

AMC 1: Applicant for Appraisal Management Company Registration

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PART III – Description of Entity

1. LEGAL STRUCTURE *(Check box below)*

Domestic Corporation	Foreign Corporation	Partnership	Limited Partnership
Domestic LLC	Foreign LLC	Sole Proprietor	Other

If **“OTHER”**, provide a description: _____

2. IS ENTITY DOMICILED IN KANSAS? YES NO

If applicant entity is not domiciled in Kansas, attach proof that entity is properly and currently registered with the Kansas Office of the Secretary of State.

PART IV – Identification of Ownership

List the name and percentage of ownership of each person or entity who owns ten percent (10%) or more of the AMC.

Person OR Entity Name	Percentage of Ownership
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	

PART V- APPLICANT QUESTIONS

READ THE QUESTIONS THOROUGHLY; If any question below is answered YES, attach supporting documentation.

- Has the controlling person or any person owning 10% or more of the applicant AMC ever pled guilty or nolo contendere to, or been convicted of **A)** forgery, embezzlement, obtaining money under false pretenses, larceny, extortion, conspiracy to defraud, or any other similar offense; **B)** crimes involving moral turpitude or; **C)** any felony charge? YES NO
- Has the controlling person or any person owning 10% or more of the applicant AMC been made aware of a disciplinary action or pending investigation involving their appraiser license or certificate in a jurisdiction other than Kansas? YES NO
- Has the applicant AMC ever had its registration suspended, revoked, placed on probation, or otherwise disciplined in a jurisdiction other than Kansas? YES NO

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PART VI- Certifications

I, _____, the Controlling Person for the applicant AMC, certify that I have read the within and foregoing application and that the answers supplied, including all supporting documents attached, are true and correct to the best of my knowledge and belief. Further, I certify individually and on behalf of the applicant AMC:

1. That the applicant AMC is legally formed pursuant to applicable state law and shall comply with all Kansas laws necessary to validly operate within the State of Kansas;
2. That the applicant AMC will comply with the Kansas Appraisal Management Company Registration Act and the administrative rules promulgated by the Kansas Real Estate Appraisal Board in all its conduct under any certificate of registration issued pursuant to this application;
3. That no controlling person or any owner of the applicant AMC, held or applied for a credential to act as a real estate appraiser in any appraiser credentialing jurisdiction, which credential was refused, denied, suspended, revoked, or surrendered or not renewed in lieu of a pending disciplinary proceeding against such individual regardless of % owned;
4. That no final civil judgement has been entered against the applicant AMC, the controlling person or any other person owning 10% or more of the applicant AMC, on the grounds of financial misrepresentation or deceit in the making of any appraisal of real property.
5. That the applicant AMC has a system in place to verify that a person being added to the appraiser panel of the applicant AMC for appraisal services being performed in Kansas has a credential in good standing in this state pursuant to the Kansas State Certified and Licensed Real Property Appraisers Act and the rules and regulations promulgated thereunder, if such a credential is required to perform appraisals and that the appraiser is geographically competent, and performing appraisal assignments within the appraiser's scope of practice;
6. That the applicant AMC has a system in place to review appraisal reports, as required by K.A.R. 117-20-7, submitted by each appraiser who is performing real estate appraisal services in Kansas for the AMC on an annual basis to validate that such services are being performed in accordance with USPAP and the Kansas State Certified and Licensed Real Property Appraisers Act and regulations adopted thereunder;
7. That the applicant AMC maintains a detailed record of each service request that it receives for appraisal; services in Kansas and the appraiser that performs real estate appraisal services for the AMC; and
8. That the applicant AMC requires that appraisals are conducted independently and free from inappropriate influence and coercion pursuant to the appraisal independence standards established under section 129E of the truth in lending act.

DATE

CONTROLLING PERSON SIGNATURE

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NONRESIDENT AMC Consent to Jurisdiction of Board and Service of Process

Pursuant to L.2012, Chapter 93, Sections 1-25, I hereby acknowledge and agree that I am the Controlling Person of the applicant Appraisal Management Company (AMC) identified in Part I of this application, and individually and on behalf of the AMC, I do hereby:

- Stipulate and agree to abide by all provisions of the Kansas Appraiser Management Company Registration Act with respect to the applicant's appraisal management activities within this state and submit to the jurisdiction of the board and the state in all matters relating thereto.
- Stipulate and agree that the Executive Director of the Kansas Real Estate Appraisal Board shall be appointed as applicant's agent, upon whom all judicial and other process or legal notices directed to the applicant may be served in the event such applicant become a registrant. Any process or legal notices to the nonresident registrant shall be directed to the Executive Director and, in the case of a summons, shall require the nonresident registrant to answer within 40 days from the date of service on the registrant. A summons and a certified copy of the petition shall be forthwith forwarded by the clerk of the court to the Executive Director, who immediately shall forward a copy of the summons and the certified copy of the petition to the nonresident registrant. Thereafter, the Executive Director shall make return of the summons to the court from which it was issued, showing the date of its receipt by the Executive Director, the date of forwarding and the name and address of the person to whom the Executive Director forwarded a copy. Such return shall have the same force and effect as a return made by the Sheriff on process directed to the Sheriff

DATE

CONTROLLING PERSON SIGNATURE

FEE SCHEDULE

Registration fees are based on the date the completed application (*including all applicable documentation*) is received by the Board office.

APP RECEIVED DATE	REGISTRATION FEE
OCTOBER 1 THROUGH OCTOBER 31	\$1,500
NOVEMBER 1 THROUGH NOVEMBER 30	\$1,375
DECEMBER 1 THROUGH DECEMBER 31	\$1,250
JANUARY 1 THROUGH JANUARY 31	\$1,125
FEBRUARY 1 THROUGH FEBRUARY 28 (29)	\$1,000
MARCH 1 THROUGH MARCH 31	\$875
APRIL 1 THROUGH APRIL 30	\$750
MAY 1 THROUGH MAY 31	\$625
JUNE 1 THROUGH JUNE 30	\$500
JULY 1 THROUGH JULY 31	\$375
AUGUST 1 THROUGH AUGUST 31	\$250
WE NO LONGER ACCEPT NEW AMC APPLICATIONS DURING THE MONTH OF SEPTEMBER DUE TO AMC RENEWAL DEADLINES	

PAYMENT AUTHORIZATION FORM

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CARD PAYMENT INFORMATION

APPLICANT/LICENSEE NAME:		EMAIL ADDRESS FOR RECEIPT:	
Card Information			
Payment Type			
Visa	MasterCard	Discover	
Card Number			
Expiration Date			
		CVC	
Billing Information			
Street Address			
City	State	Zipcode	