



## ARIZONA BOARD OF APPRAISAL

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### APPRAISAL MANAGEMENT COMPANY ANNUAL CERTIFICATION FORM

In accordance with A.R.S §32-3672, the Board is requesting that the controlling person completes the following certification.

Registered AMC Name: \_\_\_\_\_

AMC Registration #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Business Email: \_\_\_\_\_

Name of Controlling Person: \_\_\_\_\_

#### ANNUAL CERTIFICATIONS BY CONTROLLING PERSON

A.R.S. §32-3672 requires that Appraisal Management Companies (AMCs) certify on an annual basis to the Board that the AMC has certain systems in place to help ensure that the appraisals the AMC procures are quality appraisals that comply with the Uniform Standards of Professional Appraisal Practice and State law. Specifically, A.R.S. §32-3672 provides that:

##### Annual certifications

A. Each appraisal management company seeking to be registered in this state shall certify to the board on an annual basis on a form prescribed by the board that the appraisal management company has a system and process in place to verify that a person being added to the appraiser panel of the appraisal management company holds a license or certificate in good standing in this state pursuant to the board.

B. Each appraisal management company seeking to be registered in this state shall certify to the board on an annual basis that it has a system in place to review the quality of appraisals of all independent appraisers that are performing real property 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. Each appraisal management company seeking to be registered shall certify to the board on an annual basis that it maintains a detailed record of each service request that it receives and the name of the independent appraiser that performs the real property appraisal services for the appraisal management company. An appraisal management company shall maintain a detailed record for the same time period that an appraiser is required to maintain an appraisal record for the same real property appraisal activity.

D. Each appraisal management company seeking to be registered shall certify to the board on an annual basis that it 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.

1. Does the AMC have a system in place to verify that persons added to its appraiser panel hold a license or certificate in good standing in the state?  
Yes No      Initial\_\_\_\_\_
  
2. Does the AMC have a system in place to review the quality of appraisals of all independent appraisers that are performing real property appraisal services for the AMC on a periodic basis to confirm that the services are being conducted in accordance with the Uniform standards of Professional Appraisal Practice?  
Yes No      Initial\_\_\_\_\_
  
3. Does the AMC maintain a detailed record of each service requested that it receives and the name of the independent appraiser that performs the real property appraisal service?  
Yes No      Initial\_\_\_\_\_
  
4. Does the AMC have a system in place to train those who select individual appraisers for real property services in the State, to ensure that the selectors have appropriate training in placing appraisal assignments?  
Yes No      Initial\_\_\_\_\_

If you answered "NO" to any one of the above questions, please attach a written explanation as to why a particular system is not in place and an estimated date by which the system will be in place.

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 Board may be grounds for disciplinary action.

\_\_\_\_\_  
(Print Name of Controlling Person)

\_\_\_\_\_  
(Print Title of Controlling Person)

\_\_\_\_\_  
(Signature of Controlling Person)

\_\_\_\_\_  
(Date)