Georgia Real Estate Commission
Georgia Real Estate Appraisers Board

229 Peachtree Street NE
Suite 1000 - International Tower
Atlanta, GA 30303-1605
Phone: 404-656-3916
Fax: 404-656-6650
www.grec.state.ga.us

Change of Controlling Person for an Appraisal Managment Company

This form can be filled out on-line. Print TWO copies: one to sign and submit for processing and one for your records. If a fee and/or documentation are required, attach to the application and mail to the address above. Once the completed application, including all supporting documents, is received it will be processed within 15 business days. An application requiring background investigation will require additional time to process. Incomplete applications will be returned unprocessed and result in a $25.00 charge.

☐ There is not a fee for this application. Complete Section **A** before completing Section B,C,D, and E

☐ Attach supporting documentation, *if required.*

Section A — Company Information

Company Name _____ Registration #: _____

Section B — Former Controlling Person Information

Controlling Person Name: _____

I hereby relinquish the position of Controlling Person of the above named Appraisal Management Company.

Controlling Person Signature _____ Date _____

If the Controlling Person is unavailable to sign, attach a copy of the minutes removing them from the position or a copy of their death certificate or obituary.

FOR OFFICE USE ONLY

Rec Dt	Rec By	Fee	Proc By & Proc Dt	Codes	INV	REG

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Section C — New Controlling Person Information

First Name | Middle Name | Last Name | Suffix

SSN | Birth date (mm/dd/yyyy) | Male | Female

Residence Address

City | State | Zip Code

County | Business Phone Number

Mailing Address

City | State | Zip Code

County | Alternate Phone Number

E-mail

NOTIFICATION OF REQUEST FOR SOCIAL SECURITY ACCOUNT NUMBER (SSAN)

The Georgia Real Estate Commission and Appraisers Board will not release your SSAN to any third party except as required by law, to another licensing agency or law enforcement agency. Legal authority for this disclosure may be found in O.C.G.A. § 19-11-9.1, O.C.G.A. § 20-3-295(a)(9)(b)&(c) and Public Law 93-579 § 7(2)(A) Privacy Act of 1974.

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Section D Background Information

Failure to disclose any conviction, nolo contendere plea, or first offender sentence is grounds for denial of the registration. A background investigation is extensive and will require additional time before the registration is issued. Additional information about the Background Clearance is located on the website at www.grec.state.ga.us.

The Controlling Person Must Answer Question (1) and Question (2) Below:

(1) Has the **Controlling Person** ever been convicted of, pled nolo contendere to, or been granted first offender treatment upon being charged with (1) any criminal offense other than a traffic violation or (2) any traffic violation that involved driving under the influence of alcohol or drugs, homicide or feticide by vehicle, fleeing the scene of an accident, attempting to elude a police officer, or impersonating a law enforcement officer?

◯ **YES** (Documentation Attached) ◯ **YES** (On file at GREAB) ◯ **NO**

You must answer YES to this question even if:
(a) you have been pardoned for a criminal offense;
(b) anyone (lawyer, teacher, broker, government official, etc.) has told you that: (1) the offense is not, or is no longer 'on record', (2) the offense has been expunged from your record, or (3) you do not have to disclose the offense, (4) your civil and political rights have been restored, or (5) any similar statement that appears to suggest your 'record' has been cleared; or
(c) the conviction is not reported by the Georgia Crime Information Center (GCIC) or the National Crime Information Center (NCIC).

If yes, and not already on file, you must attach:
(a) the citation, accusation, information, or indictment that led to the conviction
(b) a certified copy of the sentence /final disposition of every conviction
(c) an explanation of the circumstances surrounding every conviction
(d) three letters of recommendation from individuals not related to you by birth or marriage
(e) attach a GCIC report **or** an equivalent report from your state of residency

(2) Has the **Controlling Person** ever been disciplined by the Georgia Real Estate Commission and Appraisers Board or any other state or federal licensing agency or authority which regulates any profession? (Disciplinary actions include, but are not limited to, such actions as: a reprimand, a suspension, a revocation, a fine, or any restriction placed on a license.)

◯ **YES** (Documentation Attached) ◯ **YES** (On file at GREAB) ◯ **NO**

If yes, and not already on file, for every disciplinary action attach:
(a) a certified copy of the final order of the licensing agency that imposed the disciplinary action, and
(b) any allegations that preceded the final order
(c) an explanation of the circumstances surrounding every sanction
(d) three letters of recommendation from individuals not related to you by birth or marriage
(e) attach a GCIC report **or** an equivalent report from your state of residency

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Section E — Certification

I hereby certify that the company has a system and process in place to verify that each appraiser on the AMC's appraisal panel holds a classification in good standing in the State of Georgia and has not had a license or classification to act as an appraiser refused, denied, canceled, surrendered in lieu of a pending revocation, or revoked in any state.

I hereby certify that the company includes instructions to appraisers in letters of engagement to decline the assignment in the event the appraiser is not geographically competent or the assignment falls outside the appraiser's scope of practice restrictions.

I hereby certify that the company has a system in place to review the work of all appraisers who are performing real estate appraisal services for the appraisal management company on a periodic basis to validate that the real estate appraisal services are being conducted in conformity with the Uniform Standards of Professional Appraisal Practice and in accordance with the standards for real estate appraisals established by the Board.

I hereby certify that the company shall report to the Board the results of any appraisal reviews in which an appraisal is found to be substantially noncompliant with the standards for real estate appraisals established by the Board or any state or federal laws pertaining to appraisals.

I hereby certify that the company maintains a detailed record of each service request that it receives for appraisal services within the State of Georgia and the name, address, and telephone number of the appraiser who performs the requested real estate appraisal services for the appraisal management company.

I hereby certify that I have read the Georgia Real Estate Appraiser Licensing and Certification Act (O.C.G.A. Chapter 43-39A: Rules and Regulations Chapter 539) and agree to abide by its provisions in all appraisal activity in the state of Georgia.

I hereby irrevocably consent that, if any cause of action arises against me or arising from my acts or omissions as the Controlling Person of the Appraisal Management Company within the state of Georgia and if at the time I am not a resident of the state of Georgia, suit may be commenced against me in the county in the state of Georgia in which said cause of action may arise, or in which the plaintiff may reside, by the service of process upon the Real Estate Commissioner of the Georgia Real Estate Appraisers Board, whom I hereby designate for such service; and I further consent that such service shall be begun and held in all courts to be as valid and binding as if due service had been legally made upon me in the state of Georgia.

I hereby agree that if I am or become a nonresident of the state of Georgia, I will cooperate with any investigation initiated in accordance with the Official Code of Georgia Annotated §43-39A-22 by promptly supplying any documents that any authorized investigator of the Board may request and by personally appearing at the Board's offices or other location in Georgia as the Board's investigator may request.

I hereby authorize a representative of the Georgia Real Estate Appraisers Board to periodically obtain and receive any criminal history record information and/or full lifetime driver history record information pertaining to me which may be in the files of any federal, state, or local criminal justice agency.

I understand that after a review of this application and accompanying documents, the Georgia Real Estate Appraisers Board may require additional information in order to process the application.

I hereby agree not to engage in, conduct, advertise, or hold myself out as engaging in or conducting the business of an Appraisal Management Company in Georgia until I receive my registration certificate.

Controlling Person Signature _____ **Date** _____

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