



West Virginia Real Estate Appraiser Licensing and Certification Board

Mail to the following Mailing Address via

USPS only:

PO Box 40267 Charleston, WV 25364

Phone: 304.558.3919

FAX: 304.558.3983

Email: wvappraiserboard@wv.gov

Website: <https://appraiserboard.wv.gov>

APPRAISAL MANAGEMENT COMPANY MISCELLANEOUS REQUEST

Please type or print clearly in ink. Check all appropriate boxes. Change of Contact Person, Controlling Person and/or Owner of more than fifty percent (50%) of the Appraisal Management Company require completion of additional forms attached to this application.

Please send only that which is necessary for request. Additional forms not relevant to the request may be discarded.

Type of Change Requested:	☐ Certificate of Good Standing, \$25 per certificate
☐ Business Name Change, \$100	☐ Duplicate Wall Registration, \$25
☐ Business Physical/Mailing Address Change, \$100	☐ Business Phone Number Change, no charge
☐ Change of Contact Person, \$100	☐ Business Fax Number Change, no charge
☐ Change of Controlling Person, \$100	☐ Email Address Change, no charge
☐ Change of Owner of more than 50 % \$200	☐ Website Address Change: no charge

Delinquent Fees:

- ☐ Late Fee, \$250 1 Month
☐ Late Fee, \$500 2 Months
☐ Late Fee, \$750 3 Months

Registration No: _____

Name of Subject Individual (as it appears on registration)

Last Name:

First:

Middle:

Business Name and Address of Record

Name of Business:

Physical Address:

City:

State:

ZIP:

Mailing Address (if different):

New Business Name and Address of Record

Name of Business:

Physical Address:

City:

State:

ZIP:

Mailing Address (if different):

New Business Phone:

New Business FAX:

New Business Email:

New Business Website:

Certificate of Good Standing: Name and address of requesting agency. Unless otherwise indicated, certificate will be mailed directly to the requesting agency. Please attach sheets if additional room is needed.

To request a background check, submit Full Name and Date of Birth of New Controlling Person or Owner to the below email address: wvappraiserboard@wv.gov

Signature:

Date:

OFFICE USE ONLY

Date Received:

Deposit Number:

Amount:

Database:

Check Number:



Revised 08.31.2023

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WEST VIRGINIA REAL ESTATE APPRAISER LICENSING AND CERTIFICATION BOARD
AMC DESIGNATION OF CONTROLLING PERSON—PAGE 2

1. Regarding Appraiser Certification (if an appraiser):

Have you ever had a license or certificate to act as an appraiser refused, denied, canceled, revoked or surrendered in this state or any other state or any other jurisdiction?

Yes ☐

No ☐

Was the credential reinstated? Yes ☐ No ☐

If "no", AMC does not qualify.

If "yes" to any of the above, provide a copy of the licensing agency's order, any documentation regarding the case, and a complete written explanation of each charge or conviction with this application for Board review and approval.

2. Regarding Appraisal Management Registration:

Have you ever been part of a firm that was permanently or temporarily enjoined by a court of competent jurisdiction from engaging in or continuing any conduct or practice involving appraisals, appraisal management services or operating an appraisal management company?

☐ Yes

No ☐

Have you ever been the subject of an order of the board or any other jurisdiction's appraisal management company regulatory agency that denied, suspended, or revoked the applicant's or firm's privilege to operate as an appraisal management company?

☐ Yes

No ☐

Have you ever been associated with a firm acting as an appraisal management company while not being properly registered by the board?

Yes ☐

No ☐

If "yes" to any of the above, provide a copy of the licensing agency's order, any documentation regarding the case, and a complete written explanation of each charge or conviction with this application for Board review and approval.

3. Regarding Criminal Offenses

Have you pleaded guilty or nolo contendere to or been convicted of a felony?

Yes ☐

No ☐

Within the past ten (10) years have you pleaded guilty or nolo contendere to or been convicted of a misdemeanor involving mortgage lending or real estate appraisals or an offense involving breach of trust or fraudulent or dishonest dealing?

Yes ☐

No ☐

Criminal charges do not include speeding or parking violations. They do include driving while intoxicated or while under the influence of alcohol or drugs. If you believe a charge has been erased from your record or expunged, you must check with the appropriate court to confirm.

If "yes" to any of the above, provide a copy of the court judgment, a release from probation or parole, if appropriate, and a complete written explanation of each charge or conviction with this application for Board review and approval.

4. Signature of Controlling Person: I certify 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 or denial or withdrawal of approval of my designation as Controlling Person.

Printed Name: _____

Signature: _____ Date: _____

ALL CONTROLLING PERSONS MUST OBTAIN A CRIMINAL BACKGROUND CHECK



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AMC OWNER INFORMATION—PAGE 1

**Complete the following for each owner of more than fifty percent (50%) of the Appraisal Management Company.
(Use continuation sheet if necessary.)**

Name:		
Physical Address:		
City:	State:	ZIP:
Mailing Address:		
City:	State:	ZIP:
Phone:	Email:	
Name:		
Physical Address:		
City:	State:	ZIP:
Mailing Address:		
City:	State:	ZIP:
Phone:	Email:	
Name:		
Physical Address:		
City:	State:	ZIP:
Mailing Address:		
City:	State:	ZIP:
Phone:	Email:	
Name:		
Physical Address:		
City:	State:	ZIP:
Mailing Address:		
City:	State:	ZIP:
Phone:	Email:	

WEST VIRGINIA REAL ESTATE APPRAISER LICENSING AND CERTIFICATION BOARD
APPLICANT AND EACH AMC OWNER (refers to owner(s) of more than fifty percent (50%)
INFORMATION—PAGE 2

1. Has any owner (person or firm that employs a person):

Had a license or certificate to act as an appraiser refused, denied, canceled, revoked or surrendered in this state or any other state or any other jurisdiction and not subsequently granted or reinstated?

Yes ☐

No ☐

Was the credential reinstated? Yes ☐ No ☐

If no, the AMC does not qualify.

If "yes" to any of the above, provide a copy of the licensing agency's order, any documentation regarding the case, and a complete written explanation of each charge or conviction with this application for Board review and approval.

2. Has the applicant or any owner:

Ever been part of a firm that was permanently or temporarily enjoined by a court of competent jurisdiction from engaging in or continuing any conduct or practice involving appraisals, appraisal management services, or operating an appraisal management company?

☐ Yes

No ☐

Ever been the subject of an order of the board or any other jurisdiction's appraisal management company regulatory agency that denied, suspended, or revoked the applicant's or firm's privilege to operate as an appraisal management company?

☐ Yes

No ☐

Ever been associated with a firm acting as an appraisal management company while not being properly registered by the board?

☐ Yes

No ☐

If "yes" to any of the above, provide a copy of the licensing agency's order, any documentation regarding the case, and a complete written explanation of each charge or conviction with this application for Board review and approval.

3. Has the applicant or owner:

Pleaded guilty or nolo contendere to or been convicted of a felony?

Yes ☐

No ☐

Within the past ten (10) years pleaded guilty or nolo contendere to or been convicted of a misdemeanor involving mortgage lending or real estate appraisals or an offense involving breach of trust or fraudulent or dishonest dealing?

Yes ☐

No ☐

Criminal charges do not include speeding or parking violations. They do include driving while intoxicated or while under the influence of alcohol or drugs. If you believe a charge has been erased from the record or expunged, you must check with the appropriate court to confirm

If "yes" to any of the above, provide a copy of the court judgment, a release from probation or parole, if appropriate, and a complete written explanation of each charge or conviction with this application for Board review and approval.

4. Signature of Applicant: I attest the information provided in this application is true and correct to the best of my knowledge.

Printed Name: _____

Signature: _____ Date: _____

ALL OWNERS AND CONTROLLING PERSON(S) OF THE AMC MUST OBTAIN A CRIMINAL BACKGROUND CHECK