



BREA USE ONLY

APPRAISAL MANAGEMENT COMPANY CERTIFICATE OF REGISTRATION APPLICATION

Read All Directions in Part V Prior to Completing this Application.

- ▶ Type or print clearly in blue or black ink and provide an original signature.
- ▶ All fees paid must be paid by pre-printed personal check, company check, cashier's check, certified check, money order, or credit card (see form REA 2030 to pay by credit card).
- ▶ By statute, all fees submitted are deemed earned upon receipt.
- ▶ Applications must be submitted with original signatures. Applications with electronic or faxed signatures will not be accepted.
- ▶ Please refer to <http://www.brea.ca.gov/html/LicensingFees.html> for current license application fees.
- ▶ If you have any questions, please write to the address listed or call (916) 552-9000.
- ▶ Mail completed application, fee and qualifying documentation to:
BUREAU OF REAL ESTATE APPRAISERS
3075 Prospect Park Drive, Suite 190
Rancho Cordova, CA 95670

PART I: Applicant Information

A. Appraisal Management Company (AMC)

| | | | |
|--|--|-----------------------------------|----------|
| 1. Name | | | |
| | | | |
| 2. Mailing Address (Address of Record) | | | |
| Address | | | |
| City | | | State |
| | | | Zip Code |
| 3. Business Telephone Number | | 4. Business Fax Number (optional) | |
| | | | |

B. Designated Officer

(Note: The Designated Officer MUST be included on the AMC list of qualified Controlling Persons (see Parts II, IV and V below.)

| | | |
|-------------------------------|-------|--------------------------------------|
| 1. Name | | |
| Last | First | M.I. |
| 2. Title | | |
| | | |
| 3. Residence Telephone Number | | 4. Business Email Address (optional) |
| Home | Cell | |
| | | |

C. Type of Entity

1. Legal Structure. Check the box that applies to the business entity type of the applicant.

| | | | |
|---|--|--|--|
| <input type="checkbox"/> Domestic Corporation | <input type="checkbox"/> Foreign Corporation | <input type="checkbox"/> Partnership | <input type="checkbox"/> Sole Proprietor |
| <input type="checkbox"/> Domestic LLC | <input type="checkbox"/> Foreign LLC | <input type="checkbox"/> Limited Partnership | <input type="checkbox"/> Other * |
| If "Other" describe: | | | |
| | | | |

2. Formation and Operation Documents. Submit Articles of Incorporation, Articles of Organization, Statement of Partnership, or equivalent formation documents verifying the legal formation of the AMC (if any) and the Operating Agreements, Corporate by-laws, Partnership Agreement, or operation documents of the AMC (if any). Attach to this application.

3. AMC Type:

- Single state with a panel of more than 15 appraisers
- Multi-state with a panel of 25 or more appraisers in two or more states

4. Is the AMC federally regulated?

- Yes
- No

D. Agent for Service of Process:

This section is to be completed if the Applicant is not domiciled in California. Provide the name and contact information for the person or entity authorized as the Applicant's agent for service of process within California. This agent for service of process must complete the declaration below and have this document notarized prior to submittal.

| | | | |
|--|-------|-------------------------------|----------|
| 1. Name | | | |
| Last | First | M.I. | |
| 2. Title | | | |
| 3. Address (P.O. Boxes not allowed) | | | |
| Address | | | |
| City | | State | Zip Code |
| 4. Business Telephone Number | | 5. Business Fax Number | |
| | | | |

I, _____ (name), am authorized to act as Agent for service of process in the State of California on behalf of _____ (name of AMC), an entity organized and existing under the laws of the State of _____ (current resident state), for purposes of this application before the Chief of the Bureau of Real Estate Appraisers of the State of California to obtain an AMC Certificate of Registration and, thereafter, to operate as a valid AMC in accordance with California law and all of the rights and obligations associated therewith, and I do hereby certify:

1. The complete address within California whereby I, on behalf of _____ (name of AMC) may be served with process by the Chief of the Bureau of the Real Estate Appraisers or his/her designee is as follows:

| | | |
|---------|-------|----------|
| Address | | |
| City | State | Zip Code |

2. That service of process on _____ (name of AMC) shall be deemed service of process on each and every Controlling Person individually (as identified by Applicant herein and/or as updated by *Change Notification and Miscellaneous Requests* Form REA 3011, as consistent with the duties and obligations of a Controlling Person within _____ (name of AMC).
3. That the Applicant hereby irrevocably consents that if, in any action commenced against it by the Chief of the Bureau of Real Estate Appraisers or his designee, service of process upon it cannot be made in California after the exercise of due diligence, a valid service may thereupon be made upon it by delivering the process to the Chief of the Bureau of Real Estate Appraisers of the State of California.
4. That, following such service of process pursuant to the irrevocable consent authorized herein, the Chief of the Bureau of Real Estate Appraisers of the State of California may mail a copy of any such process to the _____ (name of AMC). at the following address:

| | | |
|---------|-------|----------|
| Address | | |
| City | State | Zip Code |

IN WITNESS WHEREOF, I, _____ (Agent Name for service of process) have subscribed my name hereto this _____ (day) day of _____ (month), _____ (year) at _____ (city), _____ (state).

Signature

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of _____, County of _____, On _____, before me, _____ (insert name and title of the officer), personally appeared _____, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of _____ that the foregoing paragraph is true and correct. WITNESS my hand and official seal.

Signature
(Seal)

PART II: Controlling Person(s) Information

1. List each name of all "Controlling Persons" of the AMC Including the Designated Officer.

| | |
|----|-----|
| 1. | 2. |
| 3. | 4. |
| 5. | 6. |
| 7. | 8. |
| 9. | 10. |

2. A separate "Appraisal Management Company (AMC) Controlling Person Application" (REA 5002) form must be included for each of the above listed Controlling Persons and submitted with this AMC application (REA 5001).

3. Is the AMC in whole or in part, directly or indirectly, owned by any person who has had an appraiser license or certificate refused, denied, cancelled, surrendered in lieu of revocation, or revoked in any State?

Yes No

PART III: Registration Details

Has the AMC ever had a certificate of registration denied, suspended, restricted, revoked or disciplined in any way in this state or any other state?

If yes, complete "Registration Details" section below.

Yes No

In addition you must submit a certified copy of the administrative agency's investigative report, and certified copies of the administrative agency's docket, complaint, accusation or other order."

| REGISTRATION DETAILS | | | |
|---|---------------------|------------------------------|-----------------------|
| Type of Registration | Registration ID No. | Registration Expiration Date | State |
| Action (revoked, etc.) | Date of Action | Date Action Terminated | Code Section Violated |
| ADDITIONAL INFORMATION: ATTACH EXTRA SHEETS IF MORE ROOM IS NEEDED. EACH ADDITIONAL SHEET MUST BE SIGNED AND DATED. | | | |
| | | | |
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| | | | |
| | | | |

PART IV: Application Declaration

I, _____ (name), certify under penalty of perjury in accordance with California law, that I am the Designated Officer and duly authorized as such and understand and agree, individually and on behalf of _____ (name of AMC), to abide by all federal and California laws applicable to appraisal management companies receiving and maintaining a Certificate of Registration under California law. In addition, I certify that _____ (name of AMC) is legally formed pursuant to the applicable state law and, further, that _____ (name of AMC) shall comply with all California laws as necessary in order to validly operate in California. I declare under penalty of perjury in accordance with California law that I am 18 years of age or older and that the foregoing information and information provided on all attachments is true and correct and that I have answered each question fully and truthfully and without any purpose of evasion or mental reservation. I understand that providing false information is grounds for denial or revocation of any certificate of registration and may subject me to disciplinary action and/or criminal prosecution and punishment by imprisonment in state prison for 2, 3 or 4 years pursuant to Penal Code section 126.

I also certify, under penalty of perjury in accordance with California law, that if a certificate of registration is issued pursuant to this application, _____ (name of AMC) will, in accordance with Business and Professions Code section 11345.3, include in all of its contracts with clients for appraisal services in California, provision of each of the following as standard business practices, as and where applicable:

- a. Ensuring that all independent contract appraisers contracted by this company to perform appraisal services in California will possess a California real estate appraiser license in good standing;
- b. Reviewing the work of all independent contractor appraisers contracted by this company to ensure that appraisal services are performed in accordance with the Uniform Standards of Professional Appraisal Practice (USPAP); and
- c. Maintaining, at a minimum, each of the following records for each service request:
 - 1. The date of receipt of the request;
 - 2. The name of the person from whom the request was received;
 - 3. The name of the client for whom the request was made, if different from the name of the person from whom the request was received;
 - 4. The appraiser or appraiser(s) assigned to perform the contracted service; and
 - 5. The date of delivery of the appraisal product to the client.

Executed this _____ day of _____ at _____ (city or county) _____ (state).

Signature _____
Name (please print) _____

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of _____, County of _____, On _____, before me, _____ (insert name and title of the officer), personally appeared _____, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of _____ that the foregoing paragraph is true and correct. WITNESS my hand and official seal.

Signature
(Seal)

MUST BE SIGNED AND CERTIFIED BY A NOTARY PUBLIC IF EXECUTED OUTSIDE THE STATE OF CALIFORNIA

PART V: Instructions

A. INSTRUCTIONS PART I: *Applicant Information*

INSTRUCTIONS PART I. A.: *AMC*

1. NAME OF AMC – List the name of the AMC for which you are submitting this application for certificate of registration.
2. BUSINESS STREET ADDRESS – List the business address of the AMC for which you are submitting this application for certificate of registration. **Note: the required information is public record.**
3. BUSINESS TELEPHONE NUMBER – List the business telephone number of the AMC for which you are submitting this application for certificate of registration. **Note: the required information is public record.**
4. BUSINESS FAX NUMBER – List the business fax number of the AMC for which you are submitting this application for certificate of registration.

INSTRUCTIONS PART I. B.: *Designated Officer*

1. NAME OF DESIGNATED OFFICER – List the name of the company's Designated Officer. The Designated Officer must also be a listed Controlling Person and submit an *Appraisal Management Company (AMC) Controlling Person Application* form REA 5002 with this application.
- TITLE OF DESIGNATED OFFICER – List the official title of the company's Designated Officer (i.e. President, Director, etc.) held within the company.
2. RESIDENCE PHONE NUMBER OF DESIGNATED OFFICER – List the residence phone number for the Designated Officer.
3. BUSINESS EMAIL ADDRESS OF DESIGNATED OFFICER – List the business email address for the Designated Officer of the company.

INSTRUCTIONS PART I. C.: *Type of Entity*

1. LEGAL STRUCTURE – Check the box that describes the business entity type of the AMC. If the type is not listed, please provide a description.
2. FORMATION AND OPERATION DOCUMENTS – Provide copies of the documents authorizing the valid formation of Applicant under the laws of the state in which it is organized.

INSTRUCTIONS PART I. D.: *Agent for Service of Process*

1. AGENT FOR SERVICE OF PROCESS – This section is to be completed by an individual or entity within California that is designated to accept service of process on behalf of an Applicant that is domiciled outside of California. If an entity is designated as agent for service of process, Applicant must provide documentation verifying that this entity qualifies and is in compliance with California law governing service of process on foreign entities.

B. INSTRUCTIONS PART II: *Controlling Person(s) Information*

1. NAMES OF CONTROLLING PERSON(S) – List the full names of each "Controlling Person" of the AMC for which you are submitting this application for certificate of registration including the Designated Officer. Please refer to Part IV Section C for a definition of "Controlling Person".
2. CONTROLLING PERSON APPLICATION (REA 5002) – Attach a completed *Appraisal Management Company (AMC) Controlling Person Application* form REA 5002 for each individual listed as a Controlling Person, including the Designated Officer.

C. INSTRUCTIONS PART III: *Registration Details*

1. REGISTRATION DETAILS – Include any information regarding if the AMC has previously had a certificate of registration denied, suspended, restricted, revoked or disciplined in any way in this state or any other state? If yes, complete "Registration Details" section.

D. INSTRUCTIONS PART IV: *Application Declaration*

1. APPLICATION DECLARATION – The Designated Officer of the AMC shall read, sign and date the Application Declaration. If executed outside of the State of California, this declaration must be signed before and certified by a notary public. This form must be signed by the named "Designated Officer" listed in Part I section B of the application.

Privacy Information - Section 1798.17 of the Civil Code requires this notice be provided when collecting personal or confidential information from individuals. Each individual has the right to review personal information maintained by this Agency, unless access is exempted by law. General powers of the Chief, Sections 11310 and 11313 of the Business and Professions Code authorizes the maintenance of this information. Business and Professions Code Section 30, Chapter 1361, Section 1, requires each real estate appraiser licensee to initially provide to the Bureau of Real Estate Appraisers his or her social security number or individual taxpayer identification number which will be furnished to the Franchise Tax Board. Your social security number or individual taxpayer identification number shall not be deemed a public record and shall not be open to the public for inspection. The Franchise Tax Board will use your number to establish identification exclusively for tax purposes. The Real Estate Appraisers Law or Regulations of the Chief require applicants to provide the Bureau of Real Estate Appraisers with specific information. If all or any part of the required information is not provided, processing may be delayed. In addition, the Chief may suspend or revoke a license, or in the case of a license applicant, may deny the issuance for misstatements of facts (including a failure to disclose a material fact) in an application for a license. The information requested in this form is primarily used to furnish license status information to the Bureau of Real Estate Appraisers, and to answer inquiries and give information to the public on license status, mailing addresses and actions taken to deny, revoke, restrict or suspend licenses for cause. This information may be transferred to real estate appraisal licensing agencies in other states, law enforcement agencies (City Police, Sheriff's Departments, District Attorneys, Attorney General, F.B.I.), and any other regulatory agencies (included, but not limited to, Department of Business Oversight, Department of Insurance, Bureau of Real Estate, Department of Consumer Affairs, California Bar Association, Appraisal Subcommittee).

Bureau of Real Estate Appraisers
Custodian of Records
3075 Prospect Park Dr. Ste 190
Rancho Cordova CA 95670
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