

## INSTRUCTIONS FOR AMC APPLICATIONS

1. AMCs shall apply for registration on Form REA-AMC-01. Information required by the form shall be fully and completely reported.
2. Each AMC shall identify a Designated Officer. The Designated Officer shall be a Controlling Person and shall serve as the point of contact for the AMC.
3. Each AMC shall report the identities of **all** Controlling Persons **and all** Owners of the AMC.

**“Controlling Person”** is defined as:

a. an owner, officer, manager, or director of a corporation, partnership, firm, association, limited liability company, or other business entity seeking to offer appraisal management services in this state,

**and/or**

b. an individual employed, appointed, or authorized by an AMC that has the authority to enter into a contractual relationship with other persons for the performance of appraisal management services and has the authority to enter into agreements with appraisers for the performance of appraisals,

**and/or**

c. an individual who possesses, directly or indirectly, the power to direct or cause the direction of the management or policies of an AMC;

4. The Designated Officer shall complete the notarized Consent to Service at Section F and the Declarations at Section F of the REA-AMC-01.
5. The Form REA-AMC-01 must be transmitted to the Real Estate Appraiser Board and must be accompanied by the following:
  - a. Remittance in the amount of \$1,000.00.
  - b. An original REA-AMC-02 Form from the Designated Officer, each Controlling Person and each individual who holds a ten percent or greater ownership of the AMC. Each REA-AMC-02 Form shall be accompanied by a copy of the supporting Biographical Affidavit.
  - c. Documentation pertaining to organization and authority to conduct business as required by Section D of REA-AMC-01. (If the Applicant Entity is other than a natural person.)
  - d. The Applicant shall forward the original Biographical Affidavit to an acceptable third party vendor of the Applicant's choosing, from those designated as acceptable third party vendors by the National Association of Insurance Commissioners. The list can be located at the following web address: [http://www.naic.org/documents/industry\\_ucaa\\_third\\_party.pdf](http://www.naic.org/documents/industry_ucaa_third_party.pdf). Instructions should be given to the background vendor to complete the background investigation and forward the original report of the investigation, along with the original Biographical Affidavit directly to: Oklahoma Real Estate

Appraiser Board, 5 Corporate Plaza, 3625 NW 56th St, Ste 100, Oklahoma City, OK 73112. The Applicant Entity shall be responsible for payment of the vendor.

e. The heading of each independent verification report shall contain the name of the background investigation agency, date of report, name of "Applicant Entity," name of the individual for whom the report is prepared, and the social security number of the individual. The report shall disclose all discrepancies and/or inconsistencies noted, if any.

6. When the completed REA-AMC-01 with all required supporting documents has been received and background investigations to match each REA-AMC-02 and supporting Biographical Affidavit have been received, the Certificate of Registration will be issued.

It is expected that an AMC Application for Registration will be complete, with the exception of the background report, at the time the application is submitted for filing. In those instances where there are deficiencies, an applicant may be allotted reasonable time to correct those deficiencies. Extensions to complete or correct the application shall not exceed 45 days.

(2002)