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**APPRAISAL MANAGEMENT COMPANY CERTIFICATE OF REGISTRATION APPLICATION**  
*Read All Directions in Parts IV and V Prior to Completing this Application. Refer to Part IV Section C for Definitions of Appraisal Management Company, Controlling Person, and Designated Officer.*

**PART I: Applicant Information**

**A. Appraisal Management Company (AMC)**

1. Name		
2. Business Street Address ( <i>P.O. Boxes not allowed</i> )		
Address		
City		State
		Zip Code
3. Business Telephone Number		4. Business Fax Number

**B. Designated Officer**

*(Note: The Designated Officer MUST be included on the AMC list of qualified Controlling Persons (see Parts II, IV and V below.)*

1. Name		
Last	First	M.I.
2. Title		
3. Business Telephone Number		4. Business Fax Number
5. Mailing Address		
Address		
City		State
		Zip Code
6. Physical Home Address		
Address		
City		State
		Zip Code
7. Home/Cell Telephone Number		8. Business Email Address

**C. Type of Entity**

**1. Legal Structure.** *Check the box that applies to the business entity type of the applicant.*

<input type="checkbox"/> Domestic Corporation	<input type="checkbox"/> Foreign Corporation	<input type="checkbox"/> Partnership	<input type="checkbox"/> Sole Proprietor
<input type="checkbox"/> Domestic LLC	<input type="checkbox"/> Foreign LLC	<input type="checkbox"/> Limited Partnership	<input type="checkbox"/> Other *

*If "Other" describe:*

**2. Formation Documents.** *Submit Articles of Incorporation or equivalent formation documents verifying the legal formation and operation of the AMC. Attach to this application.*

**D. Agent for Service of Process:**

*This section is to be completed if the Applicant is not domiciled in California. Please provide the name and contact information for the person or entity authorized as the Applicant's agent for service of process within California. This agent for service of process must complete the declaration below and have this document notarized prior to submittal.*

1. Name			
Last	First	M.I.	
2. Title			
3. Address (P.O. Boxes not allowed)			
Address			
City		State	Zip Code
4. Business Telephone Number		5. Business Fax Number	

I, \_\_\_\_\_ (name), am authorized to act as Agent for service of process in the State of California on behalf of \_\_\_\_\_ (name of AMC), an entity organized and existing under the laws of the State of \_\_\_\_\_ (current resident state), for purposes of this application before the Director of the Office of Real Estate Appraisers of the State of California to obtain an AMC Certificate of Registration and, thereafter, to operate as a valid AMC in accordance with California law and all of the rights and obligations associated therewith, and I do hereby certify:

1. The complete address within California whereby I, on behalf of \_\_\_\_\_ (name of AMC) may be served with process by the Director of the Office of the Real Estate Appraisers or his/her designee is as follows:

Address		
City	State	Zip Code

2. That service of process on \_\_\_\_\_ (name of AMC) shall be deemed service of process on each and every Controlling Person individually (as identified by Applicant herein and/or as updated by *Change Notification and Miscellaneous Requests* Form REA 3011(Revised 5/00), as consistent with the duties and obligations of a Controlling Person within \_\_\_\_\_ (name of AMC).
3. That the Applicant hereby irrevocably consents that if, in any action commenced against it by the Director of the Office of Real Estate Appraisers or his designee, service of process upon it cannot be made in California after the exercise of due diligence, a valid service may thereupon be made upon it by delivering the process to the Director of the Office of Real Estate Appraisers of the State of California.
4. That, following such service of process pursuant to the irrevocable consent authorized herein, the Director of the Office of Real Estate Appraisers of the State of California may mail a copy of any such process to the \_\_\_\_\_ (name of AMC). at the following address:

Address		
City	State	Zip Code

IN WITNESS WHEREOF, I, \_\_\_\_\_ (Agent Name for service of process) have subscribed my name hereto this \_\_\_\_\_ (day) day of \_\_\_\_\_ (month), \_\_\_\_\_ (year) at \_\_\_\_\_ (city), \_\_\_\_\_ (state).

\_\_\_\_\_  
Signature

STATE OF _____ COUNTY OF _____
On this _____ day of _____ in the year _____ before me _____ personally appeared _____ personally known to me (or proved to me on the basis of satisfactory evidence) to be the person whose name is subscribed to this instrument and acknowledged that he/she executed it.
_____ Signature of Notary Public

**PART II: Controlling Person(s) Information**

1. List each name of all "Controlling Persons" of the AMC Including the Designated Officer. Refer to Part IV Section C for a definition of "Controlling Person".

1.	2.
3.	4.
5.	6.
7.	8.
9.	10.

2. A separate "Appraisal Management Company (AMC) Controlling Person Application" (REA 5002 ) form must be included for each of the above listed Controlling Persons and submitted with this AMC application (REA 5001).

**PART III: Application Declaration**

I, \_\_\_\_\_ (name), certify under penalty of perjury in accordance with California law, that I am the Designated Officer and duly authorized as such and understand and agree, individually and on behalf of \_\_\_\_\_ (name of AMC), to abide by all federal and California laws applicable to appraisal management companies receiving and maintaining a Certificate of Registration under California law. In addition, I certify that \_\_\_\_\_ (name of AMC) is legally formed pursuant to the applicable state law and, further, that \_\_\_\_\_ (name of AMC) shall comply with all California laws as necessary in order to validly operate in California. I declare under penalty of perjury in accordance with California law that I am 18 years of age or older and that the foregoing information and information provided on all attachments is true and correct and that I have answered each question fully and truthfully and without any purpose of evasion or mental reservation. I understand that providing false information is grounds for denial or revocation of any certificate of registration and may subject me to disciplinary action and/or criminal prosecution and punishment by imprisonment in state prison for 2, 3 or 4 years pursuant to Penal Code section 126.

I also certify, under penalty of perjury in accordance with California law, that if a certificate of registration is issued pursuant to this application, \_\_\_\_\_ (name of AMC) will, in accordance with Business and Professions Code section 11345.3, include in all of its contracts with clients for appraisal services in California, provision of each of the following as standard business practices, as and where applicable:

- a. Ensuring that all independent contract appraisers contracted by this company to perform appraisal services in California will possess a California real estate appraiser license in good standing;
- b. Reviewing the work of all independent contractor appraisers contracted by this company to ensure that appraisal services are performed in accordance with the Uniform Standards of Professional Appraisal Practice (USPAP); and
- c. Maintaining, at a minimum, each of the following records for each service request:
  - 1. The date of receipt of the request;
  - 2. The name of the person from whom the request was received;
  - 3. The name of the client for whom the request was made, if different from the name of the person from whom the request was received;
  - 4. The appraiser or appraiser(s) assigned to perform the contracted service; and
  - 5. The date of delivery of the appraisal product to the client.

Executed this \_\_\_\_\_ day of \_\_\_\_\_ at \_\_\_\_\_ (city or county) \_\_\_\_\_ (state).

Signature \_\_\_\_\_

Name (please print) \_\_\_\_\_

STATE OF _____ COUNTY OF _____ On this _____ day of _____ in the year _____ before me _____ personally appeared _____ personally known to me (or proved to me on the basis of satisfactory evidence) to be the person whose name is subscribed to this instrument and acknowledged that he/she executed it.  <div style="text-align: right; margin-top: 20px;">                     _____                      Signature of Notary Public                 </div>
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**MUST BE SIGNED AND CERTIFIED BY A NOTARY PUBLIC IF EXECUTED OUTSIDE THE STATE OF CALIFORNIA**

**PART IV. READ THE FOLLOWING INFORMATION PRIOR TO COMPLETING THIS FORM**

**A. GENERAL INFORMATION**

- Complete all sections of Parts I, II and III above.
- Do not write in the shaded areas.
- Type or print clearly in blue or black ink.
- The Designated Officer must sign Part III after AMC completion of Parts I and II. Applications must be submitted with original signatures. Applications with electronic or faxed signatures will not be accepted.
- Mail completed application, necessary fees and qualifying documentation to:

**OFFICE OF REAL ESTATE APPRAISERS**

**1102 Q Street, Suite 4100**

**Sacramento, CA 95811**

*If you have any questions, please write to the address listed above or call (916) 552-9000*

**B. APPLICATION FEES**

<b>AMC Application Review Fee</b>	<b>\$150</b>
<b>AMC Issuance Fee</b>	
<b><u>(Pending approval of AMC Application)</u></b>	<b><u>\$1600</u></b>

- All application fees must be paid by pre-printed personal check, company check, cashier's check, certified check, money order, or government purchase order.
- All application fees are non-refundable.
- This \$150 AMC Application fee is separate from the \$80 fee charged for each "Controlling Person" application (REA 5002), which is intended to offset the cost of conducting a background investigation on the individual applicant.
- Once OREA approves an AMC applicant and each associated Controlling Person Application, an Issuance Fee will be due to OREA prior to issuance of the final Certificate of Registration.
- **\*Please note:** This application is subject to change upon the adoption of final regulations pursuant to SB 237 (Stats, 2009, ch. 173) governing AMC registration and operation.
- Appraisal management companies **MUST** notify the OREA within 10 business days of any change to contact information for the Designated Officer or any Controlling Person by submitting a *Change Notification and Miscellaneous Requests Form REA 3011 (Revised 5/00)*.

**C. DEFINITIONS**

**"Appraisal Management Company"** means:

1. Any person or entity that satisfies all of the following conditions:
  - (A) Maintains an approved list or lists, containing 11 or more independent contractor appraisers licensed or certified pursuant to this part, or employs 11 or more appraisers licensed or certified pursuant to this part.
  - (B) Receives requests for appraisals from one or more clients.
  - (C) For a fee paid by one or more of its clients, delegates appraisal assignments for completion by its independent contractor or employee appraisers.
2. "Appraisal management company" **does not** include any of the following, when that person or entity directly contracts with an independent appraiser:
  - (A) Any bank, credit union, trust company, savings and loan association, or industrial loan company doing business under the authority of, or in accordance with, a license, certificate, or charter issued by the United States or any state, district, territory, or commonwealth of the United States that is authorized to transact business in this state.
  - (B) Any finance lender or finance broker licensed pursuant to Division 9 (commencing with Section 22000) of the Financial Code, when acting under the authority of that license.
  - (C) Any residential mortgage lender or residential mortgage servicer licensed pursuant to Division 20 (commencing with Section 50000) of the Financial Code, when acting under the authority of that license.
  - (D) Any real estate broker licensed pursuant to Part 1 (commencing with Section 10000) of Division 4 of the Business and Professions Code, when acting under the authority of that license.
3. "Appraisal Management Company" **does not** include any person licensed to practice law in this state who is working with or on behalf of a client of that person in connection with one or more appraisals for that client.

**"Controlling Person"** means one or more of the following:

- (1) An officer or director of an appraisal management company, or an individual who holds a 10 percent or greater ownership interest in an appraisal management company; or
- (2) An individual employed, appointed, or authorized by an appraisal management company that has the authority to enter into a contractual relationship with clients for the performance of appraisal services and that has the authority to enter into agreements with independent appraisers for the completion of appraisals; or
- (3) An individual who possesses the power to direct or cause the direction of the management or policies of an appraisal management company.

**"Designated Officer"** means:

A Controlling Person authorized by the governing structure of the appraisal management company to act on behalf of the company for purposes of application for, and compliance with, a Certificate of Registration to operate as an appraisal management company pursuant to California law. The Designated Officer shall be responsible for the supervision and control of the activities conducted on behalf of the appraisal management company by its officers and employees as necessary to secure full compliance with the provisions of SB 237 (Stats. 2009, ch. 173), including contract services provided to the appraisal management company for the performance of appraisal activities for which a California Real Estate Appraisal license is required.

## **PART V: Instructions**

### **A. INSTRUCTIONS PART I: *Applicant Information***

#### **INSTRUCTIONS PART I. A.: *AMC***

1. NAME OF AMC – List the name of the AMC for which you are submitting this application for certificate of registration.
2. BUSINESS STREET ADDRESS – List the business address of the AMC for which you are submitting this application for certificate of registration. Do **not** list a P.O. Box, Rural Route or Star Route. List the physical business address. If a physical address is not available, indicate the physical location (i.e., the nearest intersection and distance from it).
3. BUSINESS TELEPHONE NUMBER – List the business telephone number of the AMC for which you are submitting this application for certificate of registration.
4. BUSINESS FAX NUMBER – List the business fax number of the AMC for which you are submitting this application for certificate of registration.

#### **INSTRUCTIONS PART I. B.: *Designated Officer***

1. NAME OF DESIGNATED OFFICER – List the name of the company's Designated Officer. The Designated Officer must also be a listed Controlling Person and submit an *Appraisal Management Company (AMC) Controlling Person Application* form REA 5002 with this application
2. TITLE OF DESIGNATED OFFICER – List the official title of the company's Designated Officer (i.e. President, Director, etc.) held within the company.
3. BUSINESS TELEPHONE NUMBER OF DESIGNATED OFFICER - List the business phone number for the Designated Officer of the company.
4. BUSINESS FAX NUMBER OF DESIGNATED OFFICER – List the business fax number for the Designated Officer of the company.
5. MAILING ADDRESS OF DESIGNATED OFFICER – List the mailing address for the Designated Officer if it is different from the business address.
6. PHYSICAL HOME ADDRESS OF DESIGNATED OFFICER – List the physical location of the Designated Officer's home address. Do not list a P.O. Box, Rural Route or Star Route. If a physical address is not available, indicate the physical location (i.e., the nearest intersection from it).
7. HOME/CELL PHONE NUMBER OF DESIGNATED OFFICER – List the main contact numbers for the Designated Officer including home and cellular phone number.
8. BUSINESS EMAIL ADDRESS OF DESIGNATED OFFICER – List the business email address for the Designated Officer of the company.

#### **INSTRUCTIONS PART I. C.: *Type of Entity***

1. LEGAL STRUCTURE – Check the box that describes the business entity type of the AMC. If the type is not listed, please provide a description.
2. FORMATION DOCUMENTS – Provide copies of the documents authorizing the valid formation of Applicant under the laws of the state in which it is organized.(i.e.: Articles of Incorporation, D.B.A., Business License, etc.)

#### **INSTRUCTIONS PART I. D.: *Agent for Service of Process***

1. AGENT FOR SERVICE OF PROCESS – This section is to be completed by an individual or entity within California that is designated to accept service of process on behalf of an Applicant that is domiciled outside of California. If an entity is designated as agent for service of process, Applicant must provide documentation verifying that this entity qualifies and is in compliance with California law governing service of process on foreign entities.

### **B. INSTRUCTIONS PART II: *Controlling Person(s) Information***

1. NAMES OF CONTROLLING PERSON(S) – List the full names of each "Controlling Person" of the AMC for which you are submitting this application for certificate of registration including the Designated Officer. Please refer to Part IV Section C for a definition of "Controlling Person".
2. CONTROLLING PERSON APPLICATION (REA 5002) – Attach a completed *Appraisal Management Company (AMC) Controlling Person Application* form REA 5002 for each individual listed as a Controlling Person, including the Designated Officer.

### **C. INSTRUCTIONS PART III: *Application Declaration***

1. APPLICATION DECLARATION – The Designated Officer of the AMC shall read, sign and date the Application Declaration. If executed outside of the State of California, this declaration must be signed before and certified by a notary public. This form must be signed by the named "Designated Officer" listed in Part I section B of the application.

**Privacy Notice** – Any individual submitting personal information within the meaning of the Information Practices Act of 1977, as amended (California Civil Code, Section 1798 *et seq.*) shall be entitled to the rights provided under section 1798.17 of that Act and the California Code of Regulations, Title 10, section 3761 regarding access to inspect OREA records containing such personal information about himself or herself. Personal information provided within this application may not be used for any purpose other than to determine an individual's identity and eligibility as a Controlling Person and the eligibility of the relevant appraisal management company for a certificate of registration. Disclosure of personal information on an application to others for any other purpose without the individual's consent, or as otherwise provided in California law, is restricted by law.

NOTE: The following is considered public information and will be disclosed upon request: name and fictitious name, if any, of the appraisal management company; business address (or other physical address) and mailing address of record for the appraisal management company; business telephone and/or facsimile number of record for the appraisal management company, and name and business address of each Controlling Person (as defined herein.)