



West Virginia Real Estate Appraiser Licensing and Certification Board

Mailing Address
PO Box 40267
Charleston, WV 25364

Phone: 304.588.3919
FAX: 304.558.3983
Website: <https://appraiserboard.wv.gov>

APPRAISAL MANAGEMENT COMPANY REGISTRATION APPLICATION—INSTRUCTIONS

Applicants are cautioned to read all instructions and questions thoroughly. To expedite processing your application, be certain the application is completed in its entirety, all questions are answered truthfully, and that any requested information is included with the application package. Please retain copies of all submitted information for your records.

1. Application must be legible. Please type or print clearly.
2. Enclose Fees:
 - A. Application Fee of \$500. *This fee is non-refundable.* If the application is returned for any reason, the application fee will not be refunded. Re-submission of the application will require an additional application fee of \$500.
 - B. Registration Fee of \$2,000. *This fee is non-refundable.* All licenses expire June 30th regardless of date of issue. Renewals are due and must be postmarked by May 31st. Otherwise, late fees will be assessed.
3. Application Fee and Registration Fee must be in the form of a check or money order made payable to the WV Real Estate Appraiser Board. Application Fee and Registration Fee may be combined in one check or money order. **Mail application and payment to: WVAB, PO Box 40267, Charleston, WV 25364.** NOTE: The Board office cannot accept payments of any kind. The PO Box does not accept FedEx, UPS, or other delivery services.
4. Enclose Controlling Person Information/Verification Form.
5. Enclose Owner Verification Form.
6. If foreign firm, enclose documentation that AMC is authorized to do business in this State, including:
 - A. A certificate of authority issued by the West Virginia Secretary of State.
 - B. A copy of the filing of the Secretary of State's Office appointing an agent for service of process.
7. If foreign firm, enclose AMC Irrevocable Consent to Service.
8. Enclose Surety Bond Form, if not submitted prior to this application, or enclose Bond Continuation Certificate, If Surety Bond Form was previously submitted, and Power of Attorney (POA). Both Documents must be dated the same.

Note: Email requests for Background Check directions and include Full Name and Date of Birth to:
wvappraiserboard@wv.gov.



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APPRAISAL MANAGEMENT COMPANY REGISTRATION APPLICATION—PAGE 1

1. Appraisal Management Company Contact Information:

Company's Legal Name: _____

Name under which Company will do business in WV: _____

Physical Address: _____

City: _____ State: _____ ZIP: _____

Mailing Address: _____

City: _____ State: _____ ZIP: _____

Phone: _____ Fax: _____

Email: _____ Website: _____

Initial Contact: _____ Title: _____

Phone: _____

Email: _____

FOR WVREALCB OFFICE USE ONLY

Date Received: _____

Deposit No.: _____

Check No.: _____

- Application Fee, \$500
- Registration Fee, \$2,000
- Background Checks
- Irrevocable Consent to Service
- Surety Bond, \$50,000 (approved by WVAGO)
- Owner Information Form
- Controlling Person Information Form
- Foreign Firms: SOS Certificate of Authority
- SOS Appointment of Agent of Service of Process

- Database
- Certificate of Registration

AMC Registration No.: _____

Date Issued: _____



2. If Company is Domiciled in WV, Contact Information for Company's Agent for Service of Process:

Name: _____

Mailing Address: _____

City: _____ State: _____ ZIP: _____

Phone: _____ Fax: _____

Email: _____

3. Certifications (must be completed by applicant or controlling person): (For Owners of 10% or more)

- a) I certify this Appraisal Management Company has written policies and a system in place to verify any appraiser being added to its panel to appraise properties in West Virginia is a licensed or certified appraiser by this State and is in good standing.
- b) I certify this Appraisal Management Company has a system in place to review at least once a year the work of utilized appraisers who perform appraisal services for the appraisal management company in West Virginia to validate that the real estate appraisal services are being conducted in conformity with the Uniform Standards of Professional Appraisal Practice and shall keep the records of such reviews for a period of five (5) years from the date they are done.
- c) I certify this Appraisal Management Company shall use a licensed or certified appraiser with a minimum of the same certification level for the property type as the appraiser who performed the appraisal to verify the work of the appraisers for the appraisal management company is being conducted with the minimum Uniform Standards of Professional Appraisal Practice.
- d) I certify this Appraisal Management Company requires appraisals to be conducted independently and free from inappropriate influence and coercion as required by the appraisal independence standards established under Section 129E of the Truth in Lending Act and the rules and regulations issued pursuant to the act, including the requirement that appraisers be compensated at a customary and reasonable rate when the appraisal management company is providing services for a consumer credit transaction secured by the principal dwelling of a consumer.
- e) I certify this Appraisal Management Company maintains a detailed record of each service request it receives for appraisals of real property located in West Virginia per Legislative Rule § 190-5-9.1 *et seq.* and that such records shall be maintained for a minimum of five (5) years, or if within the five-year period, an appraisal or report is involved in an investigation, litigation, or state or federal review, the records shall be retained for two (2) years after the final disposition of that investigation, litigation, or state or federal review, whichever is later.
- f) I certify this Appraisal Management Company shall not compensate an employee, a real estate broker or real estate agent to perform a Broker Price Opinion (BPO) or Comparative Market Analysis pursuant to W.Va. Code § 30-38-1.
- g) I certify this Appraisal Management Company pursuant to W.Va. Code § 30-38A-8 requires individuals to submit to required state and national record checks.
- h) If you cannot certify any of the above, documentation of explanation and proof of reinstatement must be submitted for Board review and approval.

(Applicant affidavit on page 3)

Signature of Applicant or Controlling Person

4. Applicant Affidavit. (This affidavit is to be executed by the applicant or controlling person before a notary public.)

The undersigned, in making this application to the West Virginia Real Estate Appraiser Licensing and Certification Board for registration as an Appraisal Management Company under the provisions of Chapter 30-38A of the W.Va. Code, swears or affirms that he or she has been designated by the Appraisal Management Company to make this application on its behalf, and that all information provided in connection with this application, including certifications and attachments, is true to the best of his or her knowledge and belief, with the understanding that any omissions, inaccuracies, or failure to make full disclosures may be deemed sufficient reason to deny registration or to withhold renewal of or revoke a registration issued by the Board.

I, _____, swear or affirm that the information provided within and attached hereto is true and correct to the best of my knowledge.

Print Name _____

Signature _____

State of _____

County of _____

I, _____, a notary public in and for the above-named county and state do certify that _____, whose name is signed to the foregoing, has this day acknowledged the same before me.

Subscribed and sworn before me on this _____ day of _____, _____

My commission expires _____

Notary Public _____

SEAL



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APPRAISAL MANAGEMENT COMPANY FEDERAL REGISTRY INVOICE

Please type or print clearly in ink. **Mail completed form and payment to WVAB, PO Box 40267 Charleston, WV 25364.** THE BOARD OFFICE CANNOT ACCEPT PAYMENTS. OUR PO BOX WILL NOT ACCEPT DELIVERY OF FEDERAL EXPRESS, UPS OR OTHER DELIVERY SERVICES.

| | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Business Name and Address of Record | | |
| Name of Business: | | Physical Address: |
| City: | State: | ZIP: |
| Mailing Address (if different): | | |
| <input type="checkbox"/> Single State AMC (See below:) | <input type="checkbox"/> Multi-state AMC (See below:) | |
| Does the AMC oversee a panel of 16 or more certified or licensed appraisers in one State within a given year that have been recruited, selected and retained to perform appraisals in connection with a covered transaction? | Does the AMC oversee a panel of 25 or more certified or licensed appraisers in more than one State within a given year that have been recruited, selected and retained to perform appraisals in connection with a covered transaction? | |
| <input type="checkbox"/> If no, ● AMC does not qualify for ASC Registry <input type="checkbox"/> If yes, continue below | <input type="checkbox"/> If no, ● AMC does not qualify for ASC Registry <input type="checkbox"/> If yes, continue below | |
| Is this AMC owned and controlled by an insured depository institution regulated by the OCC, the Federal Reserve or the FDIC (Federally Regulated)? | | |
| <input type="checkbox"/> If yes, proceed directly below to calculate AMC Registry Fee | | <input type="checkbox"/> If no, continue below |
| Does the AMC have an owner, in whole or part, directly or indirectly, that has had an appraiser credential refused, denied, cancelled, surrendered in lieu of revocation, or revoked in any State? | | |
| <input type="checkbox"/> If no, continue below | | <input type="checkbox"/> Was the credential reinstated? If yes, attach all documents regarding the case for board review and determination and continue below. <input type="checkbox"/> If credential was not reinstated, ● AMC does not qualify. |
| WV Code chapter 30, Article 38A-7 (3) The applicant, each owner, and the controlling person of the firm seeking registration has not pleaded guilty or nolo contendere to or been convicted of a felony; Has the applicant, each owner, and controlling person of the firm seeking registration ever pleaded guilty or nolo contendere to or been convicted of: (A) A misdemeanor involving mortgage lending or real estate appraisals; or <input type="checkbox"/> Yes <input type="checkbox"/> No (B) An offense involving breach of trust or fraudulent or dishonest dealing; | | |
| No. of Appraisers who have performed an appraisal in West Virginia for a covered transaction for your AMC during the Fee Calculation Period: | West Virginia Fee Calculation Period | Appraisers Total: |
| | 1.1.2023 to 12.31.2023 | |
| * THE AMC MUST QUALIFY AS A SINGLE -STATE, MULTI-STATE, OR FEDERALLY REGULATED AMC. | _____ x \$25 = | Fee Total: |
| OFFICE USE ONLY | Deposit Number: Amount: Check Number: |  |

WEST VIRGINIA REAL ESTATE APPRAISER LICENSING AND CERTIFICATION BOARD
AMC DESIGNATION OF CONTROLLING PERSON—PAGE 2

1. Regarding Appraiser Certification (if an appraiser):

Have you ever had a license or certificate to act as an appraiser refused, denied, canceled, revoked or surrendered in this state or any other state or any other jurisdiction?

Yes

No

Was the credential reinstated? Yes No

If no, the AMC does not qualify.

If "yes" to any of the above, provide a copy of the licensing agency's order, any documentation regarding the case, and a complete written explanation of each charge or conviction with this application for Board Review and approval.

2. Regarding Appraisal Management Registration:

Have you ever been part of a firm that was permanently or temporarily enjoined by a court of competent jurisdiction from engaging in or continuing any conduct or practice involving appraisals, appraisal management services or operating an appraisal management company?

Yes

No

Have you ever been the subject of an order of the board, or any other jurisdiction's appraisal management company regulatory agency that denied, suspended, or revoked the applicant's or firm's privilege to operate as an appraisal management company?

Yes

No

Have you ever been associated with a firm acting as an appraisal management company while not being properly registered by the Board?

Yes

No

If "yes" to any of the above, provide a copy of the licensing agency's order, any documentation regarding the case, and a complete written explanation of each charge or conviction with this application for Board review and approval.

3. Regarding Criminal Offenses

Have you pleaded guilty or nolo contendere to, or been convicted of a felony?

Yes

No

Have you pleaded guilty or nolo contendere to, or been convicted of a misdemeanor involving mortgage lending or real estate appraisals; or an offense involving breach of trust or fraudulent or dishonest dealing?

Yes

No

Criminal charges do not include speeding or parking violations. They do include driving while intoxicated or while under the influence of alcohol or drugs. If you believe a charge has been erased from your record or expunged, you must check with the appropriate court to confirm.

If "yes" to any of the above, provide a copy of the court judgment, a release from probation or parole, if appropriate, and a complete written explanation of each charge or conviction with this application for Board review and approval.

4. Signature of Applicant: I certify the information provided in this application is true and correct to the best of my knowledge. I understand that any omission, inaccuracy or failure to make full disclosure constitutes grounds or denial or withdrawal of approval of my designation as Controlling Person.

Printed Name: _____

Signature: _____

Date: _____

ALL CONTROLLING PERSONS MUST OBTAIN A CRIMINAL BACKGROUND CHECK



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AMC OWNER-INFORMATION—PAGE 1

Complete the following for each owner of ten percent (10%) or more of the Appraisal Management Company. (Use continuation sheet if necessary.)

| | | |
|-------------------|--------|------|
| Name: | | |
| Physical Address: | | |
| City: | State: | ZIP: |
| Mailing Address: | | |
| City: | State: | ZIP: |
| Phone: | Email: | |
| Name: | | |
| Physical Address: | | |
| City: | State: | ZIP: |
| Mailing Address: | | |
| City: | State: | ZIP: |
| Phone: | Email: | |
| Name: | | |
| Physical Address: | | |
| City: | State: | ZIP: |
| Mailing Address: | | |
| City: | State: | ZIP: |
| Phone: | Email: | |
| Name: | | |
| Physical Address: | | |
| City: | State: | ZIP: |
| Mailing Address: | | |
| City: | State: | ZIP: |
| Phone: | Email: | |

WEST VIRGINIA REAL ESTATE APPRAISER LICENSING AND CERTIFICATION
BOARD APPLICANT AND EACH AMC OWNER (refers to owner(s) of ten percent (10%) or
more)—PAGE 2

1. Has any owner (person or firm that employs a person):

Had a license or certificate to act as an appraiser refused, denied, canceled, revoked or surrendered in this state or any other state or any other jurisdiction?

Yes No Was the credential reinstated? Yes No If "no", AMC does not qualify.

If "yes" to any of the above, provide a copy of the licensing agency's order, any documentation regarding the case, and a complete written explanation of each charge or conviction with the application for Board review and approval.

2. Has the applicant or any owner:

Ever been part of a firm that was permanently or temporarily enjoined by a court of competent jurisdiction from engaging in or continuing any conduct or practice involving appraisals, appraisal management services or operating an appraisal management company?

Yes No

Ever been the subject of an order of the Board, or any other jurisdiction's appraisal management company regulatory agency that denied or revoked the applicant's or firm's privilege to operate as an appraisal management company?

Yes No

Ever been associated with a firm acting as an appraisal management company while not being properly registered by the Board?

Yes No

If "yes" to any of the above, provide a copy of the licensing agency's order, any documentation regarding the case, and a complete written explanation of each charge or conviction with this application for Board review and approval.

3. Has the applicant or owner:

Pleaded guilty or nolo contendere to, or been convicted of a felony?

Yes No

Pleaded guilty or nolo contendere to, or been convicted of a misdemeanor involving mortgage lending or real estate appraisals; or an offense involving breach of trust or fraudulent or dishonest dealing? Yes No

Criminal charges do not include speeding or parking violations. They do include driving while intoxicated or while under the influence of alcohol or drugs. If you believe a charge has been erased from the record or expunged, you must check with the appropriate court to confirm.

If "yes" to any of the above, provide a copy of the court judgment, a release from probation or parole, if appropriate, a complete written explanation of each charge or conviction with this application for Board review and approval.

4. Signature of Applicant: I certify the information provided in this application is true and correct to the best of my knowledge.

Printed Name: _____

Signature: _____ Date: _____

ALL OWNERS AND CONTROLLING PERSON(S) OF THE AMC MUST OBTAIN A CRIMINAL BACKGROUND CHECK



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AMC IRREVOCABLE CONSENT TO SERVICE

Pursuant to the requirements of Chapter 30-38A of the West the Virginia Code, the undersigned applicant for registration as an appraisal management company in West Virginia

Print Name of Company _____

does hereby give irrevocable consent that service of process in any action or proceeding arising out of activities as a Registered West Virginia Real Estate Appraisal Management Company may be upon such applicant by means of delivery of that process to the West Virginia Secretary of State, if the plaintiff, in the exercise of due diligence, cannot effect personal service upon said applicant. I agree that such service shall be taken and held in all courts to be valid and binding as if personal service has been made said applicant.

Print Name of Applicant _____

Signature of Applicant _____

State of _____

County of _____

I, _____, a notary public in and for the above-name county and state, do certify that _____, whose name is signed to the foregoing, has this day acknowledged the same before me.

Subscribed and sworn before me on this _____ day of _____, _____

My commission expires _____

Notary public _____

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AMC REQUEST FOR MANUAL BACKGROUND CHECK CARDS

The Appraisal Management Companies Registration Act, WV Code Chapter 30, Article 38A, requires each owner of ten percent (10%) or more of the firm and the controlling person of the firm seeking registration shall submit to a state and national criminal history record check.

To complete your background check, visit the website: www.identoGO.com for directions.

- * Look for **IdentoGO Nationwide Locations for identify-related products.**
- * Enter the West Virginia Service Code to get started. It is: **228NV3.**
- * Click **What do I need to bring to enrollment?**
- * Answer **Citizenship** questions.
- * Click **What type of document you will be bringing to the appointment.**
- * Answer **Yes or No** to the question about the name you are enrolling matches the name on the document
- * Click **Done** and it will take you back to the previous page.
- * Click **Schedule or Manage Appointment.**
- * Answer questions regarding: **Name, DOB, Method of Contact.**
- * Click **Next.**
- * Click **Schedule Appointment.**
- * Type in a **City/State.**
- * There will be a selection of five **locations.**
- * **Select the location that you want.**
- * This page describes the cost.
- * Click **Next.**
- * Select **Date / Select Time.**
- * Click **Submit.**

Results of your criminal history record will be sent directly to the West Virginia Real Estate Appraiser Licensing and Certification Board. If asked during processing, confirm you are being fingerprinted for:

- * WV Real Estate Appraiser Licensing and Certification Board
- * Originating Agency Identifier Number: ORI WV920105Z
- * Reason Fingerprinted: Section § 30-38A-8. Background Check Requirements.

If you have any issues with the fingerprinting process, contact Identogo directly.