

The Iowa Division of Banking regulates, among other entities, Appraisal Management Companies and Real Estate Appraisers. The AMC Registration Form is intended for new AMC registrants. This form must be accompanied with the following additional forms and documents:

1. Panel Exhibit (The appraiser's name and certification or license number; the date the appraiser joined the applicant's panel; and, if applicable, the date the appraiser left the applicant's panel.)
2. Ownership Organizational Chart (List of all owners down to an individual or a publicly traded company.)
3. Supporting documentation for any disciplinary question with a "yes" response.
4. Supporting documentation that authorizes the use of a fictitious or trade name (if applicable).

**** ALL FORMS ARE COMPLETED ELECTRONICALLY THROUGH DATAPRO – THIS FORM IS FOR INSTRUCTIONAL PURPOSES ONLY****

1. INSTRUCTIONS – Appraisal Management Company

1.1 Note

Fees For This Application:

- \$750 Renewal Fee
- \$25 times the number of panel members who actively engaged in appraisal-related assignments for the applicant between October 1, 2018 and September 30, 2018
- \$50 Late Renewal Fee (In addition to renewal fee for any application submitted between December 1 and December 30.)

Supporting Documents:

- Controlling Person Form (additional application for the controlling person & each individual who owns more than 10% of the AMC)
- Iowa Panel Information Exhibit
- Ownership Organizational Chart

***required**

I have read and understand these instructions

2. Appraisal Management Company (AMC) Information

2.1 Legal Name (Sole Proprietor use Last, First, Middle)

***required**

2.2 Does the company conduct business under a name other than the legal name, e.g. a DBA?

IF Yes, you'll be asked to attach supporting documentation that authorizes the use of a fictitious or trade name

***required**

No Yes

2.3 Business Street

***required**

Long text input

2.4 Business City

***required**

2.5 Business State

***required**

Picklist

(50 U.S. States)

2.6 Business Zip

***required**

2.7 Business Phone

***required**

2.8 Business Fax

2.9 Business Email

***required**

2.10 Business Website

***required**

3. Resident/Registered Agent Information

3.1 Has there been a change to the registered agent?

If yes, a registered agent is required.

***required**

No Yes

4. Designated Controlling Person

4.1 Has there been a change to the designated controlling person?

If yes, a controlling person form is required.

***required**

No Yes

4.1 DESIGNATED CONTROLLING PERSON

The applicant shall designate a controlling person who shall be the main contact for all communications between the administrator and the AMC, and who shall be responsible for assuring the AMC complies with the provision of Iowa Code chapter 543E and all other state and federal laws and regulations. The designated controlling person will be required to complete and controlling person form. This individual will be notified via the email address provided.

NOTE:

- You can only add one (1) Designated Controlling Person
- If you are attaching a scanned copy of the completed controlling person form OR a controlling person form has already been submitted by the individual, please mark "Do Not Send Email Request" when adding the individual so we do not request the form again.

*required

Add Record

First Name, Middle Name, Last Name, Title, Phone Number, Email, Controlling Person Form Request (Form Required-Send Email Request, Form Required – Do Not Send Email Request, Form Not Required)

5. Ownership

5.1 You will be asked in a later step to attach an **Organization Chart** detailing all of the AMC employees including Owners, Principals, Partners, Officers, and Directors.

required

I have read and understand these instructions

5.2 Has there been a change in ownership?

If yes, a controlling person form is required for any individual who owns more than 10% of the AMC.

*required

No Yes

5.2 OWNERSHIP

You must provide all of the following information for any individual or entity that owns more than 10% of the AMC. Each individual owner listed (Not a company) must complete and attach a signed controlling person form.

**If you are attaching a scanned copy of the completed controlling person form OR a controlling person form has already been submitted by the individual, please mark "Do Not Send Email Request" when adding the individual so we do not request the form again.

*required

Add Record

Entity Type (Company or Individual), First Name, Middle Name, Last Name, Company Name, Date of Birth, Percent of Ownership, Phone Number, Email, Controlling Person Form Request (Form Required-Send Email Request, Form Required – Do Not Send Email Request, Form Not Required)

6. Panel Information

6.1 You will be asked in a later step to attach an exhibit which provides the following information for each appraiser on the applicant's Iowa appraiser panel:

- The appraiser's name and certification or license number;
- The date the appraiser joined the applicant's panel;
- And, if applicable, the date the appraiser left the applicant's panel.

The panel shall include all appraisers, in the past twelve months preceding submission of this application, the applicant has engaged to perform one or more appraisals in connection with a covered transaction or for a secondary mortgage market participant in connection with a covered transaction, along with all appraisers the applicant has accepted for future consideration for such appraisal assignments.

*required

I have read and understand these instructions

6.2 Total # of Panel Members - Nationwide

Total number of certified or licensed appraisers on the applicant's appraiser panel within the 12 months preceding the submission date of the application.

*required

Number

6.3 Total # of Panel Members - Iowa Only

Total number of certified or licensed appraisers on the applicant's appraiser panel within the 12 months preceding the submission date of the application.

*required

Number

6.4 Total # of **Actively Engaged** Panel Members - Iowa Only

For purposes of the ASC national registry fee, provide the total number of panel members who actively engaged in appraisal-related assignments for the applicant in the 12 months immediately preceding the month in which this application is submitted.

*required

Number

7. Disciplinary Attestation

7.1 If you answer "Yes" to any of the following, you will be required to provide a comment and/or submit an attachment to provide a complete explanation and any supporting documentation or court documents.

*required

I Agree

7.2 Has this state or another state or jurisdiction canceled, revoked, denied, suspended, or refused to renew the applicant's registration to operate an appraisal management company or denied, suspended, or refused to renew a similar registration under this state's or the other state's or jurisdiction's law?

*required

No Yes

7.3 Has an owner or controlling person of the applicant been barred, removed, or prohibited from owning or serving as the controlling person of an appraisal management company, or from serving in any capacity in a financial institution by any state or federal regulatory agency, including but not limited to the office of the comptroller of the currency, the federal deposit insurance corporation (FDIC), the board of governors of the federal reserve system, or the U.S. department of housing and urban development?

*required

No Yes

7.4 Has an owner or controlling person of the applicant been the owner or controlling person of another appraisal management company in another state or jurisdiction, where such other state or jurisdiction has canceled, revoked, denied, suspended, or refused to renew the registration or application for registration of such appraisal management company under this state's or the other state's or jurisdiction's law? (an agreement made between an individuals and the state or jurisdiction not to operate as the owner or controlling person of an appraisal management company may be considered a denial by that state or jurisdiction)

*required

No Yes

7.5 Has an owner or controlling person of the applicant been convicted of forgery, embezzlement, obtaining money under false pretenses, theft, extortion, conspiracy to defraud, tax evasion, or another similar offense, in a court of competent jurisdiction in this state or in any other state, territory, or district of the united states, or in any foreign jurisdiction? (including a guilty plea, deferred judgement, deferred sentence, or other similar finding of guilt by a court of competent jurisdiction)

*required

No Yes

7.6 Has the applicant or an owner or controlling person of the applicant made a false submission of material fact on an application for registration or otherwise been implicated in the submission of a false application?

*required

No Yes

7.7 Has an indirect or direct owner of the AMC, who is also an appraiser, had their license or certificate to act as an appraiser refused, denied, cancelled, revoked, or surrendered in lieu of revocation in any state for a substantive reason?

*required

No Yes

8. AFFIDAVIT-Appraisal Management Company

8.1 Verify that appraisers who will perform appraisal assignments for covered transactions related to real estate located in this state hold a valid, unexpired certificate in good standing as a real estate appraiser issued under Iowa Code chapter 543D.

*required

Yes I Certify

8.2 Require that appraisals provided or coordinated by the applicant comply with the uniform standards of professional appraisal practice (USPAP), including the competency rule, and has a system in place to monitor such compliance that includes referring matters to the administrator when a registrant has a reasonable basis to believe that a violation of USPAP exists.

*required

Yes I Certify

8.3 Maintain a system to assure that appraisal management services are performed independently and free from inappropriate influence and coercion pursuant to the appraisal independence standards established under section 129e of the federal truth in lending act, including the requirements for the payment of reasonable and customary fees, and pursuant to Iowa Code section 543D.18, subsections 1 and 2, and Iowa Code section 543D.18A.

*required

Yes I Certify

8.4 Maintain a system to retain detailed records of all appraisal management services to be performed in this state.

*required

Yes I Certify

8.5 Maintain a system to assure that the appraiser selected for an appraisal assignment is independent of the transaction and has the requisite education, expertise, and experience necessary to competently complete the appraisal assignment for the particular market and property type.

*required

Yes I Certify

8.6 Abide by all applicable state and federal statutes and regulations.

*required

Yes I Certify

8.7 Title

*required

8.8 Please type your full name.

*required

REFERENCE ONLY