



OKLAHOMA REAL ESTATE APPRAISER BOARD

400 NE 50th St., Oklahoma City, OK 73105-1816
(405) 521-6636, Fax 522-6909
Website: www.reab.oid.ok.gov
Email: reabadmin@oid.ok.gov

FOR OREAB USE ONLY
Check No: _____
Check Date : _____
Check Amount: _____

APPLICATION FOR REGISTRATION – APPRAISAL MANAGEMENT COMPANY

59 O.S. § 858-801 et seq.

COMPLETION OF APPLICATION FORM

All questions on this application must be answered fully and completely as required. The applicant Entity's Designated Officer must complete the Uniform Irrevocable Consent to Service of Process at Section F and the Declarations at Section G.

SECTION A: APPRAISAL MANAGEMENT COMPANY (ENTITY)

1. LEGAL NAME	2. FEI NUMBER		

3. ALL OTHER TRADE OR BUSINESS NAMES			

4. BUSINESS PHYSICAL ADDRESS			
Street			

County	City	State	ZIP Code
5. BUSINESS MAILING ADDRESS (If different from the physical address in Item 4)			

Address	City	State	ZIP Code
6. BUSINESS TELEPHONE NUMBER	7. BUSINESS FAX	8. WEBSITE	

SECTION B: DESIGNATED OFFICER

1. NAME	2. TITLE		

Last	First	Middle	Suffix
3. MAILING ADDRESS			

Address	City	State	ZIP
4. BUSINESS TELEPHONE NUMBER	5. BUSINESS FAX		

6. PHYSICAL RESIDENCE ADDRESS			

Address	City	State	ZIP
7. EMAIL ADDRESS			

SECTION C: DESCRIPTION OF ENTITY

1. LEGAL STRUCTURE Domiciled in Oklahoma? Yes _____ No _____
____ Domestic Corporation ____ Foreign Corporation ____ Partnership ____ Limited partnership
____ Domestic LLC ____ Foreign LLC ____ Sole Proprietor ____ Other

If Other, please describe _____

2. Are you a federally regulated depository institution? Yes _____ No _____
3. Do you oversee a panel of 16 or more certified or licensed appraisers in Oklahoma that have been recruited, selected, and retained to perform appraisals in connection with a covered transaction? Yes _____ No _____
4. Do you oversee a panel of 25 or more certified or licensed appraisers in other appraiser jurisdictions (states) within a given year, that have been recruited, selected, and retained to perform appraisals in connection with a covered transaction. Yes _____ No _____

Please briefly explain ownership structure. If AMC owned by other entity, please provide information for that entity as well.

SECTION D: BUSINESS ENTITIES

If the applicant is other than a natural person, attach supporting documents as follows:
Articles of Incorporation, Articles of Organization, or Articles of Partnership and all amendments thereto as appropriate to the applicant certified by the Secretary of State of Oklahoma
Certificate from the Secretary of State of Oklahoma certifying applicant's authority to conduct business within the State of Oklahoma

SECTION E: IDENTIFICATION OF CONTROLLING PERSONS

List the names of all Controlling Persons of the AMC, including the Designated Officer and natural persons, including owners of any parent company. Controlling persons include owners, officers, managers, directors, or any individual who has the authority to enter contractual relationships or direct the course of business. See 59.O.S. 858-803 (Definitions).

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

A Controlling Person Application (Form REA AMC-02) must be attached for each individual listed.

SECTION F: UNIFORM IRREVOCABLE CONSENT TO SERVICE OF PROCESS

Pursuant to 59 O.S. § 858-807, I hereby acknowledge and agree that I am the Designated Officer of the applicant Entity identified in Section A of this application, and individually and on behalf of the applicant Entity, I do hereby:

- 1. Stipulate and agree that any suits and/or legal actions that may be commenced against the Entity set forth in Section A of this application, the Designated Officer identified in Section B of this application, or any Controlling Person(s) identified in Section E of this application, or any subsequent changes of information on file, may be brought in any court of competent jurisdiction of any county in Oklahoma in which a cause of action may arise due to the actions or omissions of the Entity, the Designated Officer, or any controlling person(s); or in the county in which the plaintiff resides.
- 2. Further, I also stipulate and agree that service of process on the Entity, Designated Officer, or Controlling Person(s), as identified above, shall be made by service upon the Director of the Oklahoma Real Estate Appraiser Board as the service agent of the Entity, Designated Officer, or Controlling Person(s), and such service may be held in all courts to be valid and binding as if personal service had been made upon me in Oklahoma; and further that the Director of the Oklahoma Real Estate Appraiser Board shall immediately mail a copy of any such process to the Designated Officer at the address on file with the Board.
- 3. Further, I also stipulate and agree that any grievances and/or complaints that may be commenced against the Entity, the Designated Officer, or any Controlling Person(s) by the Board shall be made by service upon the Director of the Board and that the Director of the Board shall mail a copy thereof to the Designated Officer at the address on file with the Board.

4. Further, I understand that this consent is irrevocable in nature and is applicable to any grievance, complaint, suit, or legal action arising out of appraisal-related actions or omissions of the Entity, its Designated Officer, or Controlling Person(s) in Oklahoma.

State of: _____

County of: _____

SIGNATURE OF DESIGNATED OFFICER

Subscribed and sworn before me this ____ day of _____, 20 ____.

NOTARY PUBLIC

My Commission expires: _____

My Commission Number is: _____

SECTION G: DECLARATIONS

I, _____, the undersigned Designated Officer for the Entity identified in the above and foregoing Section A, being first duly sworn, state and affirm that I have read the within and foregoing application and that the answers supplied herein, 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 said applicant Entity:

1. That said applicant is legally formed pursuant to applicable state law and shall comply with all Oklahoma laws necessary to validly operate within the State of Oklahoma;
2. That said applicant will comply with federal and state laws applicable to appraisal management companies, the Oklahoma Appraisal Management Company Regulation Act and the administrative rules promulgated by the Oklahoma Real Estate Appraiser Board in all its conduct under any certificate of registration issued pursuant to this application;
3. That no person owning the AMC has held or applied for a credential to act as a real estate appraiser in any appraiser-credentialing jurisdiction, which credential was refused, denied, cancelled, revoked, or surrendered in lieu of discipline and was not subsequently granted or reinstated;
4. That no entity that owns the applicant AMC is owned by an individual who has held or applied for a credential to act as a real estate appraiser in any appraiser-credentialing jurisdiction, which credential was refused, denied, cancelled, revoked, or surrendered in lieu of discipline and was not subsequently granted or reinstated;
5. That the applicant has a system in place to verify that a person being added to the appraiser panel of the applicant Entity for appraisal services being performed in Oklahoma has a credential in good standing in this state pursuant to the Oklahoma Certified Real Estate Appraisers Act and the rules promulgated thereunder if such a credential is required to perform appraisals pursuant to 59 O.S. § 858-812;
6. That the applicant has a system in place to review the work of a statistically significant number of appraisal reports submitted by each appraiser who is performing real estate appraisal services in Oklahoma for the Entity on a periodic basis to validate that such services are being performed in accordance with USPAP and the Oklahoma Certified Real Estate Appraisers Act pursuant to 59 O.S. § 858-816;
7. That the applicant maintains a detailed record of each service request that it receives for appraisal; services in Oklahoma and the appraiser that performs real estate appraisal services for the Entity pursuant to 59 O.S. § 858-817 (A); and
8. That an intentional misstatement of any fact required to be disclosed on this application constitutes a violation of the Oklahoma Appraisal Management Company Regulation Act and shall be cause for refusal or revocation of a certificate of registration. I understand and agree that the Oklahoma Real Estate Appraiser Board may conduct any background investigation it deems necessary, including but not limited to verification of any and all information provided herein.

SIGNATURE OF DESIGNATED OFFICER

State of: _____

County of: _____

Subscribed and sworn before me this ____ day of _____, 20 ____.

NOTARY PUBLIC

My Commission expires: _____

My Commission Number is: _____

SECTION H: Attachments

This application must be accompanied by a remittance of one thousand dollars (\$1,500.00 US)

Attach documents specified by Section D.

A Controlling Person Application (Form REA AMC-02) must be attached for each individual listed in Section E.