



Kentucky Real Estate Appraisers Board

135 W. Irvine Street, Suite 301

Richmond, KY 40475

Phone: 859-623-1658 Fax: 859-623-2598

Website: www.kreab.ky.gov

AMC APPLICATION FOR INITIAL REGISTRATION

The application fee is \$2300.00 (\$2000 plus \$300 for AMC recovery fund). Fee is NON-REFUNDABLE

Company's Legal Name*

Doing Business in KY as (DBA)

KY Registration Number (For Office Use)

Contact Person for application*

Phone number*

E-Mail*

Main Address of Company

Street Address*

County*

City/State/Zip*

P.O. Box (if applicable)

Business Phone*

Fax

If Company is not domiciled in Kentucky, contact information for company's Service of Process Agent

Name Street Address

City/State/Zip County

Business Phone Fax

E-mail

Employer Identification Number or
Social Security Number

KY Secretary of State Identification
Number

Regarding Professional License

| | | | |
|---|-----|--|-----|
| (1) Has any owner, employee, director, officer, or agent of the AMC listed on this application ever had an appraisal license refused, denied, cancelled or revoked by KY or any other state?* | Yes | (2) Are there currently any allegations pending against any owner, employee, director, officer, or agent of the AMC in connection with an appraiser licence in KY or any other state?* | Yes |
| | No | | No |

Regarding Criminal Offenses

| | | | |
|--|-----|---|-----|
| (1) Has any owner, employee, director, officer, or agent of the AMC ever been convicted of or plead guilty or no contest to any criminal offense in Kentucky or in any other state?* | Yes | (2) Are there currently any criminal charges now pending against any owner, employee, director, officer or agent of the AMC in Kentucky or in any other state?* | Yes |
| | No | | No |

If either of the answers are "YES", provide a copy of the court judgement, arrest warrant or bill of indictment, and include a release from probation or prison, if appropriate.

"Criminal offenses" and "criminal charges" include all criminal matters except speeding or parking violations. It DOES include driving while under the influence of alcohol or drugs. If you believe a charge has been erased or expunged, you must check with the appropriate court before completing this section.

List any other names under which you do business in Kentucky. Attach a copy of the Certificate of Assumed Name filed for each name within the Commonwealth of Kentucky.

ATTACHMENTS

Please attach the following:

- 1) The name, street address and contact information, including a business email address, for any individual or business entity that owns ten percent (10%) or more of the Appraisal Management Company. ALL INDIVIDUALS LISTED MUST PROVIDE A CRIMINAL BACKGROUND CHECK COMPLIANT WITH THE REQUIREMENTS OF KRS 324A.152 (see Fingerprinting Instruction sheet for how to submit the fingerprint card for processing. Criminal background check reports will be mailed by the processing agent directly to KREAB).
- 2) The name, street address, and contact information, including a business email address, for all officers and directors. ALL OFFICERS OF THE COMPANY MUST PROVIDE A CRIMINAL BACKGROUND CHECK COMPLIANT WITH THE REQUIREMENTS OF KRS 324A.152 (see Fingerprinting Instruction sheet for how to submit the fingerprint card for processing. Criminal background check reports will be mailed by the processing agent directly to KREAB).
- 3) A copy of the written partnership, if applicable.
- 4) A copy of the organizational documents, if applicable.

CERTIFICATIONS

- 1) I certify that this Appraisal Management Company has a system and process in place to verify that a person being added to the appraiser panel of the appraisal management company holds a license in good standing in this State pursuant to the Kentucky Appraisers Act if a license or certification is required to perform appraisals.
- 2) I certify that this Appraisal Management Company has a system in place to require that appraisers inform the appraisal management company of their areas of geographic competency, the types of properties the appraiser is competent to appraise, and the methodologies the appraiser is competent to perform.
- 3) I certify that this Appraisal Management Company has a system in place to review the work of all independent appraisers that are performing real estate appraisal services for the appraisal management company on a periodic basis to validate that the real estate appraisal services are being conducted in accordance with the Uniform Standards of Professional Appraisal Practice.
- 4) I certify that this Appraisal Management Company has a dispute resolution process that allows users of the appraisal report to request that the appraiser consider additional property information, provide further detail, substantiation, or explanation for the appraiser's value conclusion, or to correct errors in an appraisal report.
- 5) I certify that this Appraisal Management Company maintains a detailed record of each service request that it receives and the independent appraiser that performs the real estate appraisal services for the appraisal management company.
- 6) All certifications required by KRS 324A.152(2)(f) 1-6

THIS AFFIDAVIT IS TO BE EXECUTED BY APPLICANT BEFORE A NOTARY PUBLIC

The undersigned, in making this application to the Kentucky Real Estate Appraisers Board for registration as an Appraisal Management Company under the provisions of KRS 324A.152 swears (or affirms) that s/he has been designated by the Appraisal Management Company to make this application on their behalf, and that all information provided in connection with this application, including certifications and attachments, is true to the best of his or her knowledge and belief, with the understanding that any omissions, inaccuracies or failure to make full disclosures may be deemed sufficient reason to deny registration or to withhold renewal of or suspend or revoke a registration issued by the Board.

SIGNATURE OF APPLICANT

Printed name: _____ Title: _____

Sworn and subscribed to before me this _____ day of _____ 20_____

(Name of Notary Public, please print)

(Signature of Notary Public)

(AFFIX SEAL)

My Commission expires _____

County _____ State _____

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DESIGNATION OF COMPLIANCE MANAGER

An AMC must designate one person as the Compliance Manager. The Compliance Manager shall be a certified real estate appraiser on active status and in good standing in KY or any other state. The Compliance Manager is responsible for ensuring that the AMC operates in compliance with state law.

Designation of Compliance Manager must be made on this form and completed by the proposed Compliance Manager.

Name of AMC

Compliance Manager Information

Full Name

Mailing Address - Street Name

City, State ZIP

Email Address

Phone

Fax

Appraisal Certification

List all states you hold a credential in (if more space is needed, attach separate sheet)

State/License #

State/License #

State/License #

State/License #



Regarding Professional Licenses

Have you ever had any disciplinary action taken against your appraiser certificate in KY or any other state?

YES NO

Are there currently any charges pending against you in connection with your appraiser certification in KY or any other state?

YES NO

IF ANY OF THESE ANSWERS ARE "YES", PROVIDE A COPY OF THE LICENSING AGENCY ORDER AS WELL AS ANY OTHER DOCUMENTATION REGARDING THE CASE.

INCLUDE A COMPLETE WRITTEN EXPLANATION OF EACH CHARGE OR CONVICTION WITH THIS APPLICATION.

Regarding Criminal Offenses

Have you ever been convicted of a felony?

YES NO

Within the past ten (10) years, have you ever been convicted of a misdemeanor?

YES NO

Are there currently any criminal charges now pending against you in KY or any other state?

YES NO

If any of the answers are "YES", provide a copy of the court judgement, arrest warrant or bill of indictment, and include a release from probation or prison, if appropriate.

Include a complete written explanation of each charge or conviction with this application.

"Criminal offenses" and "criminal charges" include all criminal matters except speeding or parking violations. It DOES include driving while under the influence of alcohol or drugs.

If you believe a charge has been erased or expunged, you must check with the appropriate court before completing this section.

Have you ever been known by any other names? YES NO If YES, Please list names

All Compliance Managers must provide a criminal background check compliant with the requirements of KRS 324A.152

I certify that the information provided in this application is true and correct to the best of my knowledge. I understand that any omission, inaccuracy or failure to make full disclosure constitutes grounds for denial or withdrawal of approval of my designation of Compliance Manager.

SIGNATURE OF APPLICANT*

Date

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CONSENT TO SERVICE OF PROCESS AND PLEADINGS

Know all men by these presents:

Pursuant to the requirements of KRS 324A.150 through 164, the undersigned applicant for registration as an appraisal management company in Kentucky

Print Name of Company

does hereby irrevocably consent, stipulate and agree that suits, actions, and administrative proceedings may be commenced against such applicant in the courts and agencies of this State, by the service of any process or pleading authorized by the laws of this State on the Executive Director of the Kentucky Real Estate Appraisers Board, and that service of such process or pleadings upon said Director shall be taken and held in all courts to be as valid and binding as if the service had been made upon said applicant in the Commonwealth of Kentucky.

Name of Person Executing Consent (please print)

Title

Street Address of Person Executing Consent

City/State/Zip

Signature of Person Executing Consent

State of _____ County of _____

Before me personally appeared the above-named individual who acknowledged the execution of the foregoing instrument for the purpose set forth therein.

WITNESS my hand and official seal, this _____ day of _____, 20 _____.

(Affix Seal)

Notary Public

My Commission expires: _____

FINGERPRINTING INSTRUCTION SHEET

Fingerprint cards can be obtained at:

- a. Kentucky State Police Post, or
- b. United Parcel Services (UPS) mailing office, or
- c. Any local police station or sheriff's office trained to do fingerprinting

*Please check with your state's law enforcement agency regarding fees, method of fingerprinting, hours of operation etc.

Digital fingerprints are preferred and accepted if fingerprints are transferred to:

- a. The fingerprint card, or b. An FD-258 fingerprint card

*ORI number (KY920222Z) MUST BE placed on the card

*Specify "KRS-324a.152, KY Real Estate Appraisers Board" as the reason fingerprinted

*Do not fold or staple the fingerprint card

*All fingerprints must be rolled in black ink only

Completed fingerprint card must be sent directly to the Kentucky State Police

Kentucky State Police
Records Branch
1266 Louisville Road
Frankfort, KY 40601

Enclose check or money order in the amount of

\$34.75

Made payable to: **Kentucky State Treasurer**

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Complete the following required fields of the fingerprint card:

|                                                       |                                   |
|-------------------------------------------------------|-----------------------------------|
| Last, First, and Middle Name                          | Race                              |
| Aliases                                               | Height                            |
| Signature and Residence of Person Being Fingerprinted | Weight                            |
| Date and Signature of Official Taking Fingerprints    | Eye Color                         |
| Date of Birth                                         | Hair Color                        |
| Citizenship                                           | Place of Birth (State or Country) |
| Sex                                                   | Social Security Number            |

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Note:

1. All of the required fields listed above must be completed on the fingerprint card or the card will be returned to you for completion.
2. Fingers to be printed must be clean and dry. Wiping the individuals fingers with an alcohol swab and drying them should prevent perspiration from being a problem.
3. Roll each finger from nail to nail in the appropriate space taking care to lift each finger up and away after rolling, to avoid smudging.
4. Plain impressions are printed last, at the bottom of the card. The technician simultaneously presses the individuals four fingers (on the right hand), keeping the fingers together. The process is repeated for the left hand. Print both thumbs simultaneously in the plain impression thumb blocks.

FINGERPRINT USE AND CHALLENGE INFORMATION

The Kentucky Real Estate Appraisers Board has the legal authority, KRS 324A.152, to require a criminal background investigation of an applicant for licensure by requiring fingerprinting of the applicant.

In accordance with FBI policy, please read the following information regarding the use and dissemination/restriction of the fingerprint report obtained from the FBI:

“Under provisions set forth in Title 28, code of Federal Regulations (CFR), Section 50.12, both governmental and nongovernmental entities authorized to submit fingerprints and received FBI identification records must notify the individuals fingerprinted that the fingerprints will be used to check the criminal history records of the FBI. Identification records obtained from the FBI may be used solely for the purpose requested and may not be disseminated outside the receiving department, related agency, or other authorized entity. If the information on the record is used to disqualify an applicant, the official making the determination of suitability for licensing or employment shall provide the applicant the opportunity to complete, or challenge the accuracy of, the information contained in the FBI identification record. The deciding official should not deny the license or employment based on the information in the record until the applicant has been afforded a reasonable time to correct or complete the information, or has declined to do so. An individual should be presumed not guilty of any charge/arrest for which there is no final disposition stated on the record or otherwise determined. If the applicant wishes to correct the record as it appears in the FBI’s CJIS division records system, the applicant should be advised that the procedures to change, correct or update the record are set forth in Title 28, CFR, Section 16.34.”