



**NORTH CAROLINA
APPRAISAL BOARD**

5830 Six Forks Road
Raleigh, NC 27609
919-870-4854

www.ncappraisalboard.org

ncab@ncab.org

**APPLICATION FOR APPRAISAL MANAGEMENT COMPANY
REGISTRATION**

INSTRUCTIONS

- **TYPE OR PRINT CLEARLY IN INK**
- The NON-REFUNDABLE application fee is **\$3,500** and payable only by cashier or certified check made payable to the NC Appraisal Board. All other forms of payment will be returned.
- The person listed in Item 3 on the application should be the person to contact if there are questions about the application.
- Attach a copy of your procedure to verify that a person being added to your appraiser panel holds a license in good standing in this State pursuant to the North Carolina Appraisers Act for appraisals of properties located in this State.
- Attach a copy of your procedure to require that appraisers inform the appraisal management company of their areas of geographic competency, the types of properties the appraiser is competent to appraise, and the methodologies the appraiser is competent to perform.
- Attach a copy of your procedure to periodically review the work of all independent appraisers that are performing real estate appraisal services for your company to validate that the real estate appraisal services are being conducted in accordance with the Uniform Standards of Professional Appraisal Practice.
- Attach a copy of your dispute resolution procedure that allows clients/intended users to request that the appraiser consider additional property information, provide further detail, substantiation, or explanation for the appraiser's value conclusion, or to correct errors in an appraisal report.
- Attach your original written irrevocable consent to service of process if the company is domiciled outside of North Carolina.
- Attach the Appraisal Management Company Registration Bond.
- Complete Attachment A, the name, address and contact information for any individual or business entity that directly or indirectly owns ten percent (10%) or more of the Company. Use the Continuation Sheet if necessary.

- Complete Attachment B, the name, address and contact information for each officer and director of the company. Use the Continuation sheet if necessary.
- Attach a copy of the written partnership agreement or organizational documents, as applicable.
- Attach all required criminal background checks.
- A "foreign corporation" is one formed in a state other than North Carolina.
- Attach a Certificate of Authority from the North Carolina Secretary of State. You can find the form here:
https://sosnc.gov/forms/by_title/Business_Registration_Business_Entities_Common
- If you are uncertain whether you must have a North Carolina Secretary of State identification number, you should contact their office.
<http://www.secretary.state.nc.us/corporations/>
919-807-2225

Please note that you must notify the Appraisal Board in writing or by email of the following changes within 10 days:

- Any change of Compliance Manager
- Any change in ownership that results in an organization or person directly or indirectly owning more than 10% of the Appraisal Management Company
- Any change in officers or directors
- Any change in name, trade name, physical or mailing address, telephone number, email address, and any other information contained in this application.