

FOR BOARD USE ONLY

APPLICATION #: _____

DATE APPROVED: _____

APPLICATION FEE: \$ _____

CASH/CHECK

CHARGE

DEPOSIT DATE: _____

PROCESSED BY: _____

**KANSAS REAL ESTATE APPRAISAL BOARD
AMC-1**

APPLICATION FOR REGISTRATION OF AN APPRAISAL MANAGEMENT COMPANY

(PLEASE PRINT OR TYPE)

GENERAL INSTRUCTIONS

- All questions must be answered.
- Submit the completed application (editable .pdf format), all supporting documentation, and the applicable fee (see page 3) to: Kansas Real Estate Appraisal Board, 700 SW Jackson, Ste. 804, Topeka, KS 66603.
- A properly completed AMC-2 form and fingerprint card for the controlling person and each (individual) owner of more than 10% of the AMC.
- Questions regarding the application should be directed to the Board office at (785) 296-6736 or via e-mail to cheryl.magathan@kreab.ks.gov.

PART I – APPRAISAL MANAGEMENT COMPANY

1. LEGAL NAME: _____ FEIN #: _____

2. ALL OTHER TRADE OR BUSINESS NAMES: _____

3. BUSINESS ADDRESS: _____
THIS MUST BE THE BUSINESSES PHYSICAL ADDRESS STREET CITY STATE ZIP CODE

4. MAILING ADDRESS [IF DIFFERENT FROM THE ABOVE] _____
STREET OR PO BOX CITY STATE ZIP CODE

5. BUSINESS PHONE: _____ FAX: _____ WEBSITE: _____

PART II – CONTROLLING PERSON

6. NAME: _____ TITLE: _____

7. MAILING ADDRESS: _____
STREET OR PO BOX CITY STATE ZIP CODE

8. RESIDENCE ADDRESS: _____
THIS MUST BE THE AGENTS PHYSICAL ADDRESS: STREET CITY STATE ZIP CODE

9. BUSINESS PHONE: _____ FAX: _____ E-MAIL: _____

PART III – DESCRIPTION OF ENTITY

10. LEGAL STRUCTURE: DOMESTIC CORPORATION FOREIGN CORPORATION PARTNERSHIP LIMITED PARTNERSHIP
 DOMESTIC LLC FOREIGN LLC SOLE PROPRIETOR OTHER

IF "OTHER", DESCRIBE: _____

DOMICILED IN KANSAS: YES NO If the applicant is not domiciled in Kansas, attach proof that the applicant is properly and currently registered with the Kansas Office of the Secretary of State.

PART IV – IDENTIFICATION OF OWNERSHIP

List the name of each person or entity that owns more than ten percent (10%) of the AMC and their percentage of ownership.

1. _____
2. _____
3. _____
4. _____
5. _____

6. _____
7. _____
8. _____
9. _____

PART V -CERTIFICATIONS

I, _____, the Controlling Person for the applicant AMC, certify that I have read the within and foregoing application and that the answers supplied, 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 the applicant AMC:

1. that the applicant AMC is legally formed pursuant to applicable state law and shall comply with all Kansas laws necessary to validly operate within the State of Kansas;
2. that the applicant AMC will comply with the Kansas Appraisal Management Company Registration Act and the administrative rules promulgated by the Kansas Real Estate Appraisal Board in all its conduct under any certificate of registration issued pursuant to this application;
3. that no person owning more than 10% of the applicant AMC has held or applied for a credential to act as a real estate appraiser in any appraiser-credentialing jurisdiction, which credential was refused, denied, suspended, revoked, or surrendered or non-renewed in lieu of a pending disciplinary proceeding in any jurisdiction against such individual, and was not subsequently granted or reinstated;
4. that no entity that owns more than 10% of the applicant AMC is more than 10% owned by an individual who has held or applied for a credential to act as a real estate appraiser in any appraiser-credentialing jurisdiction, which credential was refused, denied, suspended, revoked, or surrendered or non-renewed in lieu of a pending disciplinary proceeding in any jurisdiction against such individual, and was not subsequently granted or reinstated;
5. that the applicant AMC has a system in place to verify that a person being added to the appraiser panel of the applicant AMC for appraisal services being performed in Kansas has a credential in good standing in this state pursuant to the Kansas State Certified and Licensed Real Property Appraisers Act and the rules and regulations promulgated thereunder, if such a credential is required to perform appraisals and that the appraiser is geographically competent, and performing appraisal assignments within the appraiser's scope of practice;
6. that the applicant AMC has a system in place to review appraisal reports, as required by K.A.R. 117-20-7, submitted by each appraiser who is performing real estate appraisal services in Kansas for the AMC on an annual basis to validate that such services are being performed in accordance with USPAP and the Kansas State Certified and Licensed Real Property Appraisers Act and regulations adopted thereunder;
7. that the applicant AMC maintains a detailed record of each service request that it receives for appraisal; services in Kansas and the appraiser that performs real estate appraisal services for the AMC; and
8. that the applicant AMC requires that appraisals are conducted independently and free from inappropriate influence and coercion pursuant to the appraisal independence standards established under section 129E of the truth in lending act.

DATE

SIGNATURE OF CONTROLLING PERSON

PART VI – NONRESIDENT AMC - CONSENT TO JURISDICTION OF BOARD AND SERVICE OF PROCESS

Pursuant to L. 2012, Chapter 93, Sections 1-25, I hereby acknowledge and agree that I am the Controlling Person of the applicant Appraisal Management Company (AMC) identified in Part I of this application, and individually and on behalf of the applicant AMC, I do hereby:

- Stipulate and agree to abide by all provisions of the Kansas Appraiser Management Company Registration Act with respect to applicant's appraisal management activities within this state and submit to the jurisdiction of the board and the state in all matters relating thereto.
- Stipulate and agree that the Executive Director of the Kansas Real Estate Appraisal Board shall be appointed as applicant's agent, upon whom all judicial and other process or legal notices directed to the applicant may be served in the event such applicant become a registrant. Any process or legal notices to the nonresident registrant shall be directed to the Executive Director and, in the case of a summons, shall require the nonresident registrant to answer within 40 days from the date of service on the registrant. A summons and a certified copy of the petition shall be forthwith forwarded by the clerk of the court to the Executive Director, who immediately shall forward a copy of the summons and the certified copy of the petition to the nonresident registrant. Thereafter, the Executive Director shall make return of the summons to the court from which it was issued, showing the date of its receipt by the Executive Director, the date of forwarding and the name and address of the person to whom the Executive Director forwarded a copy. Such return shall have the same force and effect as a return made by the Sheriff on process directed to the Sheriff.

Date

Signature of Controlling Person

FEE SCHEDULE

REGISTRATION FEES ARE BASED ON THE DATE THE APPLICATION AND ALL APPLICABLE DOCUMENTATION IS RECEIVED BY THE BOARD OFFICE.

DATE RECEIVED	REGISTRATION FEE
OCTOBER 1 THROUGH OCTOBER 31	\$1,500
NOVEMBER 1 THROUGH NOVEMBER 30	\$1,375
DECEMBER 1 THROUGH DECEMBER 31	\$1,250
JANUARY 1 THROUGH JANUARY 31	\$1,125
FEBRUARY 1 THROUGH FEBRUARY 28 (29)	\$1,000
MARCH 1 THROUGH MARCH 31	\$875
APRIL 1 THROUGH APRIL 30	\$750
MAY 1 THROUGH MAY 31	\$625
JUNE 1 THROUGH JUNE 30	\$500
JULY 1 THROUGH JULY 31	\$375
AUGUST 1 THROUGH AUGUST 31	\$250
SEPTEMBER 1 THROUGH SEPTEMBER 30	\$125