



CONSENT TO SERVICE OF PROCESS

THIS FORM IS TO BE USED BY ALL NON-RESIDENT REAL ESTATE APPRAISER APPLICANTS AND LICENSEES. COMPLETE THE DECLARATION, ITEMS 1 THROUGH 3, AND HAVE THIS DOCUMENT NOTARIZED PRIOR TO SUBMITTING.

I, _____ (name), am a non-resident of the State of California, to wit a resident of the State of _____ (current resident state), and I am either an applicant before the Director of the Office of Real Estate Appraisers of the State of California or currently have valid California Real Estate Appraiser License rights associated herewith, and hereby certify:

1. Complete "a" or "b":
 - a. If engaging in activities requiring a California Real Estate Appraiser License, the complete address of the applicant's or licensee's place of business is:

 - b. If not engaging in activities requiring a California real estate appraiser license, the complete address of the applicant's or licensee's residence is:

2. That the applicant or licensee hereby irrevocably consents that if in any action commenced against him or her in the State of California personal service of process upon him or her cannot be made in this State after the exercise of due diligence, a valid service may thereupon be made upon him or her by delivering the process to the Director of the Office of Real Estate Appraisers of the State of California.
3. That the Director of the Office of Real Estate Appraisers of the State of California may mail a copy of any such process to the applicant or licensee at his or her residence at the following address:

IN WITNESS WHEREOF, applicant or licensee has subscribed his or her name hereto this _____ (day) day of _____ (month), _____ (year), at _____ (city, state).

 Applicant or licensee signature

STATE OF _____
 COUNTY OF _____
 On this _____ day of _____ in the year _____ before me _____
 personally appeared _____ personally known to me (or proved to me on the basis of satisfactory evidence) to be the person whose name is subscribed to this instrument and acknowledged that he/she executed it.
 WITNESS my hand and official seal.

 Signature of Notary Public



State of California
 Arnold Schwarzenegger, Governor
OFFICE OF REAL ESTATE APPRAISERS

mis fees	OREA USE ONLY	Type Remit
		<input type="checkbox"/> CC
		<input type="checkbox"/> MO
		<input type="checkbox"/> PO

CHANGE NOTIFICATION AND MISCELLANEOUS REQUESTS

Read all directions on the reverse side prior to completing this form.

1. Type of Change			
<input type="checkbox"/> Name \$10 fee	<input type="checkbox"/> Physical Residence Address	<input type="checkbox"/> Issue Duplicate License \$50 fee	
<input type="checkbox"/> Business Name \$10 fee	<input type="checkbox"/> Business Telephone Number	<input type="checkbox"/> Issue Certificate of Good Standing <i>(for current licensees only)</i> \$15 fee	
<input type="checkbox"/> Business Address	<input type="checkbox"/> Residence Telephone Number	<input type="checkbox"/> Issue Letter of License History \$40 fee	
<input type="checkbox"/> Mailing Address	<input type="checkbox"/> Duplicate Adminisison Letter \$10 fee		
2. License Identification Number		3. Expiration Date	4. Social Security Number
License Number			
5. Name (as it Appears on Current License)			
Last	First	Middle	
6. New Name			
Last	First	Middle	
7. New Business Name and Address of Record (Do not list a P.O. Box, Rural Route or Star Route)			
Name of Business			
Number, Street and Suite Number			
City	County	State	Zip Code
8. New Mailing Address			
Number, Street and Suite Number			
City	County	State	Zip Code
9. New Physical Home Address (Do not list a P.O. Box, Rural Route or Star Route)			
Number, Street and Suite Number			
City	County	State	Zip Code
10. New Business Telephone Number		11. New Residence Telephone Number	
()		()	

I, _____ (name), declare under penalty of perjury that the foregoing information and information provided on all attachments is true and correct and that I have answered each question fully and truthfully and without any purpose of evasion or mental reservation. I understand that providing false information is grounds for denial or revocation of any license and may subject me to disciplinary action and/or criminal prosecution and punishment by imprisonment in state prison for 2, 3 or 4 years.

Executed this _____ day of _____ at _____ (city or county)
 _____ (state).

Signature _____

Name (please print) _____

MUST BE SIGNED AND CERTIFIED BY A NOTARY PUBLIC IF EXECUTED OUTSIDE THE STATE OF CALIFORNIA

Sig:	OREA USE ONLY	Comments:
F/L:		
Response:		
By:	Date:	

PLEASE READ THE FOLLOWING INFORMATION BEFORE COMPLETING THIS APPLICATION

- Do not write in the shaded area.
- Type or print clearly in blue or black ink.
- Applications must be legible and contain an original signature.
- If you have any questions, please write to the address listed on this page or call (916) 552 - 9000.
- Check the appropriate "change" box on page one of this form.
- All out-of-state addresses require a completed and notarized *Consent to Service of Process (REA 3006)*.
- Check all boxes that are applicable.
- Complete all information requested for each box checked.
- All fees must be paid by pre-printed personal check, company check, cashier's check, certified check, money order, or government purchase order.
- Fees cannot be refunded. By statute, all fees submitted are deemed earned upon receipt.
- Mail completed Applications to:

**OFFICE OF REAL ESTATE APPRAISERS
1102 Q Street, Suite 4100
Sacramento, CA 95811**

INSTRUCTIONS

NAME CHANGE-- Complete Items 1 through 6. Legal documentation, such as a copy of a court order, supporting your name change is required. A copy of a driver's license or social security card is NOT acceptable. Submit the appropriate fee. If a new certificate is desired, mark the box and submit the appropriate duplicate license fee in addition to the name change fee, and return your current certificate.

BUSINESS NAME OR EMPLOYER CHANGE--Complete items 1 through 5 and item 7. Submit the appropriate fee. Please Note: Your business name and employer name are public record.

BUSINESS ADDRESS OF RECORD CHANGE--Complete items 1 through 5 and item 7. This must be a physical address. The business address of record is mandatory information. If a physical address is not available, indicate the physical location (i.e., the nearest intersection and distance from it). If a business address is not available your physical residence address may be provided. Please Note: Your business address is public record.

MAILING ADDRESS CHANGE--Complete items 1 through 5 and item 8. Please Note: Your Mailing address is public record.

PHYSICAL RESIDENCE ADDRESS CHANGE--Complete items 1 through 5 and item 9. This must be a physical address. If a physical address is not available, indicate the physical location (i.e., the nearest intersection and distance from it).

BUSINESS TELEPHONE NUMBER CHANGE--Complete items 1 through 5 and item 10. Please Note: Your business telephone number is public record.

RESIDENCE TELEPHONE NUMBER CHANGE--Complete items 1 through 5 and item 11.

DUPLICATE ADMISSION LETTER--The original letter issued by OREA must have been lost or destroyed. In the event the original is subsequently located it must be immediately returned. The duplicate admission letter will contain the same expiration date as the original. Submit appropriate fees.

DUPLICATE LICENSE REQUEST--The original certificate issued by OREA must have been lost or destroyed. In the event the original is subsequently located it must be immediately returned. Complete items 1 through 5. Submit appropriate fees.

CERTIFICATE OF GOOD STANDING REQUEST--Complete items 1 through 5. Submit the appropriate fees.

LETTER OF LICENSE HISTORY REQUEST--Complete items 1 through 5. Submit the appropriate fees.

SOCIAL SECURITY NUMBER--Your social security number is mandatory. OREA cannot issue licenses without a social security number issued by the U.S. Social Security Administration (Business and Professions Code Section 11340)



Rec'd	OREA USE ONLY	Type Remit
App Rec	Fed Reg	<input type="checkbox"/> CC
Lic Iss	State Reg	<input type="checkbox"/> MO
Ct Iss	DSS	<input type="checkbox"/> PO
Late Pen Lic	Misc	
Late Pen Ct	Comp Fee	

RENEWAL APPLICATION

Read all directions on the reverse side prior to completing this form.

PART A

1. Application Level			
<input type="checkbox"/> Trainee License	<input type="checkbox"/> Residential License	<input type="checkbox"/> Certified Residential	<input type="checkbox"/> Certified General
2. Current License Number			
License Number		Expiration Date	
3. Name as it Appears on Current License			
Last		First	Middle
4. Social Security Number		5. Birth Date	
6. Business Name and Address of Record (Do not list a P.O. Box, Rural Route or Star Route)			<input type="checkbox"/> Check if Change
Name of Business		Number, Street and Suite Number	
City	County	State	Zip Code
7. Mailing Address			<input type="checkbox"/> Check if Change
Number, Street and Suite Number			
City	County	State	Zip Code
8. Physical Home Address (Do not list a P.O. Box, Rural Route or Star Route)			<input type="checkbox"/> Check if Change
Number, Street and Suite Number			
City	County	State	Zip Code
9. Business Telephone Number		10. Home Telephone Number	
()		()	
11. E-mail Address (Please provide if you would like to receive updates and correspondence from OREA)			<input type="checkbox"/> Check if Change

I, _____ (name), declare under penalty of perjury that the foregoing information and information provided on all attachments is true and correct and that I have answered each question fully and truthfully and without any purpose of evasion or mental reservation. I understand that providing false information is grounds for denial or revocation of any license and may subject me to disciplinary action and/or criminal prosecution and punishment by imprisonment in state prison for 2, 3 or 4 years.

Executed this _____ day of _____ at _____ (city or county) _____ (state).

Signature _____

Name (please print) _____

MUST BE SIGNED AND CERTIFIED BY A NOTARY PUBLIC IF EXECUTED OUTSIDE THE STATE OF CALIFORNIA

CE Complete	Y	N	Comments:	OREA USE ONLY	
Orig Sig	Y	F/L			
Address Change	Y	N			
Ext	Y	N			
			Lic Renewed	By	Date

PART B - APPLICANT BACKGROUND INFORMATION

INSTRUCTIONS

- YOU MUST ANSWER EACH OF THE FOLLOWING QUESTIONS BY MARKING "YES" OR "NO", WHICHEVER IS TRUE, AFTER EACH QUESTION.
- ALL "YES" ANSWERS MUST BE EXPLAINED ON A SEPARATE SHEET OF PAPER WHICH YOU MUST ATTACH TO THIS APPLICATION FORM. EACH ADDITIONAL SHEET MUST BE SIGNED BY THE CONTROLLING PERSON APPLICANT.
- FAILURE TO DISCLOSE PERTINANT INFORMATION MAY RESULT IN THE DELAY OR DENIAL OF YOUR APPLICATION.
- PROVIDING FALSE INFORMATION MAY ALSO SUBJECT YOU TO DISCIPLINARY ACTION OR CRIMINAL PROSECUTION.

1. Have you ever used or been known by any name other than, or in addition to, the name listed on the reverse side of this application? If yes, list all such other names.
 No Yes, explain: _____
 Previously Disclosed
2. Have you resided outside the State of California at any time during the past 5 years? If yes, list all addresses at which you resided outside of California during this period.
 No Yes, explain: _____
 Previously Disclosed
3. Have you ever been convicted in California or anywhere else of a criminal offense other than a minor traffic offense? If yes, please indicate all such offenses including the date and location of conviction. For purposes of this question, a minor traffic offense is one for which the maximum fine which could have been imposed is \$100 or less. To expedite review of your application, please attach a copy of the police report and a certified copy of the court docket, complaint and judgement showing the final disposition (sentence) of the case. NOTE: Termination of probation and dismissal of the matter pursuant to Penal Code Section 1203.4 does not relieve you of the requirement to disclose any conviction when applying for a license issued by the Office of Real Estate Appraisers.
 No Yes, explain: _____
 Previously Disclosed
4. Are you now or have you ever been placed on probation or parole on terms which restricted or limited your contact or dealings with any financial or real estate related activity or business or otherwise restricted your acting in a fiduciary capacity? To expedite review of your application, please attach a certified copy of the court records, including the complaint, complete docket, judgement and sentence, and probation report and attach a copy of the police report(s) and/or investigating agency records.
 No Yes, explain: _____
 Previously Disclosed
5. Have you ever been prohibited from participating in the affairs of any insured depository institution pursuant to Section 19(a) of the Federal Deposit Insurance Act?
 No Yes, explain: _____
6. Do you presently have criminal charges pending before any court of law? If so, please specify the court in which the matter is pending, the case number and charges and submit a copy of the police report, and a certified copy of the complaint and docket.
 No Yes, explain: _____
7. Do you currently hold a professional or vocational license issued by any other governmental agency? If yes, please identify the license held, the license number and the issuing agency.
 No Yes, explain: _____
8. Have you ever been disciplined or had a penalty imposed by any governmental agency, including OREA, with respect to your activities as a licensee of that agency? Attach a copy of the police report(s) and/or investigating agency records.
 No Yes, explain: _____
 Previously Disclosed

READ THE FOLLOWING INFORMATION BEFORE COPMLETING THE INITIAL APPLICATION

- Do not write in the shaded areas.
- Type or print clearly in blue or black ink.
- Photocopies of completed forms are not acceptable.
- All fees must be paid by pre-printed personal check, company check, cashier's check, certified check, moneyorder or government purchase order.
- Fees cannot be refunded. By statute, all fees submitted are deemed earned upon receipt.
- Out-of-state addresses require a completed and notarize Consent to Service of Process (REA 3006).
- Submit copies of continuing education completion certificates with this form.
- All continuing education renewals must include a completed *Continuing Education Attachment* (REA 3017).
- All continuing education submitted must include the 7 hour National USPAP Update Course and the 4 hour course on Federal and State Laws and Regulations.
NOTE: A signed Federal and State Laws and Regulations may be submitted in lieu of the submitting proof of successful completion of Federal and State Laws and Regulations. However, the certification does not represent a 4-hour credit towards continuing education. It merely replaces the requirement of course attendance.
NOTE: Applicants who submit their application after their license expiration date will be required to submit an additional 7 hours of continuing education for each 6 month period their application is received late.
- Sign and date this form prior to submittal.
- If you have any questions, please write to the address listed below or call (916) 552-9000.
- Mail completed applications, fees and required documents to:

OFFICE OF REAL ESTATE APPRAISERS
1102 Q Street, Suite 4100
Sacramento, CA 95811

FEES

Trainee License

Renewal Application	\$150
Renewal Issuance	\$150
Child Support Review	<u>\$ 10</u>
Total Renewal Fees	\$310

Residential License

Renewal Application	\$150
Renewal Issuance*	\$225
Child Support Review	<u>\$ 10</u>
Total Renewal Fees	\$385

Certified Residential and Certified General

Renewal Application	\$150
Renewal Issuance*	\$275
Child Support Review	<u>\$ 10</u>
Total Renewal Fees	\$435

* Includes \$75 federal registry fees.

Activities which require a real estate appraisers license cannot be conducted after the expiration date of a license. Failure to renew a license within 2 years of the expiration date will require the submittal of a new Initial Application (REA 3001), application review, examination and issuance fees, all current qualifying material, retesting and must meet all requirements for new licensees.

LATE RENEWAL FEES

In addition to the fees listed above, applicants who submit their renewal application after their license expiration date will be required to pay the following penalties:

0 - 24 months late \$125

INSTRUCTIONS

1. TYPE OF APPLICATION--Mark the box for the license type you are renewing.
2. CURRENT LICENSE NUMBER--The license number and expiration date of your current license.
3. NAME AS IT APPEARS ON LICENSE--Your name as it appears on your current license.
4. SOCIAL SECURITY NUMBER--Your social security number is mandatory. OREA cannot issue licenses without a social security number issued by the U.S. Social Security Administration (Business and Professions Code Section 11340).
5. BIRTHDATE--Your date of birth (mm/dd/yy).
6. BUSINESS NAME AND ADDRESS OF RECORD--The name of your business or employer name. The business address of record is mandatory information. Do not list a P.O. Box, Rural Route or Star Route. If a physical address is not available, indicate the physical location (i.e., the nearest intersection and distance from it). If a business address is

- not available your physical residence address may be provided. Please Note: Information required is public record. If this is a change of address, mark the appropriate box.
7. MAILING ADDRESS OF RECORD--Your mailing address. If this is a change of address, mark the appropriate box. Information required is public record.
8. PHYSICAL HOME ADDRESS--The physical location of your home address. Do not list a P.O. Box, Rural Route or Star Route. If a physical address is not available, indicate the physical location (i.e., the nearest intersection and distance from it).
9. BUSINESS TELEPHONE NUMBER--Your business telephone number. Information required is public record.
10. HOME TELEPHONE NUMBER--Your home telephone number.
11. EMAIL ADDRESS -- Your email address. By providing your email address OREA can send you updates and correspondence.

Old Form



State of California
Arnold Schwarzenegger, Governor
OFFICE OF REAL ESTATE APPRAISERS

OREA USE ONLY		Type Remit
Rec'd		<input type="checkbox"/> CC
App Rev	Overpay	<input type="checkbox"/> MO
FP	Misc	<input type="checkbox"/> PO

APPRAISAL MANAGEMENT COMPANY CERTIFICATE OF REGISTRATION APPLICATION

Read All Directions in Parts IV and V Prior to Completing this Application. Refer to Part IV Section C for Definitions of Appraisal Management Company, Controlling Person, and Designated Officer.

PART I: Applicant Information

A. Appraisal Management Company (AMC)

1. Name		
2. Business Street Address (P.O. Boxes not allowed)		
Address		
City	State	Zip Code
3. Business Telephone Number	4. Business Fax Number	

B. Designated Officer

(Note: The Designated Officer MUST be included on the AMC list of qualified Controlling Persons (see Parts II, IV and V below.)

1. Name		
Last	First	M.I.
2. Title		
3. Business Telephone Number	4. Business Fax Number	
5. Mailing Address		
Address		
City	State	Zip Code
6. Physical Home Address		
Address		
City	State	Zip Code
7. Home/Cell Telephone Number	8. Business Email Address	

C. Type of Entity

1. Legal Structure. Check the box that applies to the business entity type of the applicant.

<input type="checkbox"/> Domestic Corporation	<input type="checkbox"/> Foreign Corporation	<input type="checkbox"/> Partnership	<input type="checkbox"/> Sole Proprietor
<input type="checkbox"/> Domestic LLC	<input type="checkbox"/> Foreign LLC	<input type="checkbox"/> Limited Partnership	<input type="checkbox"/> Other *
If "Other" describe:			

2. Formation Documents. Submit Articles of Incorporation or equivalent formation documents verifying the legal formation and operation of the AMC. Attach to this application.

Old Form

D. Agent for Service of Process:

This section is to be completed if the Applicant is not domiciled in California. Please provide the name and contact information for the person or entity authorized as the Applicant's agent for service of process within California. This agent for service of process must complete the declaration below and have this document notarized prior to submittal.

1. Name		
Last	First	M.I.
2. Title		
3. Address (P.O. Boxes not allowed)		
Address		
City	State	Zip Code
4. Business Telephone Number		5. Business Fax Number

I, _____ (name), am authorized to act as Agent for service of process in the State of California on behalf of _____ (name of AMC), an entity organized and existing under the laws of the State of _____ (current resident state), for purposes of this application before the Director of the Office of Real Estate Appraisers of the State of California to obtain an AMC Certificate of Registration and, thereafter, to operate as a valid AMC in accordance with California law and all of the rights and obligations associated therewith, and I do hereby certify:

The complete address within California whereby I, on behalf of _____ (name of AMC) may be served with process by the Director of the Office of the Real Estate Appraisers or his/her designee is as follows:

Address		
City	State	Zip Code

<p>2. That service of process on _____ (name of AMC) shall be deemed service of process on each and every Controlling Person individually (as identified by Applicant herein and/or as updated by <i>Change Notification and Miscellaneous Requests</i> Form REA 3011 (Revised 5/00), as consistent with the duties and obligations of a Controlling Person within _____ (name of AMC).</p> <p>3. That the Applicant hereby irrevocably consents that if, in any action commenced against it by the Director of the Office of Real Estate Appraisers or his designee, service of process upon it cannot be made in California after the exercise of due diligence, a valid service may thereupon be made upon it by delivering the process to the Director of the Office of Real Estate Appraisers of the State of California.</p> <p>4. That, following such service of process pursuant to the irrevocable consent authorized herein, the Director of the Office of Real Estate Appraisers of the State of California may mail a copy of any such process to the _____ (name of AMC), at the following address:</p>	<p>Moved to Page 4 of 6 in Rev 09/01/10</p>						
<table border="1"> <tr> <td colspan="3">Address</td> </tr> <tr> <td>City</td> <td>State</td> <td>Zip Code</td> </tr> </table>		Address			City	State	Zip Code
Address							
City	State	Zip Code					

IN WITNESS WHEREOF, I, _____ (Agent Name for service of process) have subscribed my name hereto this _____ (day) day of _____ (month), _____ (year) at _____ (city), _____ (state).

Signature

STATE OF _____	COUNTY OF _____
On this _____ day of _____ in the year _____ before me _____ personally appeared _____ personally known to me (or proved to me on the basis of satisfactory evidence) to be the person whose name is subscribed to this instrument and acknowledged that he/she executed it.	
_____ Signature of Notary Public	

MUST BE SIGNED AND CERTIFIED BY A NOTARY PUBLIC IF EXECUTED OUTSIDE THE STATE OF CALIFORNIA

PART II: Controlling Person(s) Information

1. List each name of all "Controlling Persons" of the AMC Including the Designated Officer. Refer to Part IV Section C for a definition of "Controlling Person".

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

2. A separate "Appraisal Management Company (AMC) Controlling Person Application" (REA 5002) form must be included for each of the above listed Controlling Persons and submitted with this AMC application (REA 5001).

PART III: Application Declaration

I, _____ (name), certify under penalty of perjury in accordance with California law, that I am the Designated Officer and duly authorized as such and understand and agree, individually and on behalf of _____ (name of AMC), to abide by all federal and California laws applicable to appraisal management companies receiving and maintaining a Certificate of Registration under California law. In addition, I certify that _____ (name of AMC) is legally formed pursuant to the applicable state law and, further, that _____ (name of AMC) shall comply with all California laws as necessary in order to validly operate in California. I declare under penalty of perjury in accordance with California law that I am 18 years of age or older and that the foregoing information and information provided on all attachments is true and correct and that I have answered each question fully and truthfully and without any purpose of evasion or mental reservation. I understand that providing false information is grounds for denial or revocation of any certificate of registration and may subject me to disciplinary action and/or criminal prosecution and punishment by imprisonment in state prison for 2, 3 or 4 years pursuant to Penal Code section 126.

I also certify, under penalty of perjury in accordance with California law, that if a certificate of registration is issued pursuant to this application, _____ (name of AMC) will, in accordance with Business and Professions Code section 11345.3, include in all of its contracts with clients for appraisal services in California, provision of each of the following as standard business practices, as and where applicable:

- a. Ensuring that all independent contract appraisers contracted by this company to perform appraisal services in California will possess a California real estate appraiser license in good standing;
- b. Reviewing the work of all independent contractor appraisers contracted by this company to ensure that appraisal services are performed in accordance with the Uniform Standards of Professional Appraisal Practice (USPAP); and
- c. Maintaining, at a minimum, each of the following records for each service request:
 - 1. The date of receipt of the request;
 - 2. The name of the person from whom the request was received;
 - 3. The name of the client for whom the request was made, if different from the name of the person from whom the request was received;
 - 4. The appraiser or appraiser(s) assigned to perform the contracted service; and
 - 5. The date of delivery of the appraisal product to the client.

Executed this _____ day of _____ at _____ (city or county)
 _____ (state).

Signature _____
 Name (please print) _____

STATE OF _____ COUNTY OF _____
 On this _____ day of _____ in the year _____ before me _____ personally appeared
 _____ personally known to me (or proved to me on the basis of satisfactory evidence) to be the person
 whose name is subscribed to this instrument and acknowledged that he/she executed it.

 Signature of Notary Public

MUST BE SIGNED AND CERTIFIED BY A NOTARY PUBLIC IF EXECUTED OUTSIDE THE STATE OF CALIFORNIA

Moved to Page 4 of 6 in Rev 09/01/10

PART IV. READ THE FOLLOWING INFORMATION PRIOR TO COMPLETING THIS FORM

A. GENERAL INFORMATION

- Complete all sections of Parts I, II and III above.
- Do not write in the shaded areas.
- Type or print clearly in blue or black ink.
- The Designated Officer must sign Part III after AMC completion of Parts I and II. Applications must be submitted with original signatures. Applications with electronic or faxed signatures will not be accepted.
- Mail completed application, necessary fees and qualifying documentation to:

OFFICE OF REAL ESTATE APPRAISERS
1102 Q Street, Suite 4100
Sacramento, CA 95811

If you have any questions, please write to the address listed above or call (916) 552-9000

B. APPLICATION FEES

AMC Application Review Fee \$150

- All application fees must be paid by pre-printed personal check, company check, cashier's check, certified check, money order, or government purchase order.
- All application fees are non-refundable.
- This \$150 AMC Application fee is separate from the \$80 fee charged for each "Controlling Person" application (REA 5002), which is intended to offset the cost of conducting a background investigation on the individual applicant.
- Once OREA approves an AMC applicant and each associated Controlling Person Application, an Issuance Fee will be due to OREA prior to issuance of the final Certificate of Registration.
- ***Please note:** This application is subject to change upon the adoption of final regulations pursuant to SB 237 (Stats, 2009, ch. 173) governing AMC registration and operation.
- Appraisal management companies **MUST** notify the OREA within 10 business days of any change to contact information for the Designated Officer or any Controlling Person by submitting a *Change Notification and Miscellaneous Requests Form* REA 3011 (Revised 5/00).

C. DEFINITIONS

"Appraisal Management Company" means:

1. Any person or entity that satisfies all of the following conditions:
 - (A) Maintains an approved list or lists, containing 11 or more independent contractor appraisers licensed or certified pursuant to this part, or employs 11 or more appraisers licensed or certified pursuant to this part.
 - (B) Receives requests for appraisals from one or more clients.
 - (C) For a fee paid by one or more of its clients, delegates appraisal assignments for completion by its independent contractor or employee appraisers.
2. "Appraisal management company" does not include any of the following, when that person or entity directly contracts with an independent appraiser:
 - (A) Any bank, credit union, trust company, savings and loan association, or industrial loan company doing business under the authority of, or in accordance with, a license, certificate, or charter issued by the United States or any state, district, territory, or commonwealth of the United States that is authorized to transact business in this state.
 - (B) Any finance lender or finance broker licensed pursuant to Division 9 (commencing with Section 22000) of the Financial Code, when acting under the authority of that license.
 - (C) Any residential mortgage lender or residential mortgage servicer licensed pursuant to Division 20 (commencing with Section 50000) of the Financial Code, when acting under the authority of that license.
 - (D) Any real estate broker licensed pursuant to Part 1 (commencing with Section 10000) of Division 4 of the Business and Professions Code, when acting under the authority of that license.
3. "Appraisal Management Company" does not include any person licensed to practice law in this state who is working with or on behalf of a client of that person in connection with one or more appraisals for that client.

"Controlling Person" means one or more of the following:

- (1) An officer or director of an appraisal management company, or an individual who holds a 10 percent or greater ownership interest in an appraisal management company; or
- (2) An individual employed, appointed, or authorized by an appraisal management company that has the authority to enter into a contractual relationship with clients for the performance of appraisal services and that has the authority to enter into agreements with independent appraisers for the completion of appraisals; or
- (3) An individual who possesses the power to direct or cause the direction of the management or policies of an appraisal management company.

"Designated Officer" means:

A Controlling Person authorized by the governing structure of the appraisal management company to act on behalf of the company for purposes of application for, and compliance with, a Certificate of Registration to operate as an appraisal management company pursuant to California law. The Designated Officer shall be responsible for the supervision and control of the activities conducted on behalf of the appraisal management company by its officers and employees as necessary to secure full compliance with the provisions of SB 237 (Stats. 2009, ch. 173), including contract services provided to the appraisal management company for the performance of appraisal activities for which a California Real Estate Appraisal license is required.

PART V: Instructions

A. INSTRUCTIONS PART I: Applicant Information

INSTRUCTIONS PART I. A.: AMC

1. NAME OF AMC – List the name of the AMC for which you are submitting this application for certificate of registration.
2. BUSINESS STREET ADDRESS – List the business address of the AMC for which you are submitting this application for certificate of registration. Do **not** list a P.O. Box, Rural Route or Star Route. List the physical business address. If a physical address is not available, indicate the physical location (i.e., the nearest intersection and distance from it).
3. BUSINESS TELEPHONE NUMBER – List the business telephone number of the AMC for which you are submitting this application for certificate of registration.
4. BUSINESS FAX NUMBER – List the business fax number of the AMC for which you are submitting this application for certificate of registration.

INSTRUCTIONS PART I. B.: Designated Officer

1. NAME OF DESIGNATED OFFICER – List the name of the company's Designated Officer. The Designated Officer must also be a listed Controlling Person and submit an *Appraisal Management Company (AMC) Controlling Person Application* form REA 5002 with this application
2. TITLE OF DESIGNATED OFFICER – List the official title of the company's Designated Officer (i.e. President, Director, etc.) held within the company.
3. BUSINESS TELEPHONE NUMBER OF DESIGNATED OFFICER - List the business phone number for the Designated Officer of the company.
4. BUSINESS FAX NUMBER OF DESIGNATED OFFICER – List the business fax number for the Designated Officer of the company.
5. MAILING ADDRESS OF DESIGNATED OFFICER – List the mailing address for the Designated Officer if it is different from the business address.
6. PHYSICAL HOME ADDRESS OF DESIGNATED OFFICER – List the physical location of the Designated Officer's home address. Do not list a P.O. Box, Rural Route or Star Route. If a physical address is not available, indicate the physical location (i.e., the nearest intersection from it).
7. HOME/CELL PHONE NUMBER OF DESIGNATED OFFICER – List the main contact numbers for the Designated Officer including home and cellular phone number.
8. BUSINESS EMAIL ADDRESS OF DESIGNATED OFFICER – List the business email address for the Designated Officer of the company.

INSTRUCTIONS PART I. C.: Type of Entity

1. LEGAL STRUCTURE – Check the box that describes the business entity type of the AMC. If the type is not listed, please provide a description.
2. FORMATION DOCUMENTS – Provide copies of the documents authorizing the valid formation of Applicant under the laws of the state in which it is organized.(i.e.: Articles of Incorporation, D.B.A., Business License, etc.)

INSTRUCTIONS PART I. D.: Agent for Service of Process

1. AGENT FOR SERVICE OF PROCESS – This section is to be completed by an individual or entity within California that is designated to accept service of process on behalf of an Applicant that is domiciled outside of California. If an entity is designated as agent for service of process, Applicant must provide documentation verifying that this entity qualifies and is in compliance with California law governing service of process on foreign entities.

B. INSTRUCTIONS PART II: Controlling Person(s) Information

1. NAMES OF CONTROLLING PERSON(S) – List the full names of each "Controlling Person" of the AMC for which you are submitting this application for certificate of registration including the Designated Officer. Please refer to Part IV Section C for a definition of "Controlling Person".
2. CONTROLLING PERSON APPLICATION (REA 5002) – Attach a completed *Appraisal Management Company (AMC) Controlling Person Application* form REA 5002 for each individual listed as a Controlling Person, including the Designated Officer.

C. INSTRUCTIONS PART III: Application Declaration

1. APPLICATION DECLARATION – The Designated Officer of the AMC shall read, sign and date the Application Declaration. If executed outside of the State of California, this declaration must be signed before and certified by a notary public. This form must be signed by the named "Designated Officer" listed in Part I section B of the application.

Privacy Notice – Any individual submitting personal information within the meaning of the Information Practices Act of 1977, as amended (California Civil Code, Section 1798 *et seq.*) shall be entitled to the rights provided under section 1798.17 of that Act and the California Code of Regulations, Title 10, section 3761 regarding access to inspect OREA records containing such personal information about himself or herself. Personal information provided within this application may not be used for any purpose other than to determine an individual's identity and eligibility as a Controlling Person and the eligibility of the relevant appraisal management company for a certificate of registration. Disclosure of personal information on an application to others for any other purpose without the individual's consent, or as otherwise provided in California law, is restricted by law.
NOTE: The following is considered public information and will be disclosed upon request: name and fictitious name, if any, of the appraisal management company; business address (or other physical address) and mailing address of record for the appraisal management company; business telephone and/or facsimile number of record for the appraisal management company, and name and business address of each Controlling Person (as defined herein.)



State of California
 Arnold Schwarzenegger, Governor
 OFFICE OF REAL ESTATE APPRAISERS

OREA USE ONLY		Type Remit
Rec'd		<input type="checkbox"/> CC
App Rev	Overpay	<input type="checkbox"/> MO
FP	Misc	<input type="checkbox"/> PO

APPRAISAL MANAGEMENT COMPANY CERTIFICATE OF REGISTRATION APPLICATION
Read All Directions in Parts IV and V Prior to Completing this Application. Refer to Part IV Section C for Definitions of Appraisal Management Company, Controlling Person, and Designated Officer.

PART I: Applicant Information

A. Appraisal Management Company (AMC)

1. Name			
2. Business Street Address (P.O. Boxes not allowed)			
Address			
City		State	Zip Code
3. Business Telephone Number		4. Business Fax Number	

B. Designated Officer

(Note: The Designated Officer MUST be included on the AMC list of qualified Controlling Persons (see Parts II, IV and V below.)

1. Name			
Last	First	M.I.	
2. Title			
3. Business Telephone Number		4. Business Fax Number	
5. Mailing Address			
Address			
City		State	Zip Code
6. Physical Home Address			
Address			
City		State	Zip Code
7. Home/Cell Telephone Number		8. Business Email Address	

C. Type of Entity

1. Legal Structure. Check the box that applies to the business entity type of the applicant.

<input type="checkbox"/> Domestic Corporation	<input type="checkbox"/> Foreign Corporation	<input type="checkbox"/> Partnership	<input type="checkbox"/> Sole Proprietor
<input type="checkbox"/> Domestic LLC	<input type="checkbox"/> Foreign LLC	<input type="checkbox"/> Limited Partnership	<input type="checkbox"/> Other *
If "Other" describe:			

2. Formation Documents. Submit Articles of Incorporation or equivalent formation documents verifying the legal formation and operation of the AMC. Attach to this application.

Revised Form

D. Agent for Service of Process:

This section is to be completed if the Applicant is not domiciled in California. Please provide the name and contact information for the person or entity authorized as the Applicant's agent for service of process within California. This agent for service of process must complete the declaration below and have this document notarized prior to submittal.

1. Name			
Last	First	M.I.	
2. Title			
3. Address (P.O. Boxes not allowed)			
Address			
City		State	Zip Code
4. Business Telephone Number		5. Business Fax Number	

I, _____ (name), am authorized to act as Agent for service of process in the State of California on behalf of _____ (name of AMC), an entity organized and existing under the laws of the State of _____ (current resident state), for purposes of this application before the Director of the Office of Real Estate Appraisers of the State of California to obtain an AMC Certificate of Registration and, thereafter, to operate as a valid AMC in accordance with California law and all of the rights and obligations associated therewith, and I do hereby certify:

The complete address within California whereby I, on behalf of _____ (name of AMC) may be served with process by the Director of the Office of the Real Estate Appraisers or his/her designee is as follows:

Address		
City	State	Zip Code

IN WITNESS WHEREOF, I, _____ (Agent Name for service of process) have subscribed my name hereto this _____ (day) day of _____ (month), _____ (year) at _____ (city), _____ (state).

Signature _____

STATE OF _____ COUNTY OF _____
On this _____ day of _____ in the year _____ before me _____ personally appeared _____ personally known to me (or proved to me on the basis of satisfactory evidence) to be the person whose name is subscribed to this instrument and acknowledged that he/she executed it.
_____ Signature of Notary Public

Revised Form

PART II: Controlling Person(s) Information

1. List each name of all "Controlling Persons" of the AMC Including the Designated Officer. Refer to Part IV Section C for a definition of "Controlling Person".

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

2. A separate "Appraisal Management Company (AMC) Controlling Person Application" (REA 5002 Rev 07/01/10) form must be included for each of the above listed Controlling Persons and submitted with this AMC application (REA 5001 Rev 07/01/10).

PART III: Application Declaration

I, _____ (name), certify under penalty of perjury in accordance with California law, that I am the Designated Officer and duly authorized as such and understand and agree, individually and on behalf of _____ (name of AMC), to abide by all federal and California laws applicable to appraisal management companies receiving and maintaining a Certificate of Registration under California law. In addition, I certify that _____ (name of AMC) is legally formed pursuant to the applicable state law and, further, that _____ (name of AMC) shall comply with all California laws as necessary in order to validly operate in California. I declare under penalty of perjury in accordance with California law that I am 18 years of age or older and that the foregoing information and information provided on all attachments is true and correct and that I have answered each question fully and truthfully and without any purpose of evasion or mental reservation. I understand that providing false information is grounds for denial or revocation of any certificate of registration and may subject me to disciplinary action and/or criminal prosecution and punishment by imprisonment in state prison for 2, 3 or 4 years pursuant to Penal Code section 126.

I also certify, under penalty of perjury in accordance with California law, that if a certificate of registration is issued pursuant to this application, _____ (name of AMC) will, in accordance with Business and Professions Code section 11345.3, include in all of its contracts with clients for appraisal services in California, provision of each of the following as standard business practices, as and where applicable:

- a. Ensuring that all independent contractor or employee appraisers that perform appraisal services for this company in California will possess a California real estate appraiser license in good standing;
- b. Reviewing the work of all independent contractor or employee appraisers contracted by this company to ensure that appraisal services are performed in accordance with the Uniform Standards of Professional Appraisal Practice (USPAP); and
- c. Maintaining, at a minimum, each of the following records for each service request:
 - 1. The date of receipt of the request;
 - 2. The name of the person from whom the request was received;
 - 3. The name of the client for whom the request was made, if different from the name of the person from whom the request was received;
 - 4. The appraiser or appraiser(s) assigned to perform the contracted service; and
 - 5. The date of delivery of the appraisal product to the client.

continued on page 4

Revised Form

New

From Page 2 of 5 in New 01/20/10

I also certify, under penalty of perjury in accordance with California law, as to the following regarding service of process on _____ (name of AMC).

- a. That service of process on _____ (name of AMC) shall be deemed service of process on each and every Controlling Person individually (as identified by Applicant herein and/or as updated by *Appraisal Management Company Change Notification and Miscellaneous Requests Form REA 5011 (New 7/01/10)*, as consistent with the duties and obligations of a Controlling Person within _____ (name of AMC).
- b. That the Applicant hereby irrevocably consents that if, in any action commenced against it by the Director of the Office of Real Estate Appraisers or his designee, service of process upon it cannot be made in California after the exercise of due diligence, a valid service may thereupon be made upon it by delivering the process to the Director of the Office of Real Estate Appraisers of the State of California.
- c. That, following such service of process pursuant to the irrevocable consent authorized herein, the Director of the Office of Real Estate Appraisers of the State of California may mail a copy of any such process to the

_____ (name of AMC). at the following address:

Address		
City	State	Zip Code

Executed this _____ day of _____ at _____ (city or county) _____ (state).

Signature _____

Name (please print) _____

From Page 3 of 5 in New 01/20/10

STATE OF _____ COUNTY OF _____

On this _____ day of _____ in the year _____ before me _____ personally appeared _____ personally known to me (or proved to me on the basis of satisfactory evidence) to be the person whose name is subscribed to this instrument and acknowledged that he/she executed it.

Signature of Notary Public

Revised Form

PART IV. READ THE FOLLOWING INFORMATION PRIOR TO COMPLETING THIS FORM

A. GENERAL INFORMATION

- Complete all sections of Parts I, II and III above.
- Do not write in the shaded areas.
- Type or print clearly in blue or black ink.
- The Designated Officer must sign Part III after AMC completion of Parts I and II. Applications must be submitted with original signatures. Applications with electronic or faxed signatures will not be accepted.
- Mail completed application, necessary fees and qualifying documentation to:

OFFICE OF REAL ESTATE APPRAISERS

1102 Q Street, Suite 4100

Sacramento, CA 95811

If you have any questions, please write to the address listed above or call (916) 552-9000

B. APPLICATION FEES

AMC Application Review Fee \$150

- All application fees must be paid by pre-printed personal check, company check, cashier's check, certified check, money order, or government purchase order.
- All application fees are non-refundable.
- This \$150 AMC Application fee is separate from the \$80 fee charged for each "Controlling Person" application (REA 5002), which is intended to offset the cost of conducting a background investigation on the individual applicant.
- Once OREA approves an AMC applicant and each associated Controlling Person Application, an Issuance Fee will be due to OREA prior to issuance of the final Certificate of Registration.
- Appraisal management companies **MUST** notify the OREA within 10 business days of any change to contact information for the Designated Officer or any Controlling Person by submitting an *Appraisal Management Company Change Notification and Miscellaneous Requests Form REA 5011* (New 07/01/10). A *Controlling Persons Application Form REA 5002* (Rev 07/01/10) must accompany the submittal of Form REA 5011 unless:
 - (a) OREA has an approved Form REA 5002 on file for the newly designated Controlling Person; or
 - (b) The new designee holds an active real estate appraisal license with the OREA.

C. DEFINITIONS

"Appraisal Management Company" means:

1. Any person or entity that satisfies all of the following conditions:
 - (A) Maintains an approved list or lists, containing 11 or more independent contractor appraisers licensed or certified pursuant to this part, or employs 11 or more appraisers licensed or certified pursuant to this part.
 - (B) Receives requests for appraisals from one or more clients.
 - (C) For a fee paid by one or more of its clients, delegates appraisal assignments for completion by its independent contractor or employee appraisers.
2. "Appraisal management company" **does not** include any of the following, when that person or entity directly contracts with an independent appraiser:
 - (A) Any bank, credit union, trust company, savings and loan association, or industrial loan company doing business under the authority of, or in accordance with, a license, certificate, or charter issued by the United States or any state, district, territory, or commonwealth of the United States that is authorized to transact business in this state.
 - (B) Any finance lender or finance broker licensed pursuant to Division 9 (commencing with Section 22000) of the Financial Code, when acting under the authority of that license.
 - (C) Any residential mortgage lender or residential mortgage servicer licensed pursuant to Division 20 (commencing with Section 50000) of the Financial Code, when acting under the authority of that license.
 - (D) Any real estate broker licensed pursuant to Part 1 (commencing with Section 10000) of Division 4 of the Business and Professions Code, when acting under the authority of that license.
3. "Appraisal Management Company" does not include any person licensed to practice law in this state who is working with or on behalf of a client of that person in connection with one or more appraisals for that client.

"Controlling Person" means one or more of the following:

- (1) An officer or director of an appraisal management company, or an individual who holds a 10 percent or greater ownership interest in an appraisal management company; or
- (2) An individual employed, appointed, or authorized by an appraisal management company that has the authority to enter into a contractual relationship with clients for the performance of appraisal services and that has the authority to enter into agreements with independent appraisers for the completion of appraisals; or
- (3) An individual who possesses the power to direct or cause the direction of the management or policies of an appraisal management company.

"Designated Officer" means:

A Controlling Person authorized by the governing structure of the appraisal management company to act on behalf of the company for purposes of application for, and compliance with, a Certificate of Registration to operate as an appraisal management company pursuant to California law. The Designated Officer shall be responsible for the supervision and control of the activities conducted on behalf of the appraisal management company by its officers and employees as necessary to secure full compliance with the provisions of SB 237 (Stats. 2009, ch. 173), including contract services provided to the appraisal management company for the performance of appraisal activities for which a California Real Estate Appraisal license is required.

Revised Form

PART V: Instructions

A. INSTRUCTIONS PART I: *Applicant Information*

INSTRUCTIONS PART I. A.: *AMC*

1. NAME OF AMC – List the name of the AMC for which you are submitting this application for certificate of registration.
2. BUSINESS STREET ADDRESS – List the business address of the AMC for which you are submitting this application for certificate of registration. Do **not** list a P.O. Box, Rural Route or Star Route. List the physical business address. If a physical address is not available, indicate the physical location (i.e., the nearest intersection and distance from it).
3. BUSINESS TELEPHONE NUMBER -- List the business telephone number of the AMC for which you are submitting this application for certificate of registration.
4. BUSINESS FAX NUMBER – List the business fax number of the AMC for which you are submitting this application for certificate of registration.

INSTRUCTIONS PART I. B.: *Designated Officer*

1. NAME OF DESIGNATED OFFICER – List the name of the company's Designated Officer. The Designated Officer must also be a listed Controlling Person and submit an *Appraisal Management Company (AMC) Controlling Person Application* form REA 5002 with this application
2. TITLE OF DESIGNATED OFFICER – List the official title of the company's Designated Officer (i.e. President, Director, etc.) held within the company.
3. BUSINESS TELEPHONE NUMBER OF DESIGNATED OFFICER - List the business phone number for the Designated Officer of the company.
4. BUSINESS FAX NUMBER OF DESIGNATED OFFICER – List the business fax number for the Designated Officer of the company.
5. MAILING ADDRESS OF DESIGNATED OFFICER – List the mailing address for the Designated Officer if it is different from the business address.
6. PHYSICAL HOME ADDRESS OF DESIGNATED OFFICER – List the physical location of the Designated Officer's home address. Do not list a P.O. Box, Rural Route or Star Route. If a physical address is not available, indicate the physical location (i.e., the nearest intersection from it).
7. HOME/CELL PHONE NUMBER OF DESIGNATED OFFICER – List the main contact numbers for the Designated Officer including home and cellular phone number.
8. BUSINESS EMAIL ADDRESS OF DESIGNATED OFFICER – List the business email address for the Designated Officer of the company.

INSTRUCTIONS PART I. C.: *Type of Entity*

1. LEGAL STRUCTURE – Check the box that describes the business entity type of the AMC. If the type is not listed, please provide a description.
2. FORMATION DOCUMENTS – Provide copies of the documents authorizing the valid formation of Applicant under the laws of the state in which it is organized.(i.e.: Articles of Incorporation, D.B.A., Business License, etc.)

INSTRUCTIONS PART I. D.: *Agent for Service of Process*

1. AGENT FOR SERVICE OF PROCESS – This section is to be completed by an individual or entity within California that is designated to accept service of process on behalf of an Applicant that is domiciled outside of California. If an entity is designated as agent for service of process, Applicant must provide documentation verifying that this entity qualifies and is in compliance with California law governing service of process on foreign entities.

B. INSTRUCTIONS PART II: *Controlling Person(s) Information*

1. NAMES OF CONTROLLING PERSON(S) – List the full names of each "Controlling Person" of the AMC for which you are submitting this application for certificate of registration including the Designated Officer. Please refer to Part IV Section C for a definition of "Controlling Person".
2. CONTROLLING PERSON APPLICATION (REA 5002) – Attach a completed *Appraisal Management Company (AMC) Controlling Person Application* form REA 5002 for each individual listed as a Controlling Person, including the Designated Officer.

C. INSTRUCTIONS PART III: *Application Declaration*

1. APPLICATION DECLARATION – The Designated Officer of the AMC shall read, sign and date the Application Declaration. If executed outside of the State of California, this declaration must be signed before and certified by a notary public. This form must be signed by the named "Designated Officer" listed in Part I section B of the application.

Privacy Notice – Any individual submitting personal information within the meaning of the Information Practices Act of 1977, as amended (California Civil Code, Section 1798 *et seq.*) shall be entitled to the rights provided under section 1798.17 of that Act and the California Code of Regulations, Title 10, section 3761 regarding access to inspect OREA records containing such personal information about himself or herself. Personal information provided within this application may not be used for any purpose other than to determine an individual's identity and eligibility as a Controlling Person and the eligibility of the relevant appraisal management company for a certificate of registration. Disclosure of personal information on an application to others for any other purpose without the individual's consent, or as otherwise provided in California law, is restricted by law.

NOTE: The following is considered public information and will be disclosed upon request: name and fictitious name, if any, of the appraisal management company; business address (or other physical address) and mailing address of record for the appraisal management company; business telephone and/or facsimile number of record for the appraisal management company, and name and business address of each Controlling Person (as defined herein.)



State of California
Arnold Schwarzenegger, Governor
OFFICE OF REAL ESTATE APPRAISERS

OREA USE ONLY		Type Remit
Rec'd	DSS	<input type="checkbox"/> CC
App Rev	Overpay	<input type="checkbox"/> MO
FP	Misc	<input type="checkbox"/> PO

APPRAISAL MANAGEMENT COMPANY (AMC) CONTROLLING PERSON APPLICATION

Read all directions prior to completing this form.

PART I: Controlling Person Contact Information

1. Controlling Person's Name			
Last	First	M.I.	
2. Controlling Person's Title or Position			
3. Social Security Number		4. Birth Date	
5. Name of Appraisal Management Company			
6. Business Address			
Address			
City		State	Zip Code
7. Mailing Address			
Address			
City		State	Zip Code
8. Physical Home Address			
Address			
City		State	Zip Code
9. Business Telephone Number		10. Home Telephone Number	
11. Email Address (Specify if Business or Home)			

Please Answer the Following Questions:

12. Do you currently or have you ever held a California Real Estate Appraisers License? Yes No

If Yes, please list your license number.

California Real Estate Appraisers License Number

License No.

13. Do you currently or have you ever held a real estate appraisers license in another State? Yes No

If Yes, please list your license number and the state in which you hold your license.

Real Estate Appraisers License Number

License No. State

*If you are currently licensed in another state as a real estate appraiser, you will need to submit a **Certificate of License History** or its equivalent, not more than 30 days old, from the state in which you are licensed, as part of this application.*

Old Form

PART II: CONTROLLING PERSON BACKGROUND INFORMATION

1. FINGERPRINT BACKGROUND CHECK: ***Please Note: All controlling person applicants that are NOT currently licensed with the Office of Real Estate Appraisers (OREA) MUST complete the background application process by having their fingerprints taken. Please have your fingerprints taken using a Request for Live Scan Service form (BCII 8016) if you reside in the State of California. You MUST print out and use the Request for Live Scan Service form (BCII 8016) located on the OREA website. If you reside outside of the State of California, please submit two FD-258 fingerprint cards with your application.*

2. BACKGROUND REVIEW QUESTIONS

INSTRUCTIONS

- YOU MUST ANSWER EACH OF THE FOLLOWING QUESTIONS BY MARKING "YES" OR "NO", WHICHEVER IS TRUE, AFTER EACH QUESTION.
- ALL "YES" ANSWERS MUST BE EXPLAINED ON A SEPARATE SHEET OF PAPER WHICH YOU MUST ATTACH TO THIS APPLICATION FORM. EACH ADDITIONAL SHEET MUST BE SIGNED BY THE CONTROLLING PERSON APPLICANT.
- FAILURE TO DISCLOSE PERTINANT INFORMATION MAY RESULT IN THE DELAY OR DENIAL OF YOUR APPLICATION.
- PROVIDING FALSE INFORMATION MAY ALSO SUBJECT YOU TO DISCIPLINARY ACTION OR CRIMINAL PROSECUTION.

1. Have you ever used or been known by any name other than, or in addition to, the name listed on this application?
If yes, list all such other names.

No Yes, explain: _____

2. Have you ever been entered a plea of guilty or no contest to, or been convicted in California or anywhere else of a criminal offense other than a minor traffic offense? If yes, please indicate all such offenses including the date and location of each offense. For purposes of this question, a minor traffic offense is one for which the maximum fine which could have been imposed is \$100 or less. To expedite review of your application, please attach a copy of the police report and a certified copy of the court docket, complaint and judgment showing the final disposition (sentence) of the case. **NOTE: Termination of probation and dismissal of the matter pursuant to Penal Code section 1203.4 DOES NOT relieve you of the requirement to disclose any conviction for purposes of this application.**

No Yes, explain: _____

3. Are you or have you even been placed on probation or parole on terms which restricted or limited your contact or dealings with any financial or real estate-related activity or business or otherwise restricted your acting in a fiduciary capacity? If yes, attach a certified copy of the court records, including the complaint, complete docket, judgment and sentence, and probation report and attach a copy of the police report(s) and/or investigating agency records.

No Yes, explain: _____

4. Do you presently have criminal charges pending before any court of law? If yes, please specify the court in which the matter is pending, the case number and charges and submit a copy of the police report and a certified copy of the complaint and docket.

No Yes, explain: _____

5. Do you currently hold a professional or vocational license issued by any other governmental agency? If yes, please identify the license held, the license number and the issuing agency.

No Yes, explain: _____

6. Have you ever had a license or certificate to act as an appraiser or to engage in activities related to the transfer of real property denied, suspended, restricted or revoked in this state or any other state? If yes, attach a copy of the final agency action and related investigatory agency records.

No Yes, explain: _____

7. Have you ever been disciplined or have you received any order or judgment by a court or governmental agency, including OREA, which order or judgment temporarily or permanently restrained or enjoined you from engaging in specific business conduct or licensed activity? If yes, attach a certified copy of any court records, including the complaint, complete docket, judgment and sentence and/or any final order and related investigatory file.

No Yes, explain: _____

Old Form

PART III: APPLICANT DECLARATION

I, _____ (name), certify under penalty of perjury in accordance with California law, that I am a Controlling Person (as defined herein) and duly authorized as such and understand and agree, individually and on behalf of _____ (name of AMC), to abide by all federal and California laws applicable to appraisal management companies receiving and maintaining a Certificate of Registration under California law. I declare under penalty of perjury in accordance with California law that I am 18 years of age or older and that the foregoing information and information provided on all attachments is true and correct and that I have answered each question fully and truthfully without any purpose of evasion or mental reservation. I understand that providing false information is grounds for denial or revocation of any certificate of registration and may subject me to disciplinary action and/or criminal prosecution and punishment by imprisonment in state prison for 2, 3, or 4 years pursuant to Penal Code section 126. I understand that any certification of registration issued in conjunction with this application entitles the applicant to act only for the appraisal management company so registered and not in an individual capacity.

I understand and certify that valid service of process on the appraisal management company _____ (name of AMC) by OREA also constitutes valid service of process on me as a Controlling Person for _____ (name of AMC), as certified by the ~~Agent for Service of Process~~ for _____ (name of AMC) in the *Appraisal Management Company Certificate of Registration Application Form REA 5001* submitted by _____ (name of AMC), or by a subsequent ~~Agent for Service of Process~~ identified by _____ (name of AMC) in a *Change Notification and Miscellaneous Requests Form REA 3011*.

I understand that if I fail to qualify as a Controlling Person for any reason or withdraw this application, the Office of Real Estate Appraisers cannot refund the fees remitted with this application.

Executed this _____ day of _____ at _____ (city or county)
_____ (state).

Signature _____

Name (please print) _____

STATE OF _____ COUNTY OF _____
On this _____ day of _____ in the year _____ before me _____ personally appeared _____ personally known to me (or proved to me on the basis of satisfactory evidence) to be the person whose name is subscribed to this instrument and acknowledged that he/she executed it.

Signature of Notary Public

MUST BE SIGNED AND CERTIFIED BY A NOTARY PUBLIC IF EXECUTED OUTSIDE THE STATE OF CALIFORNIA

Old Form

PART IV. READ THE FOLLOWING INFORMATION PRIOR TO COMPLETING THIS FORM

A. GENERAL INFORMATION

- Complete all sections of Parts I, II and III above.
- Do not write in the shaded areas.
- Type or print clearly in blue or black ink.
- Applications must be submitted with original signatures. Applications with electronic or faxed signatures will not be accepted.
- **A separate application must be submitted for each Controlling Person listed on the Appraisal Management Company Certificate of Registration Application form REA 5001.**
- Mail completed application, necessary fees and qualifying documentation to:

OFFICE OF REAL ESTATE APPRAISERS

1102 Q Street, Suite 4100

Sacramento, CA 95811

If you have any questions, please write to the address listed above or call (916) 552-9000

B. APPLICATION FEES

Applicants currently not licensed or registered with OREA:

Background Investigation Fee \$70

Child Support Review Fee \$10

Total Fees \$80

- Applicants currently licensed or registered with OREA will not be charged the above-referenced fee.
- All application fees must be paid by pre-printed personal check, company check, cashier's check, certified check, money order, or government purchase order.
- All application fees are non-refundable.
- Once OREA approves an AMC applicant and each associated Controlling Person Application, an Issuance Fee will be due to OREA prior to issuance of the final Certificate of Registration.
- ~~*Please note: This application is subject to change upon the adoption of final regulations pursuant to SB 237 (Stats. 2009, ch.173) governing AMC registration and operation.~~
- Appraisal management companies MUST notify the OREA within 10 business days of any change to contact information for the Designated Officer or any Controlling Person by submitting a ~~Change Notification and Miscellaneous Requests Form REA 3011 (Revised 5/00).~~

C. DEFINITIONS

"Appraisal Management Company" means:

1. Any person or entity that satisfies all of the following conditions:
 - (A) Maintains an approved list or lists, containing 11 or more independent contractor appraisers licensed or certified pursuant to this part, or employs 11 or more appraisers licensed or certified pursuant to this part.
 - (B) Receives requests for appraisals from one or more clients.
 - (C) For a fee paid by one or more of its clients, delegates appraisal assignments for completion by its independent contractor or employee appraisers.
2. "Appraisal management company" does not include any of the following, when that person or entity directly contracts with an independent appraiser:
 - (A) Any bank, credit union, trust company, savings and loan association, or industrial loan company doing business under the authority of, or in accordance with, a license, certificate, or charter issued by the United States or any state, district, territory, or commonwealth of the United States that is authorized to transact business in this state.
 - (B) Any finance lender or finance broker licensed pursuant to Division 9 (commencing with Section 22000) of the Financial Code, when acting under the authority of that license.
 - (C) Any residential mortgage lender or residential mortgage servicer licensed pursuant to Division 20 (commencing with Section 50000) of the Financial Code, when acting under the authority of that license.
 - (D) Any real estate broker licensed pursuant to Part 1 (commencing with Section 10000) of Division 4 of the Business and Professions Code, when acting under the authority of that license.
3. "Appraisal Management Company" does not include any person licensed to practice law in this state who is working with or on behalf of a client of that person in connection with one or more appraisals for that client.

"Controlling Person" means one or more of the following:

- (1) An officer or director of an appraisal management company, or an individual who holds a 10 percent or greater ownership interest in an appraisal management company; or
- (2) An individual employed, appointed, or authorized by an appraisal management company that has the authority to enter into a contractual relationship with clients for the performance of appraisal services and that has the authority to enter into agreements with independent appraisers for the completion of appraisals; or
- (3) An individual who possesses the power to direct or cause the direction of the management or policies of an appraisal management company.

"Designated Officer" means:

A Controlling Person authorized by the governing structure of the appraisal management company to act on behalf of the company for purposes of application for, and compliance with, a Certificate of Registration to operate as an appraisal management company pursuant to California law. The Designated Officer shall be responsible for the supervision and control of the activities conducted on behalf of the appraisal management company by its officers and employees as necessary to secure full compliance with the provisions of SB 237 (Stats. 2009, ch.173), including contract services provided to the appraisal management company for the performance of appraisal activities for which a California Real Estate Appraisal license is required.

Old Form

PART V: Instructions

A. INSTRUCTIONS PART I: *Controlling Person Contact Information*

1. CONTROLLING PERSON'S NAME- List your name. You **must** be listed as a Controlling Person on the *Appraisal Management Company Certificate of Registration Application Form REA 5001*.
2. TITLE OR POSITION - List your title or position.
3. SOCIAL SECURITY NUMBER-List your social security number.
4. BIRTH DATE-List your date of birth.
5. APPRAISAL MANAGEMENT COMPANY-List the name of the appraisal management company for which you are named as a Controlling Person.
6. BUSINESS ADDRESS-Your physical business address of record is mandatory information. Do not list a P.O. Box, Rural Route or Star Route. If a physical address is not available, indicate the physical location (i.e., the nearest intersection and distance from it).
7. MAILING ADDRESS-List your mailing address if it is different from your business address.
8. PHYSICAL HOME ADDRESS-List the physical location of your home address. Do not list a P.O. Box, Rural Route or Star Route. If a physical address is not available, indicate the physical location (i.e., the nearest intersection from it).
9. BUSINESS TELEPHONE NUMBER-List your business phone number.
10. HOME TELEPHONE NUMBER-List your home phone number.
11. EMAIL ADDRESS-List your email address and specify whether it is your business or home email .
- 12.& 13. List the state in which you hold a real estate appraisers license and your license number, if applicable. Submit a Certificate of License History or its equivalent, not more than 30 days old, if you hold a real estate appraisers license in another state.

B. INSTRUCTIONS PART II: *Controlling Person Background Information*

1. FINGERPRINT BACKGROUND CHECK- Applicants not currently licensed or registered with the OREA must submit fingerprints in order to complete the background check portion of this application. Fingerprint background checks are submitted to the Department of Justice via a Request for Live Scan Service form or print cards. If you live in the State of California you must submit your fingerprints using the Request for Live Scan Service Form located on our website at www.orea.ca.gov. You must print out this form located on the OREA website and visit a Live Scan fingerprinting location to have your fingerprints rolled. Keep a copy of this form for your records and submit a copy along with this application to the OREA.
If you reside outside of California, you must submit your fingerprints on two FD-258 fingerprint cards and submit these cards to OREA with your application.
**Please note, the Department of Justice no longer accepts fingerprint card submissions on Bid-7 cards from OREA applicants.*
2. BACKGROUND REVIEW QUESTIONS-Answer all questions, 1-7 as instructed and completely.

C. INSTRUCTIONS PART III: *Applicant Declaration*

1. APPLICANT DECLARATION - Read, sign and date the declaration. If executed outside of the State of California, this declaration must be signed before and certified by a notary public.

Privacy Notice - Any individual submitting personal information within the meaning of the Information Practices Act of 1977, as amended (California Civil Code, Section 1798 *et seq.*) shall be entitled to the rights provided under section 1798.17 of that Act and the California Code of Regulations, Title 10, section 3761 regarding access to inspect OREA records containing such personal information about himself or herself.

Personal information provided within this application may not be used for any purpose other than to determine an applicant's identity and eligibility as a Controlling Person and the eligibility of the relevant appraisal management company for a certificate of registration. Disclosure of personal information on an applicant to others for any other purpose without the individual's consent, or as otherwise provided in California law, is restricted by law.

NOTE: The following is considered public information and will be disclosed upon request: name and fictitious name, if any, of the appraisal management company; business address (or other physical address) and mailing address of record for the appraisal management company and the applicant (if different than the company address); and business telephone and/or facsimile number of record for the appraisal management company and the applicant (if different from the company address.)

New Form



State of California
Arnold Schwarzenegger, Governor
OFFICE OF REAL ESTATE APPRAISERS

	OREA USE ONLY	Type Remit
Rec'd	DSS	<input type="checkbox"/> CC
App Rev	Overpay	<input type="checkbox"/> MO
FP	Misc	<input type="checkbox"/> PO

APPRAISAL MANAGEMENT COMPANY (AMC) CONTROLLING PERSON APPLICATION

Read all directions prior to completing this form.

PART I: Controlling Person Contact Information

1. Controlling Person's Name			
Last	First	M.I.	
2. Controlling Person's Title or Position			
3. Social Security Number		4. Birth Date	
5. Name of Appraisal Management Company			
6. Business Address			
Address			
City		State	Zip Code
7. Mailing Address			
Address			
City		State	Zip Code
8. Physical Home Address			
Address			
City		State	Zip Code
9. Business Telephone Number		10. Home Telephone Number	
11. Email Address (Specify if Business or Home)			

Please Answer the Following Questions:

12. Do you currently or have you ever held a California Real Estate Appraisers License? Yes No
If Yes, please list your license number.
 California Real Estate Appraisers License Number

13. Do you currently or have you ever held a real estate appraisers license in another State? Yes No
If Yes, please list your license number and the state in which you hold your license.
 Real Estate Appraisers License Number

*If you are currently licensed in another state as a real estate appraiser, you will need to submit a **Certificate of License History** or its equivalent, not more than 30 days old, from the state in which you are licensed, as part of this application.*

New Form

PART II: CONTROLLING PERSON BACKGROUND INFORMATION

1. FINGERPRINT BACKGROUND CHECK: *Please Note: All controlling person applicants that are NOT currently licensed with the Office of Real Estate Appraisers (OREA) MUST complete the background application process by having their fingerprints taken. Please have your fingerprints taken using a Request for Live Scan Service form (BCII 8016) if you reside in the State of California. You MUST print out and use the Request for Live Scan Service form (BCII 8016) located on the OREA website. If you reside outside of the State of California, please submit two FD-258 fingerprint cards with your application.***

2. BACKGROUND REVIEW QUESTIONS

INSTRUCTIONS

- YOU MUST ANSWER EACH OF THE FOLLOWING QUESTIONS BY MARKING "YES" OR "NO", WHICHEVER IS TRUE, AFTER EACH QUESTION.
- ALL "YES" ANSWERS MUST BE EXPLAINED ON A SEPARATE SHEET OF PAPER WHICH YOU MUST ATTACH TO THIS APPLICATION FORM. EACH ADDITIONAL SHEET MUST BE SIGNED BY THE CONTROLLING PERSON APPLICANT.
- FAILURE TO DISCLOSE PERTINANT INFORMATION MAY RESULT IN THE DELAY OR DENIAL OF YOUR APPLICATION.
- PROVIDING FALSE INFORMATION MAY ALSO SUBJECT YOU TO DISCIPLINARY ACTION OR CRIMINAL PROSECUTION.

1. Have you ever used or been known by any name other than, or in addition to, the name listed on this application?
If yes, list all such other names.
 No Yes, explain: _____
2. Have you ever been entered a plea of guilty or no contest to, or been convicted in California or anywhere else of a criminal offense other than a minor traffic offense? If yes, please indicate all such offenses including the date and location of each offense. For purposes of this question, a minor traffic offense is one for which the maximum fine which could have been imposed is \$100 or less. To expedite review of your application, please attach a copy of the police report and a certified copy of the court docket, complaint and judgment showing the final disposition (sentence) of the case. **NOTE: Termination of probation and dismissal of the matter pursuant to Penal Code section 1203.4 DOES NOT relieve you of the requirement to disclose any conviction for purposes of this application.**
 No Yes, explain: _____
3. Are you or have you even been placed on probation or parole on terms which restricted or limited your contact or dealings with any financial or real estate-related activity or business or otherwise restricted your acting in a fiduciary capacity? If yes, attach a certified copy of the court records, including the complaint, complete docket, judgment and sentence, and probation report and attach a copy of the police report(s) and/or investigating agency records.
 No Yes, explain: _____
4. Do you presently have criminal charges pending before any court of law? If yes, please specify the court in which the matter is pending, the case number and charges and submit a copy of the police report and a certified copy of the complaint and docket.
 No Yes, explain: _____
5. Do you currently hold a professional or vocational license issued by any other governmental agency? If yes, please identify the license held, the license number and the issuing agency.
 No Yes, explain: _____
6. Have you ever had a license or certificate to act as an appraiser or to engage in activities related to the transfer of real property denied, suspended, restricted or revoked in this state or any other state? If yes, attach a copy of the final agency action and related investigatory agency records.
 No Yes, explain: _____
7. Have you ever been disciplined or have you received any order or judgment by a court or governmental agency, including OREA, which order or judgment temporarily or permanently restrained or enjoined you from engaging in specific business conduct or licensed activity? If yes, attach a certified copy of any court records, including the complaint, complete docket, judgment and sentence and/or any final order and related investigatory file.
 No Yes, explain: _____

New Form

PART III: APPLICANT DECLARATION

I, _____ (name), certify under penalty of perjury in accordance with California law, that I am a Controlling Person (as defined herein) and duly authorized as such and understand and agree, individually and on behalf of _____ (name of AMC), to abide by all federal and California laws applicable to appraisal management companies receiving and maintaining a Certificate of Registration under California law. I declare under penalty of perjury in accordance with California law that I am 18 years of age or older and that the foregoing information and information provided on all attachments is true and correct and that I have answered each question fully and truthfully without any purpose of evasion or mental reservation. I understand that providing false information is grounds for denial or revocation of any certificate of registration and may subject me to disciplinary action and/or criminal prosecution and punishment by imprisonment in state prison for 2, 3, or 4 years pursuant to Penal Code section 126. I understand that any certification of registration issued in conjunction with this application entitles the applicant to act only for the appraisal management company so registered and not in an individual capacity.

I understand and certify that valid service of process on the appraisal management company _____ (name of AMC) by OREA also constitutes valid service of process on me as a Controlling Person for _____ (name of AMC), as certified by the Designated Officer for _____ (name of AMC) in the *Appraisal Management Company Certificate of Registration Application Form REA 5001* submitted by _____ (name of AMC), or by a subsequent Designated Officer identified by _____ (name of AMC) in an *Appraisal Management Company Change Notification and Miscellaneous Requests Form REA 5011*.

I understand that if I fail to qualify as a Controlling Person for any reason or withdraw this application, the Office of Real Estate Appraisers cannot refund the fees remitted with this application.

Executed this _____ day of _____ at _____ (city or county)
_____ (state).

Signature _____

Name (please print) _____

STATE OF _____ COUNTY OF _____

On this _____ day of _____ in the year _____ before me _____ personally appeared _____ personally known to me (or proved to me on the basis of satisfactory evidence) to be the person whose name is subscribed to this instrument and acknowledged that he/she executed it.

Signature of Notary Public

MUST BE SIGNED AND CERTIFIED BY A NOTARY PUBLIC IF EXECUTED OUTSIDE THE STATE OF CALIFORNIA

New Form

PART IV. READ THE FOLLOWING INFORMATION PRIOR TO COMPLETING THIS FORM

A. GENERAL INFORMATION

- Complete all sections of Parts I, II and III above.
- Do not write in the shaded areas.
- Type or print clearly in blue or black ink.
- Applications must be submitted with original signatures. Applications with electronic or faxed signatures will not be accepted.
- **A separate application must be submitted for each Controlling Person listed on the Appraisal Management Company Certificate of Registration Application form REA 5001.**
- Mail completed application, necessary fees and qualifying documentation to:

OFFICE OF REAL ESTATE APPRAISERS

1102 Q Street, Suite 4100
Sacramento, CA 95811

If you have any questions, please write to the address listed above or call (916) 552-9000

B. APPLICATION FEES

Applicants currently not licensed or registered with OREA:

Background Investigation Fee \$70
Child Support Review Fee \$10

Total Fees \$80

- Applicants currently licensed or registered with OREA will not be charged the above-referenced fee.
- All application fees must be paid by pre-printed personal check, company check, cashier's check, certified check, money order, or government purchase order.
- All application fees are non-refundable.
- Once OREA approves an AMC applicant and each associated Controlling Person Application, an Issuance Fee will be due to OREA prior to issuance of the final Certificate of Registration.
- Appraisal management companies MUST notify the OREA within 10 business days of any change to contact information for the Designated Officer or any Controlling Person by submitting an Appraisal Management Company Change Notification and Miscellaneous Requests Form REA 5011, A Controlling Persons Application Form REA 5002 must accompany the submittal of Form REA 5011 unless:
 - (a) OREA has an approved Form REA 5002 on file for the newly designated Controlling Person; or
 - (b) The new designee holds an active real estate appraisal license with the OREA.

C. DEFINITIONS

"Appraisal Management Company" means:

1. Any person or entity that satisfies all of the following conditions:
 - (A) Maintains an approved list or lists, containing 11 or more independent contractor appraisers licensed or certified pursuant to this part, or employs 11 or more appraisers licensed or certified pursuant to this part.
 - (B) Receives requests for appraisals from one or more clients.
 - (C) For a fee paid by one or more of its clients, delegates appraisal assignments for completion by its independent contractor or employee appraisers.
2. "Appraisal management company" does not include any of the following, when that person or entity directly contracts with an independent appraiser:
 - (A) Any bank, credit union, trust company, savings and loan association, or industrial loan company doing business under the authority of, or in accordance with, a license, certificate, or charter issued by the United States or any state, district, territory, or commonwealth of the United States that is authorized to transact business in this state.
 - (B) Any finance lender or finance broker licensed pursuant to Division 9 (commencing with Section 22000) of the Financial Code, when acting under the authority of that license.
 - (C) Any residential mortgage lender or residential mortgage servicer licensed pursuant to Division 20 (commencing with Section 50000) of the Financial Code, when acting under the authority of that license.
 - (D) Any real estate broker licensed pursuant to Part 1 (commencing with Section 10000) of Division 4 of the Business and Professions Code, when acting under the authority of that license.
3. "Appraisal Management Company" does not include any person licensed to practice law in this state who is working with or on behalf of a client of that person in connection with one or more appraisals for that client.

"Controlling Person" means one or more of the following:

- (1) An officer or director of an appraisal management company, or an individual who holds a 10 percent or greater ownership interest in an appraisal management company; or
- (2) An individual employed, appointed, or authorized by an appraisal management company that has the authority to enter into a contractual relationship with clients for the performance of appraisal services and that has the authority to enter into agreements with independent appraisers for the completion of appraisals; or
- (3) An individual who possesses the power to direct or cause the direction of the management or policies of an appraisal management company.

"Designated Officer" means:

A Controlling Person authorized by the governing structure of the appraisal management company to act on behalf of the company for purposes of application for, and compliance with, a Certificate of Registration to operate as an appraisal management company pursuant to California law. The Designated Officer shall be responsible for the supervision and control of the activities conducted on behalf of the appraisal management company by its officers and employees as necessary to secure full compliance with the provisions of SB 237 (Stats. 2009, ch.173), including contract services provided to the appraisal management company for the performance of appraisal activities for which a California Real Estate Appraisal license is required.

New Form

PART V: Instructions

A. INSTRUCTIONS PART I: *Controlling Person Contact Information*

1. CONTROLLING PERSON'S NAME- List your name. You **must** be listed as a Controlling Person on the *Appraisal Management Company Certificate of Registration Application Form REA 5001* or listed as a Controlling Person on an *Appraisal Management Company Change Notification and Miscellaneous Request Form REA 5011*.
2. TITLE OR POSITION - List your title or position.
3. SOCIAL SECURITY NUMBER-List your social security number.
4. BIRTH DATE-List your date of birth.
5. APPRAISAL MANAGEMENT COMPANY-List the name of the appraisal management company for which you are named as a Controlling Person.
6. BUSINESS ADDRESS-Your physical business address of record is mandatory information. Do not list a P.O. Box, Rural Route or Star Route. If a physical address is not available, indicate the physical location (i.e., the nearest intersection and distance from it).
7. MAILING ADDRESS-List your mailing address if it is different from your business address.
8. PHYSICAL HOME ADDRESS-List the physical location of your home address. Do not list a P.O. Box, Rural Route or Star Route. If a physical address is not available, indicate the physical location (i.e., the nearest intersection from it).
9. BUSINESS TELEPHONE NUMBER-List your business phone number.
10. HOME TELEPHONE NUMBER-List your home phone number.
11. EMAIL ADDRESS-List your email address and specify whether it is your business or home email .
- 12.& 13. List the state in which you hold a real estate appraisers license and your license number, if applicable. Submit a Certificate of License History or its equivalent, not more than 30 days old, if you hold a real estate appraisers license in another state.

B. INSTRUCTIONS PART II: *Controlling Person Background Information*

1. FINGERPRINT BACKGROUND CHECK- Applicants not currently licensed or registered with the OREA must submit fingerprints in order to complete the background check portion of this application. Fingerprint background checks are submitted to the Department of Justice via a Request for Live Scan Service form or print cards. If you live in the State of California you must submit your fingerprints using the Request for Live Scan Service Form located on our website at www.orea.ca.gov. You must print out this form located on the OREA website and visit a Live Scan fingerprinting location to have your fingerprints rolled. Keep a copy of this form for your records and submit a copy along with this application to the OREA.

If you reside outside of California, you must submit your fingerprints on two FD-258 fingerprint cards and submit these cards to OREA with your application.

**Please note, the Department of Justice no longer accepts fingerprint card submissions on Bid-7 cards from OREA applicants.*
2. BACKGROUND REVIEW QUESTIONS-Answer all questions, 1-7 as instructed and completely.

C. INSTRUCTIONS PART III: *Applicant Declaration*

1. APPLICANT DECLARATION - Read, sign and date the declaration. If executed outside of the State of California, this declaration must be signed before and certified by a notary public.

Privacy Notice - Any individual submitting personal information within the meaning of the Information Practices Act of 1977, as amended (California Civil Code, Section 1798 *et seq.*) shall be entitled to the rights provided under section 1798.17 of that Act and the California Code of Regulations, Title 10, section 3761 regarding access to inspect OREA records containing such personal information about himself or herself.

Personal information provided within this application may not be used for any purpose other than to determine an applicant's identity and eligibility as a Controlling Person and the eligibility of the relevant appraisal management company for a certificate of registration. Disclosure of personal information on an applicant to others for any other purpose without the individual's consent, or as otherwise provided in California law, is restricted by law.

NOTE: The following is considered public information and will be disclosed upon request: name and fictitious name, if any, of the appraisal management company; business address (or other physical address) and mailing address of record for the appraisal management company and the applicant (if different than the company address); and business telephone and/or facsimile number of record for the appraisal management company and the applicant (if different from the company address.)



State of California
 Arnold Schwarzenegger, Governor
OFFICE OF REAL ESTATE APPRAISERS

mis fees	OREA USE ONLY	Type Remit
		<input type="checkbox"/> CC
		<input type="checkbox"/> MO
		<input type="checkbox"/> PO

**APPRAISAL MANAGEMENT COMPANY
 CHANGE NOTIFICATION AND MISCELLANEOUS REQUESTS**

*Read all directions prior to completing this form.
 Please note that all changes requested on this form must be approved and certified by the Designated Officer of the AMC.
 The Designated Officer (or new Designated Officer) **must** sign this request form in
 PART III: Change and Request Declaration (top of page 5)*

Part I: AMC Information *(Information presently on file with the OREA)*

1. Name of AMC		2. AMC Certificate Number	
3. Business Street Address <i>(P.O. Boxes not allowed)</i>			
Address			
City		State	Zip Code
4. Business Telephone Number		5. Business Fax Number	

Part II: Information to Be Changed

Type of Change			
<input type="checkbox"/> AMC	<input type="checkbox"/> Controlling Person	<input type="checkbox"/> Designated Officer \$50	<input type="checkbox"/> Issue Duplicate Certificate \$50

A. AMC Changes

1. Changes to AMC Information.

▼ Check boxes to indicate fields that are being changed

<input type="checkbox"/> 1. Name			
<input type="checkbox"/> 2. Business Street Address <i>(P.O. Boxes not allowed)</i>			
Address			
City		State	Zip Code
<input type="checkbox"/> 3. Business Telephone Number		<input type="checkbox"/> 4. Business Fax Number	
<input type="checkbox"/> 5. Legal Structure			
<input type="checkbox"/> Domestic Corporation	<input type="checkbox"/> Foreign LLC	<input type="checkbox"/> Sole Proprietor	
<input type="checkbox"/> Domestic LLC	<input type="checkbox"/> Partnership	<input type="checkbox"/> Other *	
<input type="checkbox"/> Foreign Corporation	<input type="checkbox"/> Limited Partnership		
If "Other" describe:			

➔ Formation Documents. Submit Articles of Incorporation or equivalent formation documents verifying the legal formation and operation of the AMC. Attach to this application.

2. Change for Agent for Service of Process

This section is to be completed if the AMC is not domiciled in California. Please provide the name and contact information for the person or entity authorized as the AMC agent for service of process within California. This agent for service of process must complete the declaration below and have this document notarized prior to submittal.

Type of Change			
<input type="checkbox"/> New Agent for Service of Process		<input type="checkbox"/> New Information for Existing Agent for Service of Process	
1. Name			
Last	First	M.I.	
2. Title			
3. Address (P.O. Boxes not allowed)			
Address			
City	State	Zip Code	
4. Business Telephone Number		5. Business Fax Number	

I, _____ (name), am authorized to act as Agent for service of process in the State of California on behalf of _____ (name of AMC), an entity organized and existing under the laws of the State of _____ (current resident state), for purposes of _____'s (name of AMC) operation as a valid AMC in accordance with California law under Certificate of Registration No. _____ (AMC Certificate Number), including all rights and obligations associated therewith, and I do hereby certify:

The complete address within California whereby I, on behalf of _____ (name of AMC) may be served with process by the Director of the Office of the Real Estate Appraisers or his/her designee is as follows:

Address		
City	State	Zip Code

IN WITNESS WHEREOF, I, _____ (Agent Name for service of process) have subscribed my name hereto this _____ (day) day of _____ (month), _____ (year) at _____ (city), _____ (state).

Signature _____

STATE OF _____ COUNTY OF _____
On this _____ day of _____ in the year _____ before me _____ personally appeared _____ personally known to me (or proved to me on the basis of satisfactory evidence) to be the person whose name is subscribed to this instrument and acknowledged that he/she executed it.
<div style="border-top: 1px solid black; width: 100%; margin-bottom: 5px;"></div> Signature of Notary Public

B. Controlling Person(s) Changes

1. Addition and Removal of Controlling Person(s)

List the name of each "Controlling Person" of the AMC that is being added or removed for the AMC.

Note: A separate "Appraisal Management Company (AMC) Controlling Person Application" (REA 5002 Rev 09/01/10) form and fees must be included for each Controlling Person that is being added unless OREA has an approved Form REA 5002 on file for the newly designated Controlling Person.

<input type="checkbox"/> Add <input type="checkbox"/> Remove	1.
<input type="checkbox"/> Add <input type="checkbox"/> Remove	2.
<input type="checkbox"/> Add <input type="checkbox"/> Remove	3.
<input type="checkbox"/> Add <input type="checkbox"/> Remove	4.
<input type="checkbox"/> Add <input type="checkbox"/> Remove	5.
<input type="checkbox"/> Add <input type="checkbox"/> Remove	6.
<input type="checkbox"/> Add <input type="checkbox"/> Remove	7.
<input type="checkbox"/> Add <input type="checkbox"/> Remove	8.
<input type="checkbox"/> Add <input type="checkbox"/> Remove	9.
<input type="checkbox"/> Add <input type="checkbox"/> Remove	10.

2. Information Change for an Existing Controlling Person

▼ Check boxes to indicate fields that are being changed

<input type="checkbox"/> 1. Controlling Person's Name		First	M.I.
Last			
<input type="checkbox"/> 2. Controlling Person's Title or Position			
<input type="checkbox"/> 3. Mailing Address			
Address		State	Zip Code
City			
<input type="checkbox"/> 4. Physical Home Address			
Address		State	Zip Code
City			
<input type="checkbox"/> 5. Business Telephone Number		<input type="checkbox"/> 6. Home Telephone Number	
<input type="checkbox"/> 7. Email Address (Specify if Business or Home)			

C. Change of Designated Officer

List the name of the new Designated Officer

Note: A separate "Appraisal Management Company (AMC) Controlling Person Application" (REA 5002 Rev 09/01/10) form and fees must be included for the Designated Officer to be added unless OREA has an approved Form REA 5002 on file for the new Designated Officer.

1. New Designated Officer's Name		
Last	First	M.I.
2. New Designated Officer's Social Security Number		Do you currently or have you ever held a California Real Estate Appraisers License?
		<input type="checkbox"/> Yes <input type="checkbox"/> No License No.

I, _____ (name), certify under penalty of perjury in accordance with California law, that I am the Designated Officer and duly authorized as such and understand and agree, individually and on behalf of _____ (name of AMC), to abide by all federal and California laws applicable to appraisal management companies receiving and maintaining a Certificate of Registration under California law. In addition, I certify that _____ (name of AMC) is legally formed pursuant to the applicable state law and, further, that _____ (name of AMC) shall comply with all California laws as necessary in order to validly operate in California. I declare under penalty of perjury in accordance with California law that I am 18 years of age or older and that the foregoing information and information provided on all attachments is true and correct and that I have answered each question fully and truthfully and without any purpose of evasion or mental reservation. I understand that providing false information is grounds for denial or revocation of any certificate of registration and may subject me to disciplinary action and/or criminal prosecution and punishment by imprisonment in state prison for 2, 3 or 4 years pursuant to Penal Code section 126.

I also certify, under penalty of perjury in accordance with California law, that _____ (name of AMC) will, in accordance with Business and Professions Code section 11345.3, include in all of its contracts with clients for appraisal services in California, provision of each of the following as standard business practices, as and where applicable:

- a. Ensuring that all independent contractor or employee appraisers that perform appraisal services for this company in California will possess a California real estate appraiser license in good standing;
- b. Reviewing the work of all independent contractor or employee appraisers to ensure that appraisal services are performed in accordance with the Uniform Standards of Professional Appraisal Practice (USPAP); and
- c. Maintaining, at a minimum, each of the following records for each service request:
 - 1. The date of receipt of the request;
 - 2. The name of the person from whom the request was received;
 - 3. The name of the client for whom the request was made, if different from the name of the person from whom the request was received;
 - 4. The appraiser or appraiser(s) assigned to perform the contracted service; and
 - 5. The date of delivery of the appraisal product to the client.

I also certify, under penalty of perjury in accordance with California law, as to the following regarding service of process on _____ (name of AMC).

- a. That service of process on _____ (name of AMC) shall be deemed service of process on each and every Controlling Person individually (as identified by Applicant herein and/or as updated by *Appraisal Management Company Change Notification and Miscellaneous Requests* Form REA 5011 (New 09/01/10), as consistent with the duties and obligations of a Controlling Person within _____ (name of AMC).
- b. That the Applicant hereby irrevocably consents that if, in any action commenced against it by the Director of the Office of Real Estate Appraisers or his designee, service of process upon it cannot be made in California after the exercise of due diligence, a valid service may thereupon be made upon it by delivering the process to the Director of the Office of Real Estate Appraisers of the State of California.
- c. That, following such service of process pursuant to the irrevocable consent authorized herein, the Director of the Office of Real Estate Appraisers of the State of California may mail a copy of any such process to the

_____ (name of AMC), at the following address:

Address		
City	State	Zip Code

Executed this _____ day of _____ at _____ (city or county) _____ (state).

Signature _____

Name (please print) _____

PLEASE READ THE FOLLOWING INFORMATION BEFORE COMPLETING THIS APPLICATION

- Do not write in the shaded area.
- Type or print clearly in blue or black ink.
- Applications must be legible and contain an original signature.
- If you have any questions, please write to the address listed on this page or call (916) 552 - 9000.
- Check the appropriate "change" box on page one of this form.
- Check all boxes that are applicable.
- Complete all information requested for each box checked.
- All fees must be paid by pre-printed personal check, company check, cashier's check, certified check, money order, or government purchase order.
- Fees cannot be refunded. By statute, all fees submitted are deemed earned upon receipt.
- Mail completed Applications to:

OFFICE OF REAL ESTATE APPRAISERS
1102 Q Street, Suite 4100
Sacramento, CA 95811

INSTRUCTIONS

PART I: AMC INFORMATION -- This section MUST be completed.

PART II: INFORMATION TO BE CHANGED -- Only complete the sections in *Part II* that are to be changed.

A. AMC CHANGES -- *This section includes changes in the AMC, such as changes in address or a change in Agent for Service of Process:*

- 1. CHANGES TO AMC INFORMATION** -- For changes in the AMC such as address, phone number, or legal formation.
- 2. CHANGE FOR AGENT FOR SERVICE OF PROCESS** -- A change of, or changes to an AMC's Agent for Service of Process MUST be notarized by a Notary Public.

B. CONTROLLING PERSON(S) CHANGES -- *This section covers changes to the Controlling Persons of an AMC:*

- 1. ADDITION AND REMOVAL OF CONTROLLING PERSON(S)** -- List each name of all "Controlling Persons" of the AMC that are being either added or removed to the AMC.
A separate "Appraisal Management Company (AMC) Controlling Person Application" (REA 5002 Rev 09/01/10) form and fees must be included for each Controlling Person that is being added unless:
 - (a) OREA has an approved Form REA 5002 on file for the newly designated Controlling Person; or
 - (b) The new Controlling Person holds an active real estate appraisal license with the OREA.
- 2. INFORMATION CHANGE FOR AN EXISTING CONTROLLING PERSON** -- Show all changes being made to information for an individual Controlling Person.

C. CHANGE OF DESIGNATED OFFICER -- List the name of the new Designated Officer.

A separate "Appraisal Management Company (AMC) Controlling Person Application" (REA 5002 Rev 09/01/10) form and fees must be included for a Designated Officer that is being added unless:

- (a) OREA has an approved Form REA 5002 on file for the newly designated Controlling Person; or
- (b) The new Controlling Person holds an active real estate appraisal license with the OREA.

PART III, CHANGE AND REQUEST DECLARATION -- All changes made should be verified by, and held accountable to the Designated Officer of the AMC. The Designated Officer (or new Designated Officer) MUST complete this section.



OREA USE ONLY		Type Remit
Rec'd		<input type="checkbox"/> CC
App Rev	Overpay	<input type="checkbox"/> MO
FP	Misc	<input type="checkbox"/> PO

APPRAISAL MANAGEMENT COMPANY RENEWAL APPLICATION

Read All Directions in Parts IV and V Prior to Completing this Application. Refer to Part IV Section C for Definitions of Appraisal Management Company, Controlling Person, and Designated Officer.

PART I: Applicant Information

A. Appraisal Management Company (AMC)

1. Name		
2. Business Street Address (P.O. Boxes not allowed)		
Address		
City	State	Zip Code
3. Business Telephone Number	4. Business Fax Number	

B. Designated Officer

(Note: The Designated Officer MUST be included on the AMC list of qualified Controlling Persons (see Parts II, IV and V below.)

1. Name		
Last	First	M.I.
2. Title		
3. Business Telephone Number	4. Business Fax Number	
5. Mailing Address		
Address		
City	State	Zip Code
6. Physical Home Address		
Address		
City	State	Zip Code
7. Home/Cell Telephone Number	8. Business Email Address	

C. Type of Entity

1. Legal Structure. Check the box that applies to the business entity type of the applicant.

<input type="checkbox"/> Domestic Corporation	<input type="checkbox"/> Foreign Corporation	<input type="checkbox"/> Partnership	<input type="checkbox"/> Sole Proprietor
<input type="checkbox"/> Domestic LLC	<input type="checkbox"/> Foreign LLC	<input type="checkbox"/> Limited Partnership	<input type="checkbox"/> Other *
If "Other" describe:			

2. Formation Documents. Submit Articles of Incorporation or equivalent formation documents verifying the legal formation and operation of the AMC if there has been any change in the legal structure since the issuance of current Certificate of Registration. Attach to this application.

D. Agent for Service of Process:

This section is to be completed if the Applicant is not domiciled in California. Please provide the name and contact information for the person or entity authorized as the Applicant's agent for service of process within California. This agent for service of process must complete the declaration below and have this document notarized prior to submittal.

1. Name			
Last	First	M.I.	
2. Title			
3. Address (P.O. Boxes not allowed)			
Address			
City		State	Zip Code
4. Business Telephone Number		5. Business Fax Number	

I, _____ (name), am authorized to act as Agent for service of process in the State of California on behalf of _____ (name of AMC), an entity organized and existing under the laws of the State of _____ (current resident state), for purposes of this application before the Director of the Office of Real Estate Appraisers of the State of California to obtain an AMC Certificate of Registration and, thereafter, to operate as a valid AMC in accordance with California law and all of the rights and obligations associated therewith, and I do hereby certify:

The complete address within California whereby I, on behalf of _____ (name of AMC) may be served with process by the Director of the Office of the Real Estate Appraisers or his/her designee is as follows:

Address		
City	State	Zip Code

IN WITNESS WHEREOF, I, _____ (Agent Name for service of process) have subscribed my name hereto this _____ (day) day of _____ (month), _____ (year) at _____ (city), _____ (state).

Signature _____

STATE OF _____	COUNTY OF _____
On this _____ day of _____ in the year _____ before me _____ personally appeared _____ personally known to me (or proved to me on the basis of satisfactory evidence) to be the person whose name is subscribed to this instrument and acknowledged that he/she executed it.	
_____ Signature of Notary Public	

PART II: Controlling Person(s) Information

1. List each name of all "Controlling Persons" of the AMC Including the Designated Officer. Refer to Part IV Section C for a definition of "Controlling Person".

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

2. A separate "Appraisal Management Company (AMC) Controlling Person Application" (REA 5002 Rev 07/01/10) form must be included for each of the above listed Controlling Persons and submitted with this AMC application (REA 5001 Rev 07/01/10).

PART III: Application Declaration

I, _____ (name), certify under penalty of perjury in accordance with California law, that I am the Designated Officer and duly authorized as such and understand and agree, individually and on behalf of _____ (name of AMC), to abide by all federal and California laws applicable to appraisal management companies receiving and maintaining a Certificate of Registration under California law. In addition, I certify that _____ (name of AMC) is legally formed pursuant to the applicable state law and, further, that _____ (name of AMC) shall comply with all California laws as necessary in order to validly operate in California. I declare under penalty of perjury in accordance with California law that I am 18 years of age or older and that the foregoing information and information provided on all attachments is true and correct and that I have answered each question fully and truthfully and without any purpose of evasion or mental reservation. I understand that providing false information is grounds for denial or revocation of any certificate of registration and may subject me to disciplinary action and/or criminal prosecution and punishment by imprisonment in state prison for 2, 3 or 4 years pursuant to Penal Code section 126.

I also certify, under penalty of perjury in accordance with California law, that if a certificate of registration is issued pursuant to this application, _____ (name of AMC) will, in accordance with Business and Professions Code section 11345.3, include in all of its contracts with clients for appraisal services in California, provision of each of the following as standard business practices, as and where applicable:

- a. Ensuring that all independent contractor or employee appraisers that perform appraisal services for this company in California will possess a California real estate appraiser license in good standing;
- b. Reviewing the work of all independent contractor or employee appraisers to ensure that appraisal services are performed in accordance with the Uniform Standards of Professional Appraisal Practice (USPAP); and
- c. Maintaining, at a minimum, each of the following records for each service request:
 - 1. The date of receipt of the request;
 - 2. The name of the person from whom the request was received;
 - 3. The name of the client for whom the request was made, if different from the name of the person from whom the request was received;
 - 4. The appraiser or appraiser(s) assigned to perform the contracted service; and
 - 5. The date of delivery of the appraisal product to the client.

continued on page 4

I also certify, under penalty of perjury in accordance with California law, as to the following regarding service of process on _____(name of AMC).

- a. That service of process on _____(name of AMC) shall be deemed service of process on each and every Controlling Person individually (as identified by Applicant herein and/or as updated by *Appraisal Management Company Change Notification and Miscellaneous Requests* Form REA 5011(New 7/01/10), as consistent with the duties and obligations of a Controlling Person within _____(name of AMC).
- b. That the Applicant hereby irrevocably consents that if, in any action commenced against it by the Director of the Office of Real Estate Appraisers or his designee, service of process upon it cannot be made in California after the exercise of due diligence, a valid service may thereupon be made upon it by delivering the process to the Director of the Office of Real Estate Appraisers of the State of California.
- c. That, following such service of process pursuant to the irrevocable consent authorized herein, the Director of the Office of Real Estate Appraisers of the State of California may mail a copy of any such process to the

_____ (name of AMC), at the following address:

Address		
City	State	Zip Code

Executed this _____ day of _____ at _____ (city or county) _____ (state).

Signature _____

Name (please print) _____

STATE OF _____ COUNTY OF _____
On this _____ day of _____ in the year _____ before me _____ personally appeared _____ personally known to me (or proved to me on the basis of satisfactory evidence) to be the person whose name is subscribed to this instrument and acknowledged that he/she executed it.
_____ Signature of Notary Public

PART IV. READ THE FOLLOWING INFORMATION PRIOR TO COMPLETING THIS FORM

A. GENERAL INFORMATION

- Complete all sections of Parts I, II and III above.
- Do not write in the shaded areas.
- Type or print clearly in blue or black ink.
- The Designated Officer must sign Part III after AMC completion of Parts I and II. Applications must be submitted with original signatures. Applications with electronic or faxed signatures will not be accepted.
- Mail completed application, necessary fees and qualifying documentation to:

OFFICE OF REAL ESTATE APPRAISERS

1102 Q Street, Suite 4100

Sacramento, CA 95811

If you have any questions, please write to the address listed above or call (916) 552-9000

B. RENEWAL APPLICATION FEE

AMC Application Review Fee **\$150**

- All application fees must be paid by pre-printed personal check, company check, cashier's check, certified check, money order, or government purchase order.
- All application fees are non-refundable.
- This \$150 AMC Application fee is separate from the \$80 fee charged for each "Controlling Person" application (REA 5002), which is intended to offset the cost of conducting a background investigation on the individual applicant.
- Once OREA approves an AMC applicant and each associated Controlling Person Application, an Issuance Fee will be due to OREA prior to issuance of the final Certificate of Registration.
- Appraisal management companies **MUST** notify the OREA within 10 business days of any change to contact information for the Designated Officer or any Controlling Person by submitting an *Appraisal Management Company Change Notification and Miscellaneous Requests Form* REA 5011 (New 09/01/10). A *Controlling Persons Application Form* REA 5002 (Rev 09/01/10) must accompany the submittal of Form REA 5011 unless:
 - (a) OREA has an approved Form REA 5002 on file for the newly designated Controlling Person; or
 - (b) The new designee holds an active real estate appraisal license with the OREA.

C. DEFINITIONS

"Appraisal Management Company" means:

1. Any person or entity that satisfies all of the following conditions:
 - (A) Maintains an approved list or lists, containing 11 or more independent contractor appraisers licensed or certified pursuant to this part, or employs 11 or more appraisers licensed or certified pursuant to this part.
 - (B) Receives requests for appraisals from one or more clients.
 - (C) For a fee paid by one or more of its clients, delegates appraisal assignments for completion by its independent contractor or employee appraisers.
2. "Appraisal management company" **does not** include any of the following, when that person or entity directly contracts with an independent appraiser:
 - (A) Any bank, credit union, trust company, savings and loan association, or industrial loan company doing business under the authority of, or in accordance with, a license, certificate, or charter issued by the United States or any state, district, territory, or commonwealth of the United States that is authorized to transact business in this state.
 - (B) Any finance lender or finance broker licensed pursuant to Division 9 (commencing with Section 22000) of the Financial Code, when acting under the authority of that license.
 - (C) Any residential mortgage lender or residential mortgage servicer licensed pursuant to Division 20 (commencing with Section 50000) of the Financial Code, when acting under the authority of that license.
 - (D) Any real estate broker licensed pursuant to Part 1 (commencing with Section 10000) of Division 4 of the Business and Professions Code, when acting under the authority of that license.
3. "Appraisal Management Company" does not include any person licensed to practice law in this state who is working with or on behalf of a client of that person in connection with one or more appraisals for that client.

"Controlling Person" means one or more of the following:

- (1) An officer or director of an appraisal management company, or an individual who holds a 10 percent or greater ownership interest in an appraisal management company; or
- (2) An individual employed, appointed, or authorized by an appraisal management company that has the authority to enter into a contractual relationship with clients for the performance of appraisal services and that has the authority to enter into agreements with independent appraisers for the completion of appraisals; or
- (3) An individual who possesses the power to direct or cause the direction of the management or policies of an appraisal management company.

"Designated Officer" means:

A Controlling Person authorized by the governing structure of the appraisal management company to act on behalf of the company for purposes of application for, and compliance with, a Certificate of Registration to operate as an appraisal management company pursuant to California law. The Designated Officer shall be responsible for the supervision and control of the activities conducted on behalf of the appraisal management company by its officers and employees as necessary to secure full compliance with the provisions of SB 237 (Stats. 2009, ch. 173), including contract services provided to the appraisal management company for the performance of appraisal activities for which a California Real Estate Appraisal license is required.

PART V: Instructions

A. INSTRUCTIONS PART I: *Applicant Information*

INSTRUCTIONS PART I. A.: *AMC*

1. **NAME OF AMC** – List the name of the AMC for which you are submitting this application for certificate of registration.
2. **BUSINESS STREET ADDRESS** – List the business address of the AMC for which you are submitting this application for certificate of registration. Do **not** list a P.O. Box, Rural Route or Star Route. List the physical business address. If a physical address is not available, indicate the physical location (i.e., the nearest intersection and distance from it).
3. **BUSINESS TELEPHONE NUMBER** – List the business telephone number of the AMC for which you are submitting this application for certificate of registration.
4. **BUSINESS FAX NUMBER** – List the business fax number of the AMC for which you are submitting this application for certificate of registration.

INSTRUCTIONS PART I. B.: *Designated Officer*

1. **NAME OF DESIGNATED OFFICER** – List the name of the company's Designated Officer. The Designated Officer must also be a listed Controlling Person and submit an *Appraisal Management Company (AMC) Controlling Person Application* form REA 5002 with this application
2. **TITLE OF DESIGNATED OFFICER** – List the official title of the company's Designated Officer (i.e. President, Director, etc.) held within the company.
3. **BUSINESS TELEPHONE NUMBER OF DESIGNATED OFFICER** - List the business phone number for the Designated Officer of the company.
4. **BUSINESS FAX NUMBER OF DESIGNATED OFFICER** – List the business fax number for the Designated Officer of the company.
5. **MAILING ADDRESS OF DESIGNATED OFFICER** – List the mailing address for the Designated Officer if it is different from the business address.
6. **PHYSICAL HOME ADDRESS OF DESIGNATED OFFICER** – List the physical location of the Designated Officer's home address. Do not list a P.O. Box, Rural Route or Star Route. If a physical address is not available, indicate the physical location (i.e., the nearest intersection from it).
7. **HOME/CELL PHONE NUMBER OF DESIGNATED OFFICER** – List the main contact numbers for the Designated Officer including home and cellular phone number.
8. **BUSINESS EMAIL ADDRESS OF DESIGNATED OFFICER** – List the business email address for the Designated Officer of the company.

INSTRUCTIONS PART I. C.: *Type of Entity*

1. **LEGAL STRUCTURE** – Check the box that describes the business entity type of the AMC. If the type is not listed, please provide a description.
2. **FORMATION DOCUMENTS** – Provide copies of the documents authorizing the valid formation of Applicant under the laws of the state in which it is organized.(i.e.: Articles of Incorporation, D.B.A., Business License, etc.)

INSTRUCTIONS PART I. D.: *Agent for Service of Process*

1. **AGENT FOR SERVICE OF PROCESS** – This section is to be completed by an individual or entity within California that is designated to accept service of process on behalf of an Applicant that is domiciled outside of California. If an entity is designated as agent for service of process, Applicant must provide documentation verifying that this entity qualifies and is in compliance with California law governing service of process on foreign entities.

B. INSTRUCTIONS PART II: *Controlling Person(s) Information*

1. **NAMES OF CONTROLLING PERSON(S)** – List the full names of each "Controlling Person" of the AMC for which you are submitting this application for certificate of registration including the Designated Officer. Please refer to Part IV Section C for a definition of "Controlling Person".
2. **CONTROLLING PERSON APPLICATION (REA 5002)** – Attach a completed *Appraisal Management Company (AMC) Controlling Person Application* form REA 5002 for each individual listed as a Controlling Person (including the Designated Officer) that has not previously been approved as a Controlling Person by OREA.

C. INSTRUCTIONS PART III: *Application Declaration*

1. **APPLICATION DECLARATION** – The Designated Officer of the AMC shall read, sign and date the Application Declaration. If executed outside of the State of California, this declaration must be signed before and certified by a notary public. This form must be signed by the named "Designated Officer" listed in Part I section B of the application.

Privacy Notice – Any individual submitting personal information within the meaning of the Information Practices Act of 1977, as amended (California Civil Code, Section 1798 *et seq.*) shall be entitled to the rights provided under section 1798.17 of that Act and the California Code of Regulations, Title 10, section 3761 regarding access to inspect OREA records containing such personal information about himself or herself. Personal information provided within this application may not be used for any purpose other than to determine an individual's identity and eligibility as a Controlling Person and the eligibility of the relevant appraisal management company for a certificate of registration. Disclosure of personal information on an application to others for any other purpose without the individual's consent, or as otherwise provided in California law, is restricted by law.

NOTE: The following is considered public information and will be disclosed upon request: name and fictitious name, if any, of the appraisal management company; business address (or other physical address) and mailing address of record for the appraisal management company; business telephone and/or facsimile number of record for the appraisal management company, and name and business address of each Controlling Person (as defined herein.)