

AMC Renewal Application

This page is for your records; do not submit with your completed application.

GENERAL INSTRUCTIONS

- Read each question carefully to ensure accurate responses are provided. All questions must be answered.
- Complete entire application, including the Panel Report. Attach any required documentation, including letters of explanation, court or disciplinary orders, etc. If required information is not provided, application will be considered incomplete and may be returned to you.
- Include list of the AMC appraisers who have performed an appraisal for the AMC in connection with a covered transaction in Kansas during the reporting year.
- Submit completed renewal form, payment of applicable fees and all supporting documents **by email** to kreab@ks.gov, **by fax** to 785-368-6443 or **by mail** to: Kansas Real Estate Appraisal Board, 700 SW Jackson, Ste 804, Topeka KS 66603. Make checks/money orders payable to **Kansas Real Estate Appraisal Board** or **KREAB**.
- The Renewal and Registry Fees may be paid on a single check or submitted as separate checks.

Renewal Deadlines

- AMC Renewals are due by the **September 30** expiration date each year; if mailed, renewal must be postmarked by that date to avoid a late fee
- Late Renewals are accepted through December 31; payment of the \$100 late is required beginning October 1
- AMC Registrations not renewed by **December 31** will be canceled on **January 1**; if your registration is canceled, you must reapply to reinstate it.

Fees

- **\$1100 AMC RENEWAL FEE**
- **\$25 NATIONAL REGISTRY FEE** per appraiser used in connection with a covered Kansas transaction during the preceding registry term
- **\$100 LATE FEE** for any renewal postmarked (*or submitted by email/fax*) after **September 30**

IMPORTANT REMINDERS

Knowingly filing a renewal on which you have given false or misleading information (*i.e. failing to report disciplinary/legal action, misstating the number of appraisers used in connection with covered transactions, etc.*) **will result in disciplinary action.**

The renewal application and panel form must be signed **by the Controlling Person of record**. Do not complete a renewal on behalf of anyone else or allow your renewal to be completed by anyone else.

The following pages are fillable

AMC Renewal Application

AMC Name <i>(As it appears on KS Registration)</i>		KS Registration #
BUSINESS ADDRESS <i>(must be a physical business address)</i>		
Business Phone	Email	Fax
MAILING ADDRESS <i>(if different than business address)</i>		
<p>1. Since the original issue date of your Kansas registration or your last renewal, whichever is most recent, has the controlling person or any individual owner of the applicant AMC, held or applied for a credential to act as a real estate appraiser in any appraiser-credentialing jurisdiction, in which credential was refused, denied, suspended, revoked, surrendered or non-renewed in lieu of a pending disciplinary action against such individual? YES <input type="checkbox"/> NO <input type="checkbox"/> <i>if yes, attach a detailed explanation of action taken and copy of disciplinary/summary order.</i></p> <p>2. Since the issuance of your Kansas registration or your last renewal, whichever is most recent, has the controlling person or any person owning 10% or more of the applicant AMC, pled guilty or nolo contendere to, or had a conviction of any of the following: A) forgery, embezzlement, obtaining money under false pretenses, larceny, extortion, conspiracy to defraud or any similar offense; B) a crime involving moral turpitude or; C) any felony charge? YES <input type="checkbox"/> NO <input type="checkbox"/> <i>if yes, attach a detailed explanation including the individual's name & position, the charge(s)/conviction, copy of the complaint/citation and judgement or sentencing document.</i></p> <p>3. Since the issuance of your Kansas registration or your last renewal, whichever is most recent, has the controlling person or any person owning 10% or more of the applicant AMC, been made aware of a disciplinary action or a pending investigation involving their appraiser's license or certificate in a jurisdiction other than Kansas? YES <input type="checkbox"/> NO <input type="checkbox"/> <i>if yes, attach a detailed explanation, to include the individual's name & position, the basis of the complaint, the state in which it was filed, and the current state of same.</i></p> <p>4. Since the issuance of your Kansas registration or your last renewal, whichever is most recent, has a final civil judgment been entered against the applicant AMC, the controlling person, or any 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? YES <input type="checkbox"/> NO <input type="checkbox"/> <i>if yes, attach a detailed explanation of the civil action taken including the state in which it was taken, and a copy of the judgment.</i></p> <p>5. Since the issuance of your Kansas registration or your last renewal, whichever is most recent, has the applicant AMC had their registration suspended, revoked, placed on probation, or otherwise disciplined in a jurisdiction other than Kansas? YES <input type="checkbox"/> NO <input type="checkbox"/> <i>if yes, attach a detailed explanation of the action taken, the state in which it was taken, a copy of the documentation finalizing the action taken, and if all requirements of the disciplinary action have been met.</i></p> <p>6. Since the issuance of your Kansas registration or your last renewal, whichever is most recent, has the applicant AMC maintained a system and process to verify that any individual being added to the appraiser panel of the AMC for appraisal services in Kansas (1) holds a credential in good standing in this state pursuant to the state certified and licensed real estate appraisers act; and (2) is geographically competent and performs appraisal assignments within the appraiser's scope of practice? YES <input type="checkbox"/> NO <input type="checkbox"/> <i>if no, attach a detailed explanation.</i></p> <p>7. Since the issuance of your Kansas registration or your last renewal (whichever is latest), has the applicant AMC maintained a detailed record of each service request that it receives for appraisal of real property in Kansas? YES <input type="checkbox"/> NO <input type="checkbox"/> <i>if no, attach a detailed explanation.</i></p> <p>8. During the period of registration, has the applicant AMC performed an appraisal review on at least 5% of all appraisal reports submitted by appraisers performing real estate appraisal services for the AMC within Kansas on an annual basis? YES <input type="checkbox"/> NO <input type="checkbox"/> <i>if no, attach a detailed explanation.</i></p>		
CERTIFICATION: I HEREBY ATTEST THAT I COMPLETED THE ABOVE APPLICATION AND THAT THE FOREGOING STATEMENTS ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.		
_____	_____	_____
CONTROLLING PERSON PRINTED NAME	CONTROLLING PERSON SIGNATURE	DATE

PAYMENT AUTHORIZATION FORM

This form is fillable

CARD PAYMENT INFORMATION

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

KREAB does not store payment information. This form will be shredded after the payment is processed.