

# Montana Appraisal Management Company License

## RENEWAL APPLICATION DO NOT SEND CASH

Name of Company \_\_\_\_\_

AMC License # \_\_\_\_\_

Contact Person \_\_\_\_\_

Your Montana Appraisal Management Company (AMC) License will expire on October 31.

TO RENEW YOUR LICENSE ONLINE GO TO: [www.realestateappraiser.mt.gov](http://www.realestateappraiser.mt.gov) **OR** complete this paper renewal form and submit it with **both** attachments. (Online transactions must be completed no later than 11:59 PM, Mountain Time on the renewal deadline date. Failure to submit by 11:59PM will result in the addition of a late fee.)

- 1) Answer the **disciplinary** questions at the bottom of the form.
- 2) Submit a check or money order for the correct amount, made payable to the Board of Real Estate Appraisers. Do not send cash. Canadian and foreign residents pay in U.S. funds only.
  - Renewal Fee for AMCs with 200 or fewer engagements per year \$1,000.00
  - Renewal Fee for AMCs with more than 200 engagements per year \$3,000.00
- 3) Renewals with a U.S. Postal Service postmark after October 31 **will be assessed a late fee.**
  - LATE RENEWAL FEE=100% of renewal fee
- 4) Fill out and submit the **AMC Engagement Reporting Form**
- 5) Fill out and submit the **Panel Member Amendment Form**

There is no additional fee to add or delete panel members during the annual renewal  
This form must be submitted even if there are no changes to your panel list
- 6) A license or certificate that is not renewed within 2 years of the most recent renewal date automatically terminates.

### **INCOMPLETE OR UNSIGNED RENEWAL FORMS WILL NOT BE PROCESSED AND WILL BE RETURNED**

If your renewal is returned as incomplete, it must be resubmitted to the Board office, postmarked prior to October 31, to avoid the late renewal fee.

#### **Board of Real Estate Appraisers**

**301 South Park**

**PO Box 200513**

**Helena MT 59620-0513 (406)**

**841-2354**

**Yes No** Have any legal or disciplinary actions been instituted against the firm or business since your last renewal? If so, please attach copies of the document that initiated each action and all final orders. Section 37-1-105 MCA, requires that you report this information. Failure to accurately furnish the information is grounds for denial or revocation of you license.

Signature: \_\_\_\_\_  
Appraisal Management Company Contact Person

Date: \_\_\_\_\_