



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to submit missing documents within 30 days after receiving a deficiency notice or the application will be withdrawn per Arizona Administrative Code R4-46-107 B. NOTE: Per rule, application fees are non-refundable unless the provisions of A.R.S. 41-1077 apply. Applicants who have applications withdrawn must re-submit an application, including all documents, and repay applicable fees to restart the process.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