



**OKLAHOMA REAL ESTATE  
APPRAISER BOARD**

400 NE 50<sup>th</sup> St., Oklahoma City, OK 73105-1816  
(405) 521-6636, Fax 522-6909  
Website: [www.reab.oid.ok.gov](http://www.reab.oid.ok.gov)  
Email: [reabadmin@oid.ok.gov](mailto: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 two or more states, including Oklahoma, that have been recruited, selected, and retained to perform appraisals in connection with a covered transaction. Yes \_\_\_\_\_ No \_\_\_\_\_
5. Neither question #3 or question #4 applies. \_\_\_\_\_

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;

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 five hundred 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.