



301 Centennial Mall South, LL  
 PO Box 94963  
 Lincoln, NE 68509-4963  
 www.appraiser.ne.gov  
 402-471-9015

Application Received:	_____
Receipt Number:	_____
Card/Fed Number:	_____
Document Number:	_____
Board Approval Date:	_____
Documents Mailed:	_____

## Appraisal Management Company Registration Application

***APPLICATION MUST BE COMPLETED, AND MUST BE TYPED OR PRINTED. THE NON-REFUNDABLE APPLICATION FEE OF \$350 MUST ACCOMPANY THE COMPLETED APPLICATION FORM.***

**In support of this application, I make the following statements under oath:**

In compliance with the provisions of the Nebraska Appraisal Management Company Registration Act, application is hereby made for registration as an Appraisal Management Company in the State of Nebraska.

1. LEGAL NAME: \_\_\_\_\_

2. BUSINESS ADDRESS: \_\_\_\_\_  
Street Number City

\_\_\_\_\_

County State Zip Code

\_\_\_\_\_

Telephone No. Fax No. Email Address

3. Identify state where corporation is domiciled: \_\_\_\_\_

Name of designated officer to be agent for service of process: \_\_\_\_\_

ADDRESS \_\_\_\_\_  
Street Number City

\_\_\_\_\_

County State Zip Code

\_\_\_\_\_

Telephone No. Fax No. Email Address

4. If the applicant will be doing business in Nebraska under any other name(s), then all such names must be stated, with address and telephone number. Use a separate sheet if necessary.

OTHER NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

Street Number

City

County

State

Zip Code

Telephone No.

Fax No.

Email Address

5. All persons/entities owning 10% or more of the applicant must be listed. Use a separate sheet if necessary.

A. NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

Street Number

City

County

State

Zip Code

Telephone No.

Percentage Owned

Fax No.

Email Address

B. NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

Street Number

City

County

State

Zip Code

Telephone No.

Percentage Owned

Fax No.

Email Address

6. Controlling person to serve as main contact for all communication with the Appraiser Board.

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

Street Number

City

County

State

Zip Code

Telephone No.

Fax No.

Email Address

7. Has the applicant's application for registration/licensure/certificate, or the right to renew or reinstate, been denied by any regulatory agency in Nebraska or any other jurisdiction?

YES  NO

7a. If your answer to No. 7 above is yes, provide a brief statement of all significant details on a separate sheet including the jurisdiction in which the applicant was denied, the date of denial, reason for denial, circumstances, and the names of any persons involved.

8. Has/Is disciplinary action been taken against the applicant by any regulatory agency in Nebraska or any other jurisdiction, or has the applicant's registration/licensure/certificate been surrendered or allowed to lapse due to any action pending or threatened? YES  NO

8a. If your answer to No. 8 above is yes, provide a brief statement of all significant details on a separate sheet including the jurisdiction in which the disciplinary action was taken or was pending, the date of the action if applicable, reason for disciplinary or pending action, circumstances surrounding the matter, and the names of any persons involved.

9. Has the applicant recruited certified or licensed appraisers for appraisal services in Nebraska, or represented itself as an Appraisal Management Company in Nebraska? YES  NO

9a. If your answer to No. 9 above is yes, provide a brief statement of all significant details on a separate sheet including the circumstances surrounding the matter and the names of any persons involved.

10. Has any person or entity listed above in 1 through 6 ever been engaged in any lawsuit(s) involving real estate, either as Plaintiff or Defendant? This does not include Small Claims Court, Domestic Relations Court, automobile cases or traffic court cases. YES  NO

10a. If your answer to No. 10 above is yes, give names of all parties involved, the court, location, date filed, nature of the suit and brief statement of all significant details on a separate sheet.

11. Is the applicant, in whole or in part, directly or indirectly, owned by any person who has been refused or denied an appraiser credential or who has had appraiser credential revoked, cancelled or surrendered in lieu of revocation in this state or in any other state? YES  NO

11a. If your answer to No. 11 above is yes, give names of such persons, the state involved, the date(s), and the nature of the matter and a brief statement of all significant details on a separate sheet.

12. Has the applicant or any person who owns more than 10% of the applicant ever been convicted of, or entered a plea of *nolo contendere* to, a felony related to the appraisal practice or any crime involving fraud, misrepresentation, or moral character? YES  NO
- 12a. If your answer to No. 12 above is yes, give names of all parties involved, the court, location, date filed and nature of the matter and a brief statement of all significant details on a separate sheet.
13. Has the applicant ever knowingly employed any individual to perform appraisal services who has had a credential to act as an appraiser in this state or any other state refused, denied, canceled, surrendered in lieu of revocation or revoked?  
YES  NO
- 13a. If your answer to No. 13 above is yes, give names of all such persons, the state involved, the date(s), the nature of the matter and a brief statement of all significant details on a separate sheet.
14. Has the applicant ever knowingly entered into any independent contract or arrangement to perform appraisal services, whether in verbal, written, or other form, with any individual who has had a credential license or certificate to act as an appraiser in this state or any other state refused, denied, cancelled, surrendered in lieu of revocation, or revoked?  
YES  NO
- 14a. If your answer to No. 14 above is yes, give names of all such persons, the state involved, the date(s), the nature of the suit and brief statement of all significant details on a separate sheet.
15. Has the applicant submitted with this application, for each individual owner for more than 10% of an appraisal management company, two copies of legible ink-rolled fingerprint cards or equivalent electronic fingerprint submissions to the Board for delivery to the State Patrol for investigation? (Live scan prints are preferred by the State Patrol for accuracy)  
YES  NO  N/A

**If the answer is no to No. 16, then this application cannot be processed.**

16. On or after January 1, 2012, has the applicant ever knowingly prohibited an appraiser from including within the body of an appraisal report that is submitted by the appraiser to the applicant or its assignee the fee that the appraiser was paid by the applicant for the performance of the appraisal report? YES  NO

**APPLICANT MUST SIGN AND ACKNOWLEDGE THE FOLLOWING AFFIDAVIT IN THE PRESENCE OF AN OFFICER COMPETENT TO ADMINISTER OATH.**

**CERTIFICATION AFFIDAVIT OF APPLICANT**

The following statements are made for the purpose of procuring registration as an appraisal management company in the State of Nebraska. I hereby consent that the statements may be used as evidence by the Real Property Appraiser Board of the State of Nebraska, or in any court in Nebraska where a violation of the Appraisal Management Registration Act is claimed, and that the application, representations and statements made herein to procure such registration may at any time be used in evidence.

I have read and will comply with the Appraisal Management Company Registration Act of Nebraska and the rules established by the Real Property Appraiser Board in accordance with the Act.

I expressly agree that the Nebraska Real Property Appraiser Board reserves the right to go outside this application for information as to the accuracy of the statements in this application, and that fingerprint submissions made with this application will be submitted by the Appraiser Board to the Nebraska State Patrol for National Criminal History Record Check through the State Patrol and the Federal Bureau of Investigation, and all persons for whom such fingerprint submissions have been made have knowingly consented thereto. Procedures for obtaining information, a change, correction, or updating of an FBI identification record are set forth in Title 28, C.F.R., §16.34.

I certify that the statements made in this application and all attachments are true and correct to the best of my knowledge and belief and that I have not suppressed any information that might have a bearing on this application.

**In accordance with the Act, I further certify that:**

- A. The applicant has a system and process in place to verify that an appraiser selected to the Appraiser Panel of the applicant holds a license or certification in good standing in this state pursuant to Real Property Appraiser Act; and
- B. The applicant will at all times require appraisers completing appraisal services at the applicant's request to comply with the Uniform Standards of Professional Appraisal Practice, including the requirements for geographic and product competence; and
- C. The applicant has a system in place to verify that only licensed or certified appraisers are used for federally-related transactions; and
- D. The applicant has a system in place to require that appraisals are conducted independently and free from appropriate influence and coercion as required by the Appraisal Independence Standards established under Section 12(9E) of the Federal Truth and Lending Act, as amended, including the requirements for payment of a reasonable and customary fee to appraisers when the appraisal management company is providing appraisal services for a consumer credit transaction secured by the principal dwelling of a consumer; and
- E. The applicant maintains a detailed record for each request for appraisal services that it receives and the appraiser who performs the residential real estate appraisal services for the appraisal management company; and
- F. Each person seeking registration as an appraisal management company in this state that is not domiciled in this state shall submit an irrevocable consent that service of process upon such person may be made by delivery of the process to the director of the board, if the plaintiff cannot, in the exercise of due diligence, effect personal service upon the person in an action against the applicant in a court of this state arising out of the person's activities in this state.

SIGN HERE \_\_\_\_\_  
(Signature of Applicant)

STATE OF \_\_\_\_\_ )  
 ) ss.  
COUNTY OF \_\_\_\_\_ )

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,  
by \_\_\_\_\_.  
(Name of Applicant)

\_\_\_\_\_  
(Notary Public)

# NEBRASKA REAL PROPERTY APPRAISAL MANAGEMENT COMPANY APPLICATION

Please complete the following application checklist signifying that all required materials have been attached and submitted with your application. This completed page must be submitted with your application or it may be considered invalid.

The following items are enclosed:

- Completed application.
- 2 Sets of fingerprints for each individual persons owning 10% or more of the company, properly identified. (If the organization if entity owned, no fingerprints are required.)
- \$350 Application Fee Registration Fee (Submitting the \$2,000 Registration Fee is optional until approved by the Board).
- Original Surety Bond for \$25,000 naming your organization as the "Principal" and the Nebraska Real Property Appraiser Board as the "Obligee".

*I hereby attest that I have attached all required materials and completed the submitted application in its entirety. I understand that should my application be found to be incomplete, it may be considered invalid and may be returned to me. I understand that I will be responsible for any late fees which may result.*

Print Name: \_\_\_\_\_  
Last First Middle

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date



### IMPORTANT

1. Attach a \$350 (non-refundable) application fee.
2. Attach (2 per individual) fingerprint submissions, properly identified.
3. Submit Surety Bond for \$25,000.00 with application.
4. If approved, registration will not be complete until Registration Fee of \$2,000 is received by the Board.
5. Please make checks payable to NRPAB
6. All companies doing business in the State of Nebraska must Register with the Secretary of State (402) 471-4079
7. Please direct questions to Natasha Olsen; Phone: 402-471-9015 or Email: natasha.olsen@nebraska.gov
8. Mail completed application to:  
**Nebraska Real Property Appraiser Board**  
**301 Centennial Mall South Lincoln, NE 68509-4963**