

Montana Appraisal Management Company License

RENEWAL APPLICATION DO NOT SEND CASH

Name of Company _____
AMC License # _____
Contact Person _____
Email Address _____

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

TO RENEW YOUR LICENSE ONLINE GO TO: 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: _____

MONTANA BOARD OF REAL ESTATE APPRAISERS
301 SOUTH PARK, 4TH FLOOR - Delivery
P. O. Box 200513
Helena, Montana 59620-0513
(406) 444-4773 FAX (406) 841-2305
E-MAIL: dlibsirea@mt.gov
WEBSITE: www.realestateappraiser.mt.gov
Appraisal Management Company (AMC) Renewal

By my signature below, I certify the Appraisal Management Company has, as required by Title 37, Chapter 54, part 5, MCA, the following:

- a system and process in place to verify that all appraisers on the appraisal panel of the appraisal management company are licensed or certified in this state pursuant to this chapter; (37-54-509, MCA)
- a system in place to verify that an appraiser to whom the appraisal management company is making an assignment for the completion of an appraisal has not had a license or certification as an appraiser refused, denied, canceled, revoked, or surrendered in lieu of a pending revocation since the last time that the appraisal management company made an assignment for an appraisal to the appraiser. Verification by reference to information published on the website of the appraisal subcommittee of the federal financial institutions examination council must be considered acceptable for purposes of compliance with this section; (37-54-510, MCA)
- a system in place to perform on an annual basis an appraisal review of the work of all appraisers who are performing appraisals for the appraisal management company on a periodic basis to validate that the appraisals are being conducted in accordance with the uniform standards of professional appraisal practice; (37-54-511, MCA), and
- retained the following documentation in accordance with the recordkeeping provisions of the uniform standards of professional appraisal practice and applicable state law:
 - (1) a full record as prescribed by the board that includes the names of the entities requesting service from the appraisal management company and the corresponding names of the appraisers that performed the appraisal services; and
 - (2) all certifications and supporting documentation for board registration and renewals, including audit reports required by this chapter. (37-54-513, MCA)

Legal Signature of Controlling Person

Date