



DEPARTMENT OF FINANCIAL INSTITUTIONS

APPRAISAL MANAGEMENT COMPANY (AMC)

Have all items (as listed below) complete and ready before submitting your application on the Department's [eLicense portal](#).

Once you complete a payment on the portal, the application will be submitted for review. Please note that with the Department's review, additional items may be requested.

If you should receive a deficiency notice from the Department, you will then have only 30 days to submit all items needed to complete the application. Please address all deficiencies in a timely manner. It is the applicant's responsibility to submit missing documents within 30 days after receiving a deficiency notice or the application will be withdrawn per Arizona Administrative Code R4-46-107 B. NOTE: Per rule, application fees are non-refundable unless the provisions of A.R.S. 41-1077 apply. Applicants who have applications withdrawn must re-submit an application, including all documents, and repay applicable fees to restart the process. No exceptions will be granted.

BEFORE you apply, you must be in Good Standing with the [AZ Corporation Commission](#) and/or the [AZ Secretary of State](#).

If you wish to apply as a Corporation, Foreign Corporation, or Limited Liability Company you must file, receive approval, and be in Good Standing with the Arizona State Corporation Commission. If you wish to apply as a Limited Partnership, Foreign Limited Partnership, Limited Liability Limited Partnership or use a DBA/Trade Name, you must File, and have an active registration with the Arizona Secretary of State.

Fees

\$2,500 Initial / Renewal Application Fee

- With an approved initial application, the AMC will be eligible to renew one (1) year following the date of approval.
- After first renewal, the AMC will have a two (2) year renewal period.

To Be Completed via the [eLicense portal](#):

1. The controlling person will need to visit the [eLicense portal](#).

Controlling Person's Contact Registration

The controlling person is the main contact person; therefore, an account needs to be set up for the controlling person.

Portal Registration should include the controlling person's:

- Email address
- Resident & company address
- Contact & business phone number
- Social security- This field needs an entry- you can enter random numbers with letters
- Birthdate- This field needs an entry- you can enter a random date
- New controlling person:
 - Click on **Login/Create Your Account**
 - Click on **I Don't Have a License**
 - After registration is complete, send an email to licensing@azdfi.gov with the email address that was registered in the system. **For existing licensees, we will link the control person with the active license**
- Current controlling person on file:
 - Contact 602.771.2800, option 1 for a security code to access the current account.

2. Go to the Dashboard on the portal. **Click the 'Manage Businesses' link.**

Include the Company Mailing and Business Contact Information.

3. Go back to the Dashboard on the portal. **Click the 'Manage Businesses' link, and then click the 'Manage Personnel.'**

List Owners/ Officers/ Controlling Person/ Appraisal Panelist Contact(s):

- **Add Owner(s) of AMC:** *This is a person or entity that owns 10% or more of this AMC.*
 - Enter name, title and contact information
 - Enter percentage (%) of ownership
- **Add Controlling Person:** *This is an individual who is the main contact and authorized representative.*
 - Enter name
 - Contact information
 - Title: this should include 'Controlling Person'
- **Add Officers:**
 - Enter name, title and contact information
- **Add Appraisal Panelist Contact(s):** *This is an individual approved to assign work to an appraiser.*
 - Enter name
 - Contact information
 - Title: this should include 'Appraisal Panelist Contact'
 - If there are more than 5 contacts, a PDF with the remaining contacts can be submitted via email to licensing@azdfi.gov.

To Be Completed via PDF and submitted during the online application process:

Complete Certification Form(s):

There are two (2) types of certification forms:

- **Certification for an individual-** This form is to be complete by each owner(s), officer(s) and controlling person. [Certifications By Owner\(s\)/Officer\(s\)/Controlling Person Form](#)
 - Submit supporting documents for all "yes" answers to a disclosure question.
 - Form requires a background check/clearance card through the Arizona Department of Public Safety (AZ DPS). [Finger Print Clearance Card](#)
 - Include a current active clearance card number or a pending clearance card application number.
- **Certification for the AMC-** This is the company's certification [Certifications By A Controlling Person Form](#)
 - Form must be completed by the controlling person.
 - Submit supporting documents for all "yes" answers to a disclosure question.

Irrevocable Consent to Service of Process Form

Submit the following form signed by the Controlling Person: [Irrevocable Consent to Service of Process Form](#)

Surety Bond

Submit a current active Surety Bond and from [AMC Surety Bond Form](#)

- The original bond or original bond rider must show the exact licensee name, including your DBA, as shown on your license (for example, "ABC Company, Inc. dba Company" must exactly match your bond "ABC Company, Inc. dba Company").
- You are required to purchase a Surety Bond for \$20,000



CERTIFICATIONS BY CONTROLLING PERSON FORM

I, _____ certify to the Department 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.*

Please note that if you are completing a renewal application that the following questions are updates from your previous registration or renewal, whichever was later.

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 agency, 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 agency, 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)



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

Please print name of Owner/Officer/Controlling Person _____

Apply 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 un-staple certified documents. Documents must remain in original order received.

Please note that the following questions are updates from your previous registration or renewal, whichever was later.

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, your civil rights were restored; whether or not a sentence was imposed or suspended.

ARIZONA
DEPARTMENT OF
FINANCIAL INSTITUTIONS

YES NO

- _____ _____ 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?
- _____ _____ 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 agency, 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 agency, 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

Title(s)

Signature

Date



IRREVOCABLE CONSENT TO SERVICE OF PROCESS FORM

(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: _____

(Print Name of Controlling Person)

(Print Title of Controlling Person)

(Signature of Controlling Person)

(Date)



APPRAISAL MANAGEMENT COMPANY
Surety Bond \$20,000

Bond # _____

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

(Business Name) _____ as principal, and

(Surety Name) _____ (Surety Phone #) _____

(Surety address) _____, a corporation and duly 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) (Producer's Name)

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

MAIL ORIGINAL Bond/Cancellation NOTICE to:
Department of Financial Institutions, 100 N. 15th Avenue, Suite 261, Phoenix, Arizona 85007