

APPRAISAL MANAGEMENT COMPANY REGISTRATION REQUIREMENTS AND FILING INSTRUCTIONS

- 1. Register with the State of Oregon Secretary of State:** For information or to request filing forms, contact the Secretary of State's office at (503) 986-2200 or visit their website at www.sos.state.or.us. The name of the company registered with the Secretary of State must be the same as the name on the AMC registration application and the Surety Bond.
- 2. Appraisal Management Company Registration Application:** Complete the application form. In accordance with Oregon laws, the registration application must include the name and contact information of an individual that will be the initial point of contact for all communication with the Board, and the name and contact information for each controlling person and subject individual who owns 10 percent or more of the entity. If more space is needed, you can attach a separate sheet of paper.
- 3. Background Check:** Each subject individual and controlling person placed on the application must complete and submit an "Appraisal Management Company Background Check Authorization" form, along with a fingerprint card (place fingerprint cards in a sealed envelope), a resume of the past five years of work experience, and a fee of \$44.50 per subject individual to process the criminal background check.
- 4. Surety Bond:** Submit a completed original Appraisal Management Company Surety Bond form with Power of Attorney authorization form from the insurance company, or an irrevocable letter of credit issued by an insured institution, as defined in ORS 706.008, in the amount of \$25,000.
- 5. Fees:** Include the registration and application fees of \$2,500 and the appropriate fingerprint fees.
- 6. Disclosures:** Include a written disclosure of any administrative actions (not including investigations) by any state to refuse, deny, cancel, or revoke a license, certificate, or registration as an appraiser or as an appraisal management company.

Pursuant to the provision of Oregon Revised Statute Chapter 674, Appraisal Management Companies (AMC) are required to obtain a Registration with the Oregon Appraiser Certification and Licensure Board (Board) if they wish to engage in business in the State of Oregon. For information or to request AMC forms, please visit our website at www.oregonaclb.org.