



BREA USE ONLY
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### APPRAISAL MANAGEMENT COMPANY RENEWAL APPLICATION

- Type or print clearly in blue or black ink and provide an original signature.
- All fees paid must be paid by pre-printed personal check, company check, cashier's check, certified check, money order, or credit card (see form REA 2030 to pay by credit card).
- Fees cannot be refunded. By Statute, all fees submitted are deemed earned upon receipt.
- Please submit Certificate of Registration renewal fee of \$1,600 with this application.
- If adding any new Controlling Person(s), add \$80 per additional Controlling Person, and include an AMC Controlling Person Application (REA 5002) for each new Controlling Person.
- If you have any question, please write to the address listed or call (916) 552-9000.
- Mail completed application, fee and qualifying documentation to:

**BUREAU OF REAL ESTATE APPRAISERS**  
1102 Q Street, Suite 4100  
Sacramento, CA 95811

#### PART A - AMC INFORMATION

<b>1. Name</b>		<b>2. AMC Certificate No.</b>	
<b>3. Business Street Address of Public Record (P.O. Boxes not allowed)</b>			<input type="checkbox"/> Check if Change
Address			
City	State	Zip Code	
<b>4. Business Telephone Number</b>	<input type="checkbox"/> Check if Change	<b>5. Business Fax Number</b>	<input type="checkbox"/> Check if Change

#### PART B - DESIGNATED OFFICER

<b>1. Name</b>			
Last	First	M.I.	
<b>2. Title</b>			
<b>3. Business Telephone Number</b>		<b>4. Business Fax Number</b>	
<b>5. Mailing Address of Public Record</b>			
Address			
City	State	Zip Code	
<b>6. Physical Home Address</b>			
Address			
City	State	Zip Code	
<b>7. Home/Cell Telephone Number</b>		<b>8. Business Email Address</b>	
<b>9. Proof of USPAP Completion</b>			

▶ Attach to this form the designated Controlling Person's completion certificate of the 7-hour National USPAP course taken for this renewal period.

**PART B - DESIGNATED OFFICER BACKGROUND INFORMATION**

- You must answer each of the following questions by marking “Yes” or “No”, whichever is true, after each question.
- All “Yes” answers must be explained. If necessary, attach your answer on a separate piece of paper. Each additional attached sheet must be signed by the Designated Officer. “Previously Disclosed” answers require no additional action.
- Failure to disclose pertinent information may result in the delay or denial of your application.
- Providing false information may also subject you to disciplinary action or criminal prosecution.

10. Have you ever used or been known by any name other than, or in addition to, the name listed on this application? If yes, list all such other names.  
 No     Yes, explain: \_\_\_\_\_  
 Previously disclosed
11. Have you ever entered a plea of guilty or no contest to, or been convicted in California or anywhere else of a criminal offense other than a minor traffic offense? If yes, please indicate all such offenses including the date and location of each offense. For purposes of this question, a minor traffic offense is one for which the maximum fine which could have been imposed is \$100 or less. **NOTE: 1)** Termination of probation and dismissal of the matter pursuant to Penal Code section 1203.4 does not relieve you of the requirement to disclose any conviction for purposes of this application, however, **2)** Convictions adjudicated in the juvenile court or convictions more than two years old under California Health and Safety Code, sections 11357(b), (c), (d), (e), or 11360(b) should not be reported.  
 No     Yes, explain: \_\_\_\_\_  
 Previously disclosed
- To expedite review of your application, please attach a copy of the police report and a certified copy of the court docket, complaint and judgement showing the final disposition (sentence) of the case.
12. Do you presently have criminal charges pending before any court of law? If yes, please specify the court in which the matter is pending, the case number and charges and submit a copy of the police report and a certified copy of the complaint and docket.  
 No     Yes, explain: \_\_\_\_\_  
 Previously disclosed
13. Do you currently hold a professional or vocational license issued by any other governmental agency? If yes, please identify the license held, the license number and the issuing agency.  
 No     Yes, explain: \_\_\_\_\_  
 Previously disclosed
14. Have you ever had a license or certificate to act as an appraiser or AMC or to engage in activities related to the transfer of real property denied, suspended, restricted or revoked in this state or any other state? If yes, attach a copy of the final agency action and related investigatory agency records.  
 No     Yes, explain: \_\_\_\_\_  
 Previously disclosed
15. Have you ever been disciplined or have you received any order or judgment by a court or governmental agency, including BREA, in which the order or judgment temporarily or permanently restrained or enjoined you from engaging in specific business conduct or licensed or registered activity? If yes, attach a certified copy of any court records, including the complaint, complete docket, judgment and sentence and/or any final order and related investigatory file.  
 No     Yes, explain: \_\_\_\_\_  
 Previously disclosed
16. Controlling Persons Information:  
 ▶ List the name of each Controlling Person of the AMC Including the Designated Officer. Refer to Part IV Section C of the *AMC Controlling Person Application* (REA 5002) for a definition of “Controlling Person”.  
 ▶ Each Controlling Person must complete a *Controlling Person Renewal Questionnaire* (REA 5013) and attach it to this AMC Renewal Application.

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

I certify under penalty of perjury 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 license and may subject me to disciplinary action and/or criminal prosecution and that, if licensed, I will not violate the provisions of the Real Estate Appraisers’ Law nor abuse the privileges of a real estate appraiser management company certificate of registration. I understand that if I fail to qualify for this certificate for any reason or withdraw this application, the Bureau of Real Estate Appraisers cannot refund the fees submitted with this application.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**MUST BE SIGNED AND CERTIFIED BY A NOTARY PUBLIC IF EXECUTED OUTSIDE THE STATE OF CALIFORNIA**

## INSTRUCTIONS

### PART A - AMC INFORMATION

1. **NAME** - The name of the appraisal management company.
2. **AMC CERTIFICATE NUMBER** - The certificate number issued to your AMC by the BREAA.
3. **BUSINESS ADDRESS** - Your physical business address of record is mandatory information. If a physical address is not available, indicate the physical location (i.e., the nearest intersection and distance from it). If a business address is not available your physical residence address may be provided. **NOTE: The information required is public record.**
4. **BUSINESS TELEPHONE NUMBER** - The AMC's business telephone number. **The information required is public record.**
5. **BUSINESS FAX NUMBER** - The AMC's business fax number. **The information required is public record.**

### PART B - DESIGNATED OFFICER INFORMATION

1. **NAME** - Your name as it appears on your AMC certificate.
2. **TITLE** - Your title within the AMC.
3. **BUSINESS TELEPHONE NUMBER** - Your business telephone number. The information required is public record.
4. **BUSINESS FAX NUMBER** - Your business fax number. The information required is public record.
5. **MAILING ADDRESS** - Your mailing address, if it is different from your business address. **The information required is public record.**
6. **PHYSICAL HOME ADDRESS** - The physical location of your home address. Do not list a P.O. Box. If a physical address is not available indicate the physical location (i.e., the nearest intersection and distance from it).
7. **HOME/CELL TELEPHONE NUMBER** - Your home/cellular telephone number.
8. **BUSINESS EMAIL ADDRESS** - Your business email address.
9. **PROOF OF USPAP COMPLETION** - Attach to this form the Designated Officer's completion certificate of the 7-hour National USPAP course taken for this renewal period.
10. - 15. **BACKGROUND QUESTIONS** - Please answer all of these questions and attach any required additional information to this application.
16. **CONTROLLING PERSONS INFORMATION** - List each name of all "Controlling Persons" of the AMC including the Designated Officer. Refer to Part IV Section C of the *Controlling Persons Application* (REA 5002) for a definition of "Controlling Person". Each Controlling Person must complete a Controlling Persons Renewal Questionnaire (REA 5013) and attach it to this AMC Renewal Application.

**SIGNATURE OF APPLICANT** - Please sign, and date the application.

### Privacy Information

Section 1798.17 of the Civil Code requires this notice be provided when collecting personal or confidential information from individuals. *Each individual has the right to review personal information maintained by this Agency, unless access is exempted by law.*

**Bureau of Real Estate Appraisers**  
**Custodian of Records**  
**1102 Q Street, Suite 4100**  
**Sacramento, CA 95811**  
**Telephone: (916) 552-9000**

General powers of the Chief, Sections 11310 and 11313 of the Business and Professions Code authorizes the maintenance of this information. Business and Professions Code Section 30, Chapter 1361, Section 1, requires each real estate appraiser licensee to initially provide to the Bureau of Real Estate Appraisers his or her social security number which will be furnished to the Franchise Tax Board. Your social security number shall not be deemed a public record and shall not be open to the public for inspection. The Franchise Tax Board will use your number to establish identification exclusively for tax purposes. The Real Estate Appraisers Law or Regulations of the Chief require applicants to provide the Bureau of Real Estate Appraisers with specific information. If all or any part of the required information is not provided, processing may be delayed. In addition, the Chief may suspend or revoke a license, or in the case of a license applicant, may deny the issuance for misstatements of facts (including a failure to disclose a material fact) in an application for a license. The information requested in this form is primarily used to furnish license status information to the Bureau of Real Estate Appraisers, and to answer inquiries and give information to the public on license status, mailing and business addresses and actions taken to deny, revoke, restrict or suspend licenses for cause. This information may be transferred to real estate appraisal licensing agencies in other states, law enforcement agencies (City Police, Sheriff's Departments, District Attorneys, Attorney General, F.B.I.), and any other regulatory agencies (i.e., Department of Corporations, Department of Insurance, Bureau of Real Estate, Department of Consumer Affairs, California Bar Association).