

CHAPTER 2
CERTIFIED REAL ESTATE APPRAISER BOARD
APPRAISAL MANAGEMENT COMPANY

Section 1. Registration process.

(a) AMC applicants shall submit to the Board on forms which shall be prescribed by the Board and shall include:

- (i) Completed application form with appropriate fee;
- (ii) Fingerprint cards for the designated contact person and any person owning more than ten percent (10%) of the AMC;
- (iii) Recent snapshot or photograph of the designated contact person;
- (iv) Current appraisal panel list. Changes to the appraisal panel shall be submitted via email to the Board within thirty (30) calendar days.
- (v) Engagement Document
- (vi) Wyoming Secretary of State Certificate of Good Standing;
- (vii) Certificate of Incorporation (Inc.), Partnership Agreement or Articles of Organization (LLC) from your domestic state;
- (viii) Copy of a surety bond in an amount not less than Twenty-Five Thousand Dollars (\$25,000.00).

(b) Every Registration shall be valid for a period of one (1) year.

Section 2. Renewal process.

(a) Registrations shall be renewed for a period of one (1) year.

(b) Applications for renewal of Registrations shall be submitted to the Board on forms which shall be prescribed by the Board and shall include:

- (i) Copy of the Renewal form and the appropriate fee(s);

(ii) A copy of the Continuation Certificate showing the surety bond in the amount not less than twenty five thousand dollars (\$25,000.00) was renewed;

(iii) A current snapshot or photograph of the Designated Contact person.

(c) AMC's may renew expired Registrations up to sixty (60) calendar days following expiration of the Registration by submitting a Renewal Form, remitting all required fees plus a late fee as described in Chapter 1 Section 4.

(d) After a Registration has been expired for a period of time in excess of sixty (60) calendar days, the Registration may not be renewed. In order to acquire a Registration, an AMC shall reapply as set forth in Section 1.