

SECTION B: TRADENAME

If the applicant will be doing business in North Dakota under any other name(s), than all such names must be stated.

SECTION C:

OWNERSHIP -LIST THE NAME OF ANY PERSON OR ENTITY WHO OWNS 10% OR MORE OF THE APPRAISAL MANAGEMENT COMPANY. (Attach additional sheets if necessary)

Name:		Percentage Owned:
Street Address:		
City	State	Zip Code:
Telephone #:	Email:	

Name:		Percentage Owned:
Street Address:		
City	State	Zip Code:
Telephone #:	Email:	

Name:		Percentage Owned:
Street Address:		
City:	State:	Zip Code:
Telephone	Email:	

Name:		Percentage Owned:
Street Address:		
City	State:	Zip Code:
Telephone #:	Email:	

Name:		Percentage Owned:
Street Address:		
City	State:	Zip Code:
Telephone #:	Email:	

Name:		Percentage Owned:
Address:		
City:	State:	Zip Code:
Telephone	Email:	

Name:		Percentage Owned:
Address:		
City:	State:	Zip Code:
Telephone	Email:	

SECTION D: CONTROLLING PERSON (The Controlling Person shall serve as the main contact for all communication between the ND Appraiser Board and the AMC. Any change of Controlling Person must be reported within 30 days.)

Name:		Are you, the Controlling Person, also listed as the Designated Officer?
Address:		
City:	State:	Zip Code:
Telephone:	Email:	

SECTION E : Registered Agent (If the AMC is not a corporation that is domiciled in North Dakota a designated agent for service with North Dakota must be named.)

Name:		
Address:		
City:	State:	Zip Code:
Telephone:	Email:	

SECTION F: (Name of Person authorized by the AMC to contract with clients or independent appraisers for performance of appraisals.)

Name:		
Address:		
City:	State:	Zip Code:
Telephone:	Email:	

SECTION G: DISCIPLINARY QUESTIONS:

1. Since your registration or last renewal, has this company had a license or registration of any kind denied, restricted, suspended, placed on probation, or revoked?

_____Yes _____No

2. Is the AMC currently under investigation by any regulatory agency in North Dakota or any other jurisdiction?

_____Yes _____No

3. Since your last renewal, has this company changed, updated, or removed any of the policies or procedures not provided to the ND Appraiser Board?

_____Yes _____No

4. Since your registration or last renewal, has there been a change in ownership or officers that has not been reported to the ND Appraiser Board?

_____Yes _____No

5. Are there currently any complaints pending against any owner or controlling person of this AMC in connection with an appraiser license in any state?

_____Yes _____No

6. Since the last renewal, has any owner or controlling person of this AMC been convicted, pled guilty or nolo contendere to A) any crimes of forgery, embezzlement, obtaining money under false pretenses, larceny, extortion, conspiracy to defraud or similar offense; B) a crime of theft or moral turpitude; or C) felony crime?

_____Yes _____No

7. Are there currently any criminal charges now pending against any owner of this AMC in any state?

_____Yes _____No

8. Since the last renewal, has any owner or controlling person for the AMC seeking registration had an appraiser license or certificate refused, denied, canceled, revoked, or surrendered in lieu of pending disciplinary proceeding in any state jurisdiction and not subsequently granted or reinstated?

_____Yes _____No

If you answered yes to any of the above questions, attach a detailed letter of explanation.

SECTION H. AMC REGISTRY FEE CALCULATION

Fee Calculation Period from Jan 1st of prior calendar year to Dec 31st of prior calendar year :
(12-month period used to calculate the AMC Registry fee)

How many appraisers performed appraisals in North Dakota in connection with a covered transaction?

During the Fee Calculation Period of (Beginning date) _____ (Ending date) _____

_____(# of Appraisers) X \$25 National Registry Fee = \$ _____

National Registry Fee: \$ _____

ND Registration Renewal Fee: + _____ 2000.00

Late Processing fee, if any: + _____
(Applications postmarked after 9/30/2021)

Total Fees Due with Renewal Application: \$ _____

SECTION I: DECLARATIONS:

I _____, as controlling person attest that I am the authorized signatory for the AMC seeking registration. I state and affirm that I have read the within and foregoing application and the answers supplied herein, including all supporting documents attached, are true and correct to the best of my knowledge and belief. Further, I certify individually and on behalf of said applicant AMC:

1. that the AMC is legally formed pursuant to applicable state law and shall comply with all North Dakota laws necessary to validly operate within the State of North Dakota.
2. that the AMC will comply with federal and state laws applicable to appraisal management companies, the laws and the administrative rules promulgated by the ND Appraiser Board in all its conduct under any certificate of registration issued pursuant to this application.
3. the AMC is not owned in whole or in part, directly or indirectly, by an individual who has had an appraiser license or certificate refused, denied, canceled, revoked or surrendered in lieu of a pending disciplinary proceeding in any jurisdiction and not subsequently granted or reinstated.
4. the AMC has reviewed each entity that owns more than 10% of the AMC and that no entity that owns more than 10% of the AMC is more than 10% owned by any person that has had an appraiser license or certification in this state or any other state refused, denied, cancelled, revoked or surrendered in lieu of a pending disciplinary proceeding in any jurisdiction and not subsequently granted or reinstated.
5. the AMC has a system in place to:
 - a) verify that utilized appraisers are licensed or certified and in good standing in this state.
 - b) review the work of utilized appraisers who perform appraisal services to validate that the services were conducted in conformity with the *Uniform Standards of Professional Appraisal Practice (USPAP)*.
 - c) verify that any employee or independent contractor the appraisal management company utilizes to perform an appraisal review on a completed appraisal on property located in ND, be licensed or certified in good standing with the same or higher qualifications required to perform the appraisal being reviewed.
6. the AMC will require each utilized appraiser who performs appraisals in this state be independent from the transaction and certify in writing the area of geographic competency and the specific appraisal assignments competent to appraise.
7. if the AMC finds there is reasonable basis to believe an appraiser is failing to comply with USPAP, violating applicable laws or rules, or otherwise engaging in unethical or unprofessional conduct, the AMC shall file an allegation with the Board.
8. the AMC will disclose to its client(s) the actual fees paid to an appraiser for appraisal services, separate from any other fees or charges for appraisal management services, and make the information available to the Board upon request.
9. the AMC will disclose its registration number within its engagement document with each utilized appraiser.
10. the AMC maintains, with the ND Appraiser Board, the name and address of a registered agent for service of process; and notify the Board, within 15 days, of any change to the information on file.
11. the AMC will retain records pursuant to Article 101-05-01-16.
12. I affirm that I have read and agree to comply with all provisions of the North Dakota Appraisal Management Company Law (NDCC 43-23.5) and Rules (Article 101-05).
13. I agree to update the information contained in this application should any material changes occur.
14. I understand and agree that the ND Appraiser Board may require information or documentation deemed necessary for the verification of the information in this application.

15. I understand that my failure to make a full and accurate disclosure of any information called for herein may result in the denial of a registration. Further, any registration obtained based on this application may be revoked or suspended for my failure to disclose full and accurate information herein.
16. I hereby authorize any state or Federal agency to release to the ND Appraiser Board any and all information concerning complaints or charges brought before it, whether or not the matter resulted in action against the AMC, controlling person, its agents, officers, or individuals who own greater than 10% of the AMC. This authorization specifically includes information that may otherwise be deemed privileges or confidential. I hereby also waive any procedural or due process protections that may otherwise entitle the, AMC controlling person, its agents, officers, or individuals who own greater than 10% of the AMC to a hearing before the release of this information.
17. I certify that this AMC is bonded in the amount of \$25,000 pursuant to NDCC 43-23.5-19.2; Administrative Code 101-05-01-04.

I, _____, of being first duly sworn on oath, depose and say under penalty of perjury that the foregoing statements are true and correct.

State of: _____

County of: _____

Signature of Controlling Person

Subscribed and sworn before this _____ day of _____
Month Year

NOTARY PUBLIC

My Commission expires: _____ My Commission Number is: _____

North Dakota Real Estate Appraiser Board
PO Box 1336 - Bismarck ND 58502-1336
Telephone: 701-222-1051
Email: jcampbell@bis.midco.net / Website: www.ndappraiserboard.org