



APPRAISER CERTIFICATION AND LICENSURE BOARD

3000 Market Street SE, Suite 541

Salem, Oregon 97301

Telephone (503) 485-2555

Fax (503) 485-2559

www.oregonaclb.org

APPRAISAL MANAGEMENT COMPANY ALLEGATION REPORT

FILING PARTY INFORMATION

From: _____ Email Address: _____

Address: _____ City & State: _____ Zip: _____

Telephone: _____

AMC INFORMATION

Name of AMC: _____ Registration No: _____

Contact Person: _____ Address: _____

City & State: _____ Zip: _____ Telephone: _____

INFORMATION ABOUT YOUR ALLEGATION REPORT

Have you contacted the AMC about your allegations? (Yes/No) _____

If Yes, please provide additional information:

Date of Contact: _____ Person Contacted: _____

Results: _____

Do your allegations involve a specific appraisal? (Yes/No) _____

Date of Appraisal: _____ Appraisal Order No: _____

Location of Property: _____

Names, addresses and telephone number of other involved parties:

Note: Filing an Appraisal Management Company Allegation Report does not automatically trigger a compliance examination of the appraisal report.

ALLEGATIONS

Please give the full details of your allegations. Try to answer the questions: *Who, What, When, Why* and *How*. (Attach *additional* sheets if necessary). Attach copies of your appraisal report(s), exhibits, documents and any other correspondence relating to the allegations.

WHAT YOU NEED TO KNOW:

The Oregon Appraiser Certification and Licensure Board (Board) regulates AMCs; we cannot mediate or resolve business or personal disputes. If you believe you have a legal claim for monetary damages, you should consult an attorney.

The Board cannot give legal advice or act as your attorney.

The Board will not accept an Allegation Report about an event that occurred before January 1, 2011.

The Board will evaluate an Allegation Report to determine if the allegations presented are within the Board's jurisdiction and if there are reasonable grounds to believe a violation has occurred. If it is determined the allegations are within the Board's jurisdiction and there are reasonable grounds to believe a violation has occurred, the Board will initiate a complaint.

The complaint investigation is to determine if there has been violation of Oregon Statutes or Rules by an applicant for a registration or a holder of a registration pursuant to Oregon Revised Statute, Chapter 674.

I, _____ state that the information supplied by me is true and correct to the best of my knowledge and belief.

Signature of person presenting allegations

Date



Instruction Sheet for Allegation Report

Appraiser Certification and Licensure Board

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Understanding What the Appraiser Certification and Licensure Board Regulates

The Appraiser Certification and Licensure Board (Board) regulates real estate appraisal activity and supervises the professional conduct of appraisers and Appraisal Management Companies (AMC) in the State of Oregon. The Board's duty is to ensure that all appraisers and AMCs conduct business in Oregon in compliance with:

- Uniform Standards of Professional Practice (USPAP).
- Oregon Revised Statutes (ORS) Chapter 674.
- Oregon Administrative Rules (OAR) Chapter 161, and
- Title XI of the Federal Financial Institutions Reform, Recovery and Enforcement Act of 1989.

The Board cannot assist you in recovering civil or monetary damages. People with disputes or questions in areas of law outside the Board's jurisdiction or seek recovery of money, property or damages may need the assistance of an attorney. The Oregon State Bar has an attorney referral service. Information can be found at <http://www.osbar.org/public/ris/ris.html#referral> or by calling (800) 452-7636.

Instructions For Filing An Allegation Report

Please provide the following:

- A completed Allegation Report form, including a complete, legible description of the allegations.
- A complete copy of the appraisal report and any supporting documentation.
- A list of other parties that have knowledge of the facts surrounding your allegations. Please include their contact information.

Mail the completed form and all supporting documentation to the address above; or scan and email to allegationreport@oregonaclb.org.

All documents and materials provided to the Board will become public record and may be shared with the appraiser who is the subject of your allegation report.

Processing Your Allegation Report

The Board's Administrator and the Enforcement Oversight Committee will review and determine if the allegations presented are within the Board's jurisdiction and there are reasonable grounds to believe a violation has occurred. You will be notified if the allegations presented in your report are not within the Board's jurisdiction or there are not reasonable grounds to determine a violation has occurred.

If the allegations presented are within the Board's jurisdiction and there are reasonable grounds to believe a violation has occurred, a copy of your Allegation Report with a Notice of Allegation will be mailed to the respondent. Investigations of the Allegation Reports are generally handled in the order they are received. It may take several months for the investigation to be completed. The investigation may include on-site inspections, interview with various parties to the transaction, sales data collection and verification, peer reviews and examination of various documents. (You will not receive progress reports during the course of the investigation.)

The Board will notify you by letter when a final determination is made.