

# NORTH CAROLINA APPRAISAL BOARD

5830 Six Forks Road, Raleigh, NC 27609  
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Website: [www.ncappraisalboard.org](http://www.ncappraisalboard.org)  
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## DESIGNATION OF COMPLIANCE MANAGER

An AMC must designate one person as the Compliance Manager in accordance with G.S. 93E-2-5. The Compliance Manager shall be a certified real estate appraiser on active status and in good standing in North Carolina or any other state. The Compliance Manager is responsible for ensuring that the AMC operates in compliance with state law.

Designation of the Compliance Manager must be made on this form. All items must be completed. If any item is not applicable, indicate "N/A". This application must be completed by the proposed Compliance Manager.

**PLEASE TYPE OR PRINT CLEARLY!**

**AMC Name:** \_\_\_\_\_

**Does this Compliance Manager replace one already on file?**  Yes  No

**If so, effective date:** \_\_\_\_\_

### **Compliance Manager Information:**

Full Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_\_) \_\_\_\_\_

Appraisal Certification: State: \_\_\_\_\_ Number: \_\_\_\_\_ Certified residential  General

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**I. Regarding Appraiser Certification:**

Have you ever had any disciplinary action taken against your appraiser certificate in NC or any other state?  Yes  No

Are there currently any charges pending against you in connection with your appraiser certificate in NC or any other state?  Yes  No

*IF ANY OF THESE ANSWERS ARE "YES," PROVIDE A COPY OF THE LICENSING AGENCY'S ORDER AS WELL AS ANY OTHER DOCUMENTATION REGARDING THE CASE.*

*YOU MUST ALSO PROVIDE A COMPLETE WRITTEN EXPLANATION OF EACH CHARGE OR CONVICTION WITH THIS APPLICATION.*

**II. Regarding Criminal Offenses:**

Have you ever been convicted of a felony?  Yes  No

Within the past 10 years, have you been convicted of a misdemeanor?  Yes  No

Are there currently any criminal charges now pending against you in NC or any other state?  Yes  No

*"CRIMINAL CHARGES" DO NOT INCLUDE SPEEDING OR PARKING VIOLATIONS. THEY DO INCLUDE DRIVING WHILE INTOXICATED OR WHILE UNDER THE INFLUENCE OF ALCOHOL OR DRUGS.*

*IF YOU BELIEVE A CHARGE HAS BEEN ERASED FROM YOUR RECORD OR EXPUNGED, YOU MUST CHECK WITH THE APPROPRIATE COURT TO MAKE SURE THIS HAS HAPPENED.*

*IF ANY OF THESE ANSWERS ARE "YES," PROVIDE A COPY OF THE COURT JUDGMENT, ARREST WARRANT, OR BILL OF INDICTMENT. INCLUDE A RELEASE FROM PROBATION OR PAROLE IF APPROPRIATE.*

*YOU MUST ALSO PROVIDE A COMPLETE WRITTEN EXPLANATION OF EACH CHARGE OR CONVICTION WITH THIS APPLICATION.*

**III. Have you ever been known by any other names?**  Yes  No

Other names \_\_\_\_\_

**All compliance managers must provide a criminal background check obtained from [www.CastleBranch.com](http://www.CastleBranch.com) Package Code: NG97**

**Signature of Applicant:** I certify that the information provided in this application is true and correct to the best of my knowledge. I understand that any omission, inaccuracy or failure to make full disclosure constitutes grounds for denial or withdrawal of approval of my designation of Compliance Manager.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_