

**FOR BOARD USE ONLY**

APPLICATION #: \_\_\_\_\_

DATE APPROVED: \_\_\_\_\_

REGISTRATION FEE: \$ \_\_\_\_\_

 CASH/CHECK CHARGE

DEPOSIT DATE: \_\_\_\_\_

PROCESSED BY: \_\_\_\_\_

**KANSAS REAL ESTATE APPRAISAL BOARD  
AMC-1****APPLICATION FOR REGISTRATION OF AN APPRAISAL MANAGEMENT COMPANY**

(PLEASE PRINT OR TYPE)

**GENERAL INSTRUCTIONS**

- Applicant AMC must first request fingerprint card(s) from the Board. This may be done via e-mail, giving both the AMC name, mailing address and the # of cards needed. The AMC-1 and AMC-2 forms are not to be submitted until the fingerprint cards have been imprinted and mailed, by the fingerprinting agency, along with the \$47 per card fee, to the KBI.
- All questions must be answered.
- Submit the completed application (editable .pdf format), all supporting documentation, and the applicable fee (see page 3) to: Kansas Real Estate Appraisal Board, 700 SW Jackson, Ste. 804, Topeka, KS 66603.
- Submit a properly completed AMC-2 form for the controlling person and for each (individual) owner of 10% or more of the AMC
- Questions regarding the application should be directed to the Board office at (785) 296-6736 or via e-mail to [caroll.a.pessagno@ks.gov](mailto:caroll.a.pessagno@ks.gov).

**PART I – APPRAISAL MANAGEMENT COMPANY**

1. LEGAL NAME: \_\_\_\_\_ FEIN #: \_\_\_\_\_

2. ALL OTHER TRADE OR BUSINESS NAMES: \_\_\_\_\_

3. BUSINESS ADDRESS: \_\_\_\_\_  
THIS MUST BE THE BUSINESSES PHYSICAL ADDRESS      STREET      CITY      STATE      ZIP CODE4. MAILING ADDRESS [IF DIFFERENT FROM THE ABOVE] \_\_\_\_\_  
STREET OR PO BOX      CITY      STATE      ZIP CODE

5. BUSINESS PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ WEBSITE: \_\_\_\_\_

**PART II – CONTROLLING PERSON**

6. NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

7. MAILING ADDRESS: \_\_\_\_\_  
STREET OR PO BOX      CITY      STATE      ZIP CODE8. RESIDENCE ADDRESS: \_\_\_\_\_  
THIS MUST BE THE AGENTS PHYSICAL ADDRESS:      STREET      CITY      STATE      ZIP CODE

9. BUSINESS PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

**PART III – DESCRIPTION OF ENTITY**10. LEGAL STRUCTURE:     DOMESTIC CORPORATION     FOREIGN CORPORATION     PARTNERSHIP     LIMITED PARTNERSHIP  
 DOMESTIC LLC     FOREIGN LLC     SOLE PROPRIETOR     OTHER

IF "OTHER", DESCRIBE: \_\_\_\_\_

DOMICILED IN KANSAS:     YES     NO    If the applicant is not domiciled in Kansas, attach proof that the applicant is properly and currently registered with the Kansas Office of the Secretary of State.

**PART IV – IDENTIFICATION OF OWNERSHIP**

List the name of each person or entity that owns ten percent (10%) more of the AMC and their percentage of ownership.

1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_  
4. \_\_\_\_\_  
5. \_\_\_\_\_

6. \_\_\_\_\_  
7. \_\_\_\_\_  
8. \_\_\_\_\_  
9. \_\_\_\_\_

**PART V -CERTIFICATIONS**

I, \_\_\_\_\_, the Controlling Person for the applicant AMC, certify that I have read the within and foregoing application and that the answers supplied, including all supporting documents attached, are true and correct to the best of my knowledge and belief. Further, I certify individually and on behalf of the applicant AMC:

1. That the applicant AMC is legally formed pursuant to applicable state law and shall comply with all Kansas laws necessary to validly operate within the State of Kansas;
2. That the applicant AMC will comply with the Kansas Appraisal Management Company Registration Act and the administrative rules promulgated by the Kansas Real Estate Appraisal Board in all its conduct under any certificate of registration issued pursuant to this application;
3. That no controlling person or any owner of the applicant AMC, held or applied for a credential to act as a real estate appraiser in any appraiser credentialing jurisdiction, which credential was refused, denied, suspended, revoked, or surrendered or not renewed in lieu of a pending disciplinary proceeding against such individual regardless of % owned.
4. That the controlling person or any person owning 10% or more of the applicant AMC, pled guilty or nolo contendere to, or had a conviction of A) forgery, embezzlement, obtaining money under false pretenses, larceny, extortion, conspiracy to defraud, or any other similar offense; B) a crime involving moral turpitude; or C) any felony charge? (if answered "yes", you must attach a detailed explanation, to include the individuals name, position (controlling person or owner), the action taken, the state in which the action was taken and if a final judgment has been made.)
5. That the controlling person or any person owning 10% or more of applicant AMC, has been made aware of a disciplinary action or a pending investigating involving their appraiser's license or certificate in a jurisdiction other than Kansas? (if answered "yes", you must attach a detailed explanation, to include the individuals name, position (controlling person or owner of 10% or more), the basis of the complaint, the state in which it was filed, and the current status of the complaint.
6. That no final civil judgement has been entered against the applicant AMC, the controlling person or any other person owning 10% or more of the applicant AMC, on the grounds of financial misrepresentation or deceit in the making of any appraisal of real property.
7. Has the applicant AMC had their registration suspended, revoked, placed on probation, or otherwise disciplined in a jurisdiction other than Kansas? (if answered "yes" you must attach a detailed explanation of the action taken, the state in which it was taken, a copy of the documentation finalizing the action taken, and if all requirements of the disciplinary action have been met.)
8. That the applicant AMC has a system in place to verify that a person being added to the appraiser panel of the applicant AMC for appraisal services being performed in Kansas has a credential in good standing in this state pursuant to the Kansas State Certified and Licensed Real Property Appraisers Act and the rules and regulations promulgated thereunder, if such a credential is required to perform appraisals and that the appraiser is geographically competent, and performing appraisal assignments within the appraiser's scope of practice;
9. That the applicant AMC has a system in place to review appraisal reports, as required by K.A.R. 117-20-7, submitted by each appraiser who is performing real estate appraisal services in Kansas for the AMC on an annual basis to validate that such services are being performed in accordance with USPAP and the Kansas State Certified and Licensed Real Property Appraisers Act and regulations adopted thereunder;
10. That the applicant AMC maintains a detailed record of each service request that it receives for appraisal; services in Kansas and the appraiser that performs real estate appraisal services for the AMC; and
11. That the applicant AMC requires that appraisals are conducted independently and free from inappropriate influence and coercion pursuant to the appraisal independence standards established under section 129E of the truth in lending act.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF CONTROLLING PERSON

**PART VI – NONRESIDENT AMC - CONSENT TO JURISDICTION OF BOARD AND SERVICE OF PROCESS**

Pursuant to L. 2012, Chapter 93, Sections 1-25, I hereby acknowledge and agree that I am the Controlling Person of the applicant Appraisal Management Company (AMC) identified in Part I of this application, and individually and on behalf of the applicant AMC, I do hereby:

- Stipulate and agree to abide by all provisions of the Kansas Appraiser Management Company Registration Act with respect to applicant's appraisal management activities within this state and submit to the jurisdiction of the board and the state in all matters relating thereto.
- Stipulate and agree that the Executive Director of the Kansas Real Estate Appraisal Board shall be appointed as applicant's agent, upon whom all judicial and other process or legal notices directed to the applicant may be served in the event such applicant become a registrant. Any process or legal notices to the nonresident registrant shall be directed to the Executive Director and, in the case of a summons, shall require the nonresident registrant to answer within 40 days from the date of service on the registrant. A summons and a certified copy of the petition shall be forthwith forwarded by the clerk of the court to the Executive Director, who immediately shall forward a copy of the summons and the certified copy of the petition to the nonresident registrant. Thereafter, the Executive Director shall make return of the summons to the court from which it was issued, showing the date of its receipt by the Executive Director, the date of forwarding and the name and address of the person to whom the Executive Director forwarded a copy. Such return shall have the same force and effect as a return made by the Sheriff on process directed to the Sheriff.

\_\_\_\_\_   
Date

\_\_\_\_\_   
Signature of Controlling Person

**FEE SCHEDULE**

REGISTRATION FEES ARE BASED ON THE DATE THE APPLICATION AND ALL APPLICABLE DOCUMENTATION IS RECEIVED BY THE BOARD OFFICE.

DATE RECEIVED	REGISTRATION FEE
OCTOBER 1 THROUGH OCTOBER 31	\$1,500
NOVEMBER 1 THROUGH NOVEMBER 30	\$1,375
DECEMBER 1 THROUGH DECEMBER 31	\$1,250
JANUARY 1 THROUGH JANUARY 31	\$1,125
FEBRUARY 1 THROUGH FEBRUARY 28 (29)	\$1,000
MARCH 1 THROUGH MARCH 31	\$875
APRIL 1 THROUGH APRIL 30	\$750
MAY 1 THROUGH MAY 31	\$625
JUNE 1 THROUGH JUNE 30	\$500
JULY 1 THROUGH JULY 31	\$375
AUGUST 1 THROUGH AUGUST 31	\$250
WE ARE NO LONGER ACCEPTING NEW AMC APPLICATIONS DURING THE MONTH OF SEPTEMBER DUE TO AMC RENEWAL DEADLINES	\$125



## **INSTRUCTIONS FOR COMPLETING THE PANEL FORM AND CALCULATING THE NATIONAL AMC REGISTRY FEE**

**IF A MULTI-STATE AMC, THE TOTAL NUMBER OF PANEL APPRAISERS ASKS FOR A NATIONWIDE TOTAL.**

### **KANSAS PANEL FORM**

**LIST ONLY THOSE APPRAISERS WHO MEET THE FOLLOWING:**

- **APPRAISER IS AN INDEPENDENT CONTRACTOR;**
- **APPRAISER IS A LICENSED OR CERTIFIED APPRAISER IN KANSAS OR IN ANOTHER JURISDICTION UNDER A KANSAS TEMPORARY PRACTICE PERMIT;**
- **PERFORMED ONE OR MORE APPRAISALS IN CONNECTION WITH A COVERED TRANSACTION.**