Print Form

TEXAS APPRAISER LICENSING & CERTIFICATION BOARD

P.O. BOX 12188 • AUSTIN, TEXAS 78711-2188 • WWW.TALCB.TEXAS.GOV

APPLICATION FOR REGISTRATION AS AN APPRAISAL MANAGEMENT COMPANY(AMC)

REQUIRED FEES	AMOUNT	RECEIPT NUMBER	DATE RECEIVED
Application Fee	$3,300.00	*Staff Only*	*Staff Only*
Texas Online Fee	$99.00	(Online fee required whether filing online or on paper)	**REGISTRATION NO.**
Paper Filing Fee	$20.00	(Fee not required if filed online)	*Staff Only*

DO NOT WRITE ABOVE THIS LINE

MAKE CHECKS OR MONEY ORDERS PAYABLE TO: TALCB

(ALL FEES ARE NON-REFUNDABLE AND NON-TRANSFERABLE)

ALL INFORMATION MUST BE TYPED OR PRINTED IN INK. INCOMPLETE FORMS WILL NOT BE ACCEPTED.

PART I. Appraisal Management Company (Applicant) Information

Note: If the AMC is a business entity, a current "Certificate of Good Standing", dated within 21 days prior to the date of the application, issued by the governing state agency where the business entity was incorporated or organized, recognizing the standing of the business entity in that state must be provided with this application.

1. _____ _____
Full Legal Name of Appraisal Management Company — TIN or EIN

_____ _____
Business Street Address (cannot be a P.O. Box) — Apt. or Suite

_____ _____ _____ _____
City — State — Zip Code — Telephone No.

2. Has the AMC ever had any professional or occupational license or certification suspended, canceled or revoked; received a reprimand or disciplinary action; surrendered a license or certification pending disciplinary action; or had an application for such denied in Texas or in any other state? Yes ☐ No ☐

If "YES" please attach a complete written explanation with copies of all orders, notices, disapprovals, investigative reports, and other documentation.

3. Are any complaints, disciplinary hearings, or investigations pending against any professional or occupational licenses held by the AMC? Yes ☐ No ☐

If "YES" please attach a complete written explanation and appropriate documentation such as final orders, etc.

4. (a) Has the AMC ever been convicted of a criminal offense? (Include **ALL** felonies and misdemeanors.) Yes ☐ No ☐

(b) Has the AMC ever been placed on probation, community supervision, or deferred adjudication? Yes ☐ No ☐

(c) Are there any criminal charges pending against the AMC? Yes ☐ No ☐

If the answer to (a), (b), or (c) is YES, submit copies of all indictments, information, judgments, orders and charges, and a written explanation.

5. In the past four (4) years, has the AMC ever had a civil judgment rendered against it, or are there any civil suits pending against it on one of the following grounds: (a) fraud; (b) intentional or knowing misrepresentation; or (c) grossly negligent misrepresentation in the making of real estate appraiser services. Yes ☐ No ☐

If "YES" attach copies of all petitions and judgments and a complete written explanation, including whether or not the judgment has been paid.

This document is available on the TALCB website at www.talcb.texas.gov

PART II. Owner Information (for each individual or business entity owning more than 10% of AMC) Each owner must sign and submit a separate Owner/Primary Contact Background History form. Space is provided for three owners. Attach an additional copy of page 2 if there are more than three owners of more than 10%.

☐ Individual

☐ Business Entity

Name

Certification/License No. (if applicable) | State | Expiration Date

Business Street Address **OR** P.O. Box No. | Apt. or Suite

City | State | Zip Code | Telephone No.

☐ Individual

☐ Business Entity

Name

Certification/License No.(if applicable) | State | Expiration Date

Business Street Address **OR** P.O. Box No. | Apt. or Suite

City | State | Zip Code | Telephone No.

☐ Individual

☐ Business Entity

Name

Certification/License No.(if applicable) | State | Expiration Date

Business Street Address **OR** P.O. Box No. | Apt. or Suite

City | State | Zip Code | Telephone No.

PART III. Primary Contact Information

Primary contact must be one or more of the following:

- an owner, officer, or director of the AMC
- an individual employed, appointed, or authorized by the AMC to enter into a contractual relationship with other persons or entities for the performance of appraisal management services and to enter into agreements with appraisers for the performance of appraisals
- an individual who possesses, directly or indirectly, the power to direct or cause the direction of the management or policies of the AMC

Name

Business Street Address **OR** P.O. Box No. | Apt. or Suite

City | State | Zip Code | Telephone No.

Email address

The primary contact (check one):

☐ is a certified appraiser

Certification # | State

☐ has taken the 15-hour National USPAP course (please provide copy of certificate)

PART IV. Appraiser Contact Information (This person must be an appraiser.)

Name

Certification/License No. (if applicable) | State | Expiration Date

Business Street Address **OR** P.O. Box No. | Apt. or Suite

City | State | Zip Code | Telephone No.

Email address

IRREVOCABLE CONSENT TO SERVICE OF PROCESS

I do hereby irrevocably make, constitute, and appoint the Commissioner of the Texas Appraiser Licensing and Certification Board and its successors as my agent, for and in the State of Texas, upon whom service in a legal proceeding arising out of my activities as an appraisal management company may be made, if the plaintiff in the action cannot, in the exercise of due diligence, effect personal service on the AMC through the AMC's agent in Texas. Service of process upon the Commissioner shall be deemed valid personal service upon the AMC pursuant to applicable Texas law. I understand that the AMC has a legal duty to keep the Board informed of its current address. I understand that if and when the Commissioner is served with process, the notice will be forwarded to the primary contact at the current address provided on record with the Board. I also understand that if I fail to notify the Board of any changes, I may not receive notice of a legal proceeding against the AMC.

If the AMC is not domiciled in Texas, the AMC must list a legally authorized agent to accept service of process in Texas below:

Agent for Service of Process

Business Street Address (cannot be a P.O. Box No.) | Apt. or Suite

City | State | Zip Code | Telephone No.

CERTIFICATION

On behalf of Applicant, I certify that I have personally prepared this application and all supporting information and documentation, and that all such information given is true, correct, and complete. If so requested by the Texas Appraiser Licensing and Certification Board (the "Board"), I will furnish all additional information or documentation as may be deemed necessary for the verification of the information provided. I authorize and consent to the Board's conducting such investigations of Applicant and the matters addressed herein as it deems necessary. I understand that information revealed in an investigation may be cause for disapproval of the application even though other requirements for registration have been met. I acknowledge that this registration may be disapproved for cause in accordance with the Texas Appraisal Management Company Registration and Regulation Act (Texas Occupations Code, Chapter 1104 (the "Act")) and that any registration may be revoked if I provide false or misleading information to the Board. I further understand that information submitted in conjunction with this registration may become public record. If granted the registration, Applicant will abide by the provisions of the Act and the Rules of the Board (22 TAC Chapter 159), Applicant will not hold itself out as a registered AMC or perform any acts that only a registered AMC may perform until and unless so registered by the Board.

I certify that Applicant has reviewed each entity owning more than 10% of the AMC and has verified that none are more than 10% owned by a person who has had a license or certification to act as an appraiser denied, revoked, or surrendered in lieu of revocation and has not subsequently had a license or certification granted or reinstated.

I certify that Applicant has a system in place to ensure compliance with Subchapter D and Section 129E of the Truth in Lending Act (15 U.S.C. Section 1601 et seq.).

I certify that Applicant will retain ownership records for a period of five years.

This application and this certification are made under penalty of perjury.

Signature of Person with Authority to sign on behalf of AMC	Date Signed
Typed or Printed Name	Position within AMC

PRIVACY NOTICE

Under Sections 552.021 and 552.023 of the Government Code, the individual is entitled to receive and review the information.

(1) With few exceptions, an individual is entitled on request to be informed about the information that a state governmental body collects about the individual.

(2) The following notice about certain information, laws, and practices is given in accordance with Chapter 559, Texas Government Code.

(3) Under Section 559.004 of the Government Code, the individual is entitled to have the governmental body correct information about the individual that is incorrect.