



# Designated Controlling Person Closing Company Affidavit

Designated controlling person must submit this affidavit when closing an Appraisal Management Company (AMC). Send the completed form and the **AMC license affected by this closure**, to:

**Appraisal Management Company Program  
Department of Licensing  
PO Box 9021  
Olympia, WA 98507-9021**

If you have questions or need additional information, call us at (360) 664-6504 or email [dolbpdamc@dol.wa.gov](mailto:dolbpdamc@dol.wa.gov).

I, \_\_\_\_\_, certify that \_\_\_\_\_  
Designated controlling person name as registered AMC name

\_\_\_\_\_, AMC license number \_\_\_\_\_,

is no longer conducting business in Washington.

I understand that I must:

- Maintain a detailed record of each service request received and a complete copy of each completed appraisal report performed as part of any request.
- Keep these records and appraisals for a minimum of 5 years, or at least 2 years after final disposition of any judicial proceeding related to any assignment.
- Must provide these records and appraisals to the Department of Licensing (DOL) upon demand according to the laws and regulations that governed my license.
- Include the original license issued by DOL with this Affidavit.

The records and appraisals will be kept at:

\_\_\_\_\_  
Physical address, City, State, ZIP code

In the event DOL requests such records and appraisals, I can be contacted at:

\_\_\_\_\_  
(Area code) Telephone number

\_\_\_\_\_  
Email

\_\_\_\_\_  
Mailing address (Address or PO Box, City, State, ZIP code)

I grant to the Department of Licensing the right to request the records I am required to keep. I also agree to cooperate with an investigation by providing DOL with the requested documents and a written explanation of the matter contained in a complaint.

*I certify under penalty of perjury under the laws of the state of Washington that the foregoing is true and correct.*

\_\_\_\_\_  
Date and place signed

**X**

\_\_\_\_\_  
Signature of designated controlling person