a copy of the letter or order stating the reasons for the denial.**
- ___ ___ 2. Have you ever been charged with, convicted of or pled nolo contendere (no contest) to a criminal offense, other than a minor traffic violation (please note DUI's and/or being placed on probation), in this or any other jurisdiction (i.e. locality)? You must answer "YES" even if you received a pardon, the conviction was set aside, the records were expunged, or your civil rights were restored; whether or not a sentence was imposed or suspended.
- ___ ___ 3. Have you ever been named as a defendant or respondent in any type of civil or criminal action involving appraisal(s), appraisal services, fraud, misrepresentation, or deceit in this or any other jurisdiction (i.e. locality) that **resulted in a conviction or adverse judgment** against you?

YES NO

- ___ ___ 4. Have you, after June 18, 1990, attempted to do business or held yourself out as being entitled to do business as an appraiser in this state, without being the holder of a valid, current Arizona certificate or license authorizing you to do so?
- ___ ___ 5. Have you ever been or are you currently the subject of any complaint, investigation or disciplinary action against a license, certificate, registration, or membership by any state regulatory board, or any professional or occupational credentialing authority in this or any other jurisdiction (i.e. locality) that **resulted in an adverse judgment** against you?
- ___ ___ 6. Have you ever voluntarily withdrawn, surrendered, allowed to lapse, canceled or resigned a license, certificate, registration or membership in lieu of disciplinary proceedings or sanctions of any kind by any state regulatory board, or any professional or occupational credentialing authority in this or any other jurisdiction (i.e. locality)?
- ___ ___ 7. Have you ever used, been known as or called by another name or alias other than the name signed to this application? *(Examples: maiden name, prior married names, Jr., III, etc.)*

By signing below I attest that the above certifications are true and correct and I further understand that submitting false or misleading information to the Department may be grounds for disciplinary action.

(Print Name of Owner/Officer)

(Print Title of Owner/Officer)

(Signature of Owner/Officer)

(Date)

Subscribed and sworn before me this ____ day of _____, 20____.

(Notary Public Signature)

State of: _____

County of: _____

My Commission expires: _____

**APPRAISAL MANAGEMENT COMPANY
Surety Bond \$20,000**

Submit this form with original signatures

Bond # _____

I _____ of
(Print Name of authorized AMC signer) (Print Title of authorized AMC signer)

_____ as principal, and
(Business Name)

_____ (Surety Name) _____ (Surety Phone #)

_____, a corporation and duly
(Surety Address)

authorized to transact business as surety under the laws of the State of Arizona, as surety, are held firmly bound to the **Department of Financial Institutions** in the sum of Twenty Thousand Dollars (\$20,000) for payment of which we bind ourselves, our heirs, successors, executors, and administrators, jointly and severally, all on the terms and conditions hereafter described. This bond shall be one continuing obligation, and the liability of the surety for the aggregate of any and all claims which may arise hereunder shall in no event exceed the amount of the penalty hereof.

WHEREAS, under the terms of A.R.S. § 32-3667, every Appraisal Management Company applicant must file with the Department of Financial Institutions for registration under A.R.S. § 32-3662 and

WHEREAS, a bond in this form must accompany such application,

NOW, therefore, upon the granting of registration to the Principal by the aforementioned Department, Principal is required to comply with all the terms of said Code, and all rules and regulations promulgated by the Department of Financial Institutions pursuant to the authority of said code.

The Principal shall not cancel this bond and agrees bond must be maintained at \$20,000 after each draw down and remain in effect for one year after registration is terminated, cancelled, revoked, or otherwise ended. The Surety reserves the right to cancel the bond upon thirty days written notice to Principal and the Department.

IN WITNESS WHEREOF, the parties have executed this bond as of _____,
(Effective Date)

This _____ day of _____, 20_____.

(Print AMC authorized signer name & title) (Print Surety & Attorney-In-Fact Names)

(Signature of AMC authorized signer) (Attorney-in-Fact Signature)
(Attach Original Power of Attorney)

MAIL ORIGINAL Bond/Cancellation NOTICE to:
Department of Financial Institutions
2910 North 44th Street, Suite 310
Phoenix, Arizona 85018

Attachment (submit only if applicable)

Please list the location of other branch offices operating under the same registered name at which the Appraisal Management Company will conduct business in this state.

1) Business Address: _____

City: _____ Zip: _____

2) Business Address: _____

City: _____ Zip: _____

3) Business Address: _____

City: _____ Zip: _____

4) Business Address: _____

City: _____ Zip: _____

5) Business Address: _____

City: _____ Zip: _____

6) Business Address: _____

City: _____ Zip: _____

UPDATES TO CURRENT RECORD