

# Montana Appraisal Management Company License

## RENEWAL APPLICATION DO NOT SEND CASH

Name of Company \_\_\_\_\_

AMC License # \_\_\_\_\_

Contact Person \_\_\_\_\_

Your Montana Appraisal Management Company License will expire on October 31.

**TO RENEW YOUR LICENSE ONLINE GO TO: [www.realestateappraiser.mt.gov](http://www.realestateappraiser.mt.gov)** (Online transactions must be completed no later than 11:59 PM, Mountain Time on the renewal deadline date. Failure to complete the transaction by 11:59 PM, will result in the addition of a late fee.) **OR**

- 1) Answer the **disciplinary** questions at the bottom of the form.
- 2) Submit a check or money order for the correct amount, made payable to the Board of Real Estate Appraisers. Do not send cash. Canadian and foreign residents pay in U.S. funds only.

- Annual fee for reporting all engagements \$250.00
- Renewal Fee for AMC's with fewer than 200 engagements per year \$1,000.00
- Renewal Fee for AMC's with more than 200 engagements per year \$3,000.00

- 3) Renewals with a U.S. Postal Service postmark after October 31, 2014, **will be assessed a late fee.**

30 days after renewal will increase the fee to:

- AMC annual engagement late fee \$1,000.00
- LATE RENEWAL FEE=100% of renewal fee + renewal fee

60 days after renewal will increase the fee to:

- AMC's annual engagement late fee \$2,000.00
- LATE RENEWAL FEE= 100% of renewal fee + renewal fee

- 4) Fill out and sign the AMC Engagement Reporting Form

- 5) Fill out the Appraiser Panel Members Reporting Form

There is no additional fee to add or delete panel members during the annual renewal

- 6) A license or certificate that is not renewed within 2 years of the most recent renewal date automatically terminates.

### **INCOMPLETE OR UNSIGNED RENEWAL FORMS WILL NOT BE PROCESSED AND WILL BE RETURNED**

If your renewal is returned as incomplete, it must be resubmitted to the Board office, postmarked prior to October 31, to avoid the late renewal fee.

### **Board of Real Estate Appraisers**

**301 South Park**

**PO Box 200513**

**Helena MT 59620-0513 (406) 841-2354**

**Yes No** Have any legal or disciplinary actions been instituted against the firm or business since your last renewal? If so, please attach copies of the document that initiated each action and all final orders. Section 37-1-105 MCA, requires that you report this information. Failure to accurately furnish the information is grounds for denial or revocation of you license.

Signature: \_\_\_\_\_  
Appraisal Management Company Contact Person

Date: \_\_\_\_\_