

**IDAHO REAL ESTATE APPRAISER BOARD**  
**Division of Occupational and Professional Licenses**  
**11341 W. Chinden Blvd., Building #4 Boise ID 83714 or**  
**P.O. Box 83720, Boise ID 83720-0063**  
**Phone: (208) 334-3233 Website: <https://dopl.idaho.gov>**  
**E-mail: [rea@dopl.idaho.gov](mailto:rea@dopl.idaho.gov)**

**INSTRUCTIONS FOR APPRAISAL MANAGEMENT COMPANY APPLICATION**

**Application Checklist for an Appraisal Management Company:**

- \_\_\_\_\_ Complete and sign the application. Your signature must be notarized and the original notarized application mailed to the address listed above. Processing will be delayed for applications that are incomplete or do not include a Social Security number or other documentation required under Idaho Code § 73-122. **Incomplete applications that do not include all the items required (excluding those items that must be sent directly to our office from an issuing authority) will delay licensure.**
- \_\_\_\_\_ Enclose the application fee of \$1,000.00. Please make checks and money orders payable to the Idaho DOPL. All returned checks are subject to a \$20.00 fee and the application will be invalid. FEES ARE NOT REFUNDABLE.
- \_\_\_\_\_ Background checks – Those owning ten percent (10%) or more of the Appraisal Management Company (including direct and indirect ownership through other companies) and the designated controlling person must have a satisfactory fingerprint-based criminal history check of the Idaho central criminal database and the FBI criminal history database. Include a completed fingerprint card (these can be obtained by contacting the Board at the information listed above) and an additional payment of a \$33.25 processing fee for each person required to have an FBI fingerprint criminal history check. Please note that according to Idaho State Police policy, any card over 180 days old will be rejected. Please ensure that the fingerprint cards are not over 180 days old.
- \_\_\_\_\_ Attach a copy of the surety bond or letter of credit.
- \_\_\_\_\_ Attach a signed and notarized Irrevocable Consent to Service of Process if Applicant/Registrant is an out of state entity.

**Other Instructions:**

- All applicants must review the Idaho Laws and Rules prior to licensure. Please note that according to Idaho Code §§ 54-4122, 54-4124, and 54-4133, you must be registered to engage in appraisal management services or advertise as an Appraisal Management Company in Idaho. The Appraisal Management Company Laws and Rules can be viewed at <https://dopl.idaho.gov> under the Real Estate Appraisers link.
- Please be sure to keep a copy of this application for your records.

**Covered Transaction:**

Any consumer credit transaction secured by the consumer's principal dwelling

**Federal Definition of Appraisal Management Company:**

Title XI as amended by the Dodd-Frank Act defines "appraisal management company" to mean, in part, an external third party that oversees a network or panel of more than 15 appraisers (State certified or licensed) in a State, or 25 or more appraisers nationally (two or more States) within a given year. (ASC Policy Statement 8, Footnote 98)

**ATTENTION MEMBERS AND SPOUSES OF MEMBERS OF THE ARMED SERVICES**

If you are a member of the armed forces, an honorably discharged veteran or the spouse of an active member or veteran of the military, you are entitled to certain benefits because of your service. Those benefits may include expedited processing of your application and credit for military training that is relevant to the occupational license/registration for which you are applying. For a full explanation of eligibility and a comprehensive description of benefits available, see [Idaho Code §§ 67-9401-9407](#). Additionally, active members of the military may be eligible for a waiver of renewal fees and other renewal requirements, see [Idaho Code § 67-2602A](#).

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**APPLICATION FOR APPRAISAL MANAGEMENT COMPANY**

The designated controlling person’s signature must be notarized, and the \$1,000.00 total fee must be attached. Submit the completed form to the address noted above. All requested information must be provided, and all questions must be answered for the application to be considered. Processing will be delayed for applications that do not include a social security number or other documentation required under Idaho Code § 73-122.

I hereby make application for registration as an Appraisal Management Company in Idaho under the provisions of Title 54, Chapter 41, Idaho Code (“Act”):

Single State       Multi-State

**1. Full Legal Business Name** \_\_\_\_\_

**2. Address of Record** \_\_\_\_\_  
(This address is a public record.)      Street/PO Box      City      State      Zip

**3. Mailing Address** \_\_\_\_\_  
(This will be used as address of record if none provided above.)      Street/PO Box      City      State      Zip

**4. Employer Tax Identification Number (EIN):** \_\_\_\_\_

**5. Business Phone** \_\_\_\_\_ **Other Phone** \_\_\_\_\_ **E-mail** \_\_\_\_\_  
(This number is public a record.)      (This number & e-mail are not public record.)

**6. Name of Designated Controlling Person** \_\_\_\_\_  
(This person must have a satisfactory fingerprint-based criminal history check)

**7. Social Security # of Designated Controlling Person** \_\_\_\_ / \_\_\_\_ / \_\_\_\_ **E-mail** \_\_\_\_\_  
(This is not a public record; required by I.C. § 73-122.)      (This is not a public record; required by I.C. § 67-2609.)

**8. Mailing Address of Designated Controlling Person** \_\_\_\_\_  
Street/PO Box      City      State      Zip

**9. Designated Controlling Person Phone** (\_\_\_\_) \_\_\_\_\_ **Other Phone** (\_\_\_\_) \_\_\_\_\_  
(This number is not a public record.)      (This number is not a public record.)

**10. Are you or your spouse an active member or honorably discharged veteran of the United States Armed Services?**       Yes       No  
(To utilize experience or education gained in the military to qualify you for this license/registration, please attach a copy of your DD-214.)

**11. Does the applicant hold a surety bond or letter of credit in the amount of \$25,000?**       Yes       No  
(PLEASE PROVIDE THE SURETY BOND NAME AND NUMBER OR THE NAME OF THE INSURED DEPOSITORY INSTITUTION IF A LETTER OF CREDIT. ATTACH A COPY OF THE BOND OR LETTER OF CREDIT TO THIS FORM.)

**Surety Name:** \_\_\_\_\_

**Bond Number:** \_\_\_\_\_

**Insured Depository Institution:** \_\_\_\_\_

**12. Does this business meet the federal definition of an Appraisal Management Company?**       Yes       No  
(See partial definition on instruction page.)

**13. List each controlling person (individual/entity) of the Appraisal Management Company:** This includes an owner, officer or director of the Appraisal Management Company, and all individuals who own ten percent (10%) or more of the Appraisal Management Company (including direct and indirect ownership through other companies). Also list any individual who possesses, directly or indirectly, the power to direct or cause the direction of management or policies of the Appraisal Management Company (if more space is needed, please attach a separate addendum). Each person owning ten percent (10%) or more of the Appraisal Management Company and the designated controlling person must have a satisfactory fingerprint-based criminal history check.

Full Legal Name	Street Address	City	State	Zip Code
Business Phone	Email	Appraiser License #	Social Sec.#	% Ownership
Full Legal Name	Street Address	City	State	Zip Code
Business Phone	Email	Appraiser License #	Social Sec.#	% Ownership
Full Legal Name	Street Address	City	State	Zip Code
Business Phone	Email	Appraiser License #	Social Sec.#	% Ownership
Full Legal Name	Street Address	City	State	Zip Code
Business Phone	Email	Appraiser License #	Social Sec.#	% Ownership
Full Legal Name	Street Address	City	State	Zip Code
Business Phone	Email	Appraiser License #	Social Sec.#	% Ownership
Full Legal Name	Street Address	City	State	Zip Code
Business Phone	Email	Appraiser License #	Social Sec.#	% Ownership

**14. Has the applicant or any controlling person of the applicant ever had any professional license or registration refused, denied, cancelled, surrendered in lieu of revocation, or revoked in any state, including Idaho, or other jurisdiction, or been a controlling person of an appraisal management company that has been subject to any of the previous listed items of discipline?**  Yes  No

(If Yes, you must attach: (a) a copy of the charges and final order must be received by the Board directly from each issuing authority; (b) a detailed statement of explanation from the individual or entity involved which includes the jurisdiction, (c) the license/registration number(s), the allegations if you are aware of them, and (d) any other relevant information.)

**15. To the best of your knowledge is any professional license or registration of the applicant or any controlling person of the applicant currently the subject of a pending disciplinary action or investigation in any state, including Idaho, or other jurisdiction?**  Yes  No

(If Yes, please attach (a) a detailed statement of explanation from the individual or entity involved which includes the jurisdiction, (b) the license/registration number(s), (c) the allegations if you are aware of them, and (d) any other relevant information.)

**16. Has the applicant or any controlling person of the applicant ever received a conviction, finding of guilt, withheld judgment or suspended sentence for a felony in any state, including Idaho, or other jurisdiction?**  Yes  No

(If Yes, the Criminal Conviction Disclosure Form, official court documents, and probation and parole documents along with any other relevant information must be received with this application.)

**17. List all Idaho Licensed Appraisers on the Appraisal Management Company's panel. It is the Appraisal Management Company's responsibility to keep a copy of the written agreement between each appraiser and the Appraisal Management Company.**

<b>Full Legal Name</b>	<b>Street Address</b>	<b>City</b>	<b>State</b>	<b>Zip Code</b>	<b>License Number</b>

## **18. CERTIFICATIONS BY DESIGNATED CONTROLLING PERSON**

I certify that I have been designated and duly authorized as the controlling person for the applicant/registrant Appraisal Management Company, and that I have full knowledge of the applicant/registrant's Appraisal Management Company responsibilities upon becoming registered, and have been officially delegated and do accept the authority to ensure the applicant/registrant's Appraisal Management Company compliance with the applicable state statutes and rules and:

- A. That the applicant/registrant Appraisal Management Company has a system in place to verify that all Idaho appraisers on its panel have a current and valid license or certificate in good standing issued by the Idaho Real Estate Appraisers Board. The Appraisal Management Company shall not employ any person who has had a license or certificate to act as an appraiser in Idaho or any other state refused, denied, canceled, revoked or surrendered in lieu of revocation, unless it has been reinstated. The Appraisal Management Company shall not enter into any independent contractor arrangements with any person who has had a license or certificate to act as an appraiser in Idaho or any other state refused, denied, canceled, revoked or surrendered in lieu of revocation, unless it has been reinstated. The Appraisal Management Company shall not enter into any contract or business relationship relating to the appraisal of real property with an entity that employs, has entered into any contract or business relationship with any person who has had a license or certificate to act as an appraiser in Idaho or any other state refused, denied, canceled, revoked or surrendered in lieu of revocation, unless it has been reinstated.
- B. That the applicant/registrant Appraisal Management Company has a system in place to review the work of appraisers who have performed appraisals for the Appraisal Management Company to verify that the appraisals are being conducted in accordance with Uniform Standards of Professional Appraisal Practice.
- C. That the applicant/registrant Appraisal Management Company has retained all records required to be maintained under this Act including the documentation for board registration and registration renewals for the period specified for retention of an appraiser's work file in the Uniform Standards of Professional Appraisal Practice.
- D. That the applicant/registrant Appraisal Management Company will require appraisals to be conducted independently as required by the Uniform Standards of Professional Appraisal Practice, including the payment of customary and reasonable fees for such appraisals.
- E. That the applicant/registrant Appraisal Management Company maintains a detailed record of each service request that the company receives for appraisals of property located in Idaho.
- F. That the applicant/registrant Appraisal Management Company has a valid surety bond or letter of credit in the amount of \$25,000.00 that meets the requirements of Idaho Code § 54-4124(4).
- G. That the applicant/registrant Appraisal Management Company has a system in place to train those who select individual appraisers for real estate appraisal services in Idaho to ensure that the selectors have appropriate training in placing appraisal assignments.

**AFFIDAVIT**

Upon oath I certify that: (1) I am the designated controlling person pursuant to Idaho Code § 54-4126 of the applicant Appraisal Management Company and am the authorized representative of the applicant and its owners/representatives and am authorized to make this application on behalf of the applicant and to bind the applicant and its owners/controlling persons/representatives to every response and commitment made herein; (2) Use in this application and affidavit of "I" or "my" or "me" shall, as the usage may require, refer to the applicant, its owners/controlling persons/representatives and to myself, and that: (3) The responses and information provided in this application and in the accompanying addendum(s) and documentation are true and correct to the best of my knowledge; (4) This application is signed on behalf of the applicant; (5) I have read and will conform to the Laws, Rules and ethical requirements governing the license or authority applied for or granted pursuant to this application; (6) I acknowledge and agree the use of intentional misrepresentation or fraud in this application or violation of any Laws, Rules or ethical requirements governing Appraisal Management Companies or the profession of Real Estate Appraisal shall constitute cause sufficient for denial, suspension, cancellation or revocation of any license or authority applied for or granted pursuant to this application; (7) I will provide additional or corrected information if material changes occur which would cause responses or information provided in or with this application to be inaccurate, incomplete or misleading; (8) I authorize and direct any person, agency, firm, or other entity to release, upon the request of the Idaho Division of Occupational and Professional Licenses or its authorized representative, any information, communication, report, record, statement, disclosure, or recommendation that may have bearing on the eligibility for or maintenance of the license or authority applied for or granted pursuant to this application and hereby release and exonerate any of them from any liability of any kind resulting from the release or collection thereof; (9) I authorize the Division of Occupational and Professional Licenses to release to any other regulatory entity in any jurisdiction any information requested about me that may otherwise be protected or confidential that may have bearing on my eligibility for or maintenance of any license or authority applied for or granted pursuant to this application in this or any jurisdiction and hereby release and exonerate them from any liability of any kind resulting from the release thereof; and (10) Every statement made and all information presented in this application and any addendum or other attachment submitted herewith is true and correct.

\_\_\_\_\_  
Signature of Designated Controlling Person  
On Behalf of the Registrant

State of \_\_\_\_\_, County of \_\_\_\_\_, ss.

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

(seal)

\_\_\_\_\_  
Notary Public Official Signature  
My Commission Expires \_\_\_\_\_

**Note: The applicant's signature must be notarized. The applicants must declare the answers provided are true in front of a notary (jurat). The language "subscribed and sworn" must appear before the applicant's signature. An "acknowledgement" where the notary only verifies the identity of the applicant is not acceptable.**

**IRREVOCABLE CONSENT TO SERVICE OF PROCESS**

**(Out-of-state entities registering as an Appraisal Management Company must designate an agent in Idaho for consent to service of process)**

By signing this application, I give my irrevocable consent that service of process on the Appraisal Management Company identified in the application may be made by delivery of the process to the Agent for Service identified below if, in an action against the Appraisal Management Company in a court of this state arising out of its activities as a state registered Appraisal Management Company, the plaintiff cannot effect, in the exercise of due diligence, personal service on the Appraisal Management Company.

\_\_\_\_\_  
(Print Name of Appraisal Management Company)

\_\_\_\_\_  
(Print Name of Agent for Service of Process – Must be in Idaho)

\_\_\_\_\_  
(Print Mailing Address of Agent for Service of Process)

\_\_\_\_\_  
(Print Business Address of Agent for Service of Process)

\_\_\_\_\_  
(Agent's Phone #)

\_\_\_\_\_  
(Agent's Fax #)

\_\_\_\_\_  
(Agent's Email Address)

\_\_\_\_\_  
(Signature of Controlling Person for Appraisal Management Company)

\_\_\_\_\_  
(Date)

State of \_\_\_\_\_, County of \_\_\_\_\_, ss.

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

(seal)

\_\_\_\_\_  
Notary Public Official Signature  
My Commission Expires \_\_\_\_\_



# Idaho State Police

## Bureau of Criminal Identification



### NONCRIMINAL JUSTICE APPLICANT PRIVACY STATEMENT

As an applicant who is the subject of a national fingerprint-based criminal history record check for a non-criminal justice purpose you have certain rights which are discussed below.

This serves as notification from the Idaho Real Estate Appraiser Board that your fingerprints will be used to check the criminal history records of the State of Idaho and the FBI and that those records will be used solely for the purpose requested and may not be disseminated outside the receiving department, related agency or other authorized entity. The collection of applicant fingerprints in Idaho is authorized by Idaho Code §67-3008.

- If you have a criminal history record, the officials making a determination of your suitability for the job, license, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record.
- Procedures for obtaining a change, correction, or updating of your criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34.
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record, or decline to do so, before being denied the job, license, or other benefit based on information in the criminal history record.
- Disclosure of your Social Security number is voluntary and is solicited pursuant to the Federal Privacy Act and Idaho Code §67-3012 to aid the processing of an interstate background check request for noncriminal justice purposes allowed by federal statute, federal executive order or a state statute that has been approved by the attorney general.

The fingerprints and information reported from this request may be disclosed pursuant to your consent, and may also be disclosed by the FBI without your consent as permitted by the Federal Privacy Act of 1974 (5 USC 552a(h)). Routine uses include, but are not limited to, disclosures to appropriate governmental authorities responsible for civil or criminal law enforcement, counterintelligence, national security or public safety matters to which the information may be relevant; to State and local governmental agencies and nongovernmental entities or application processing as authorized by Federal and State legislation, executive order, or regulation, including employment, security, licensing, and adoption checks. Depending on the nature of your application, other authorities may include numerous Federal or State statutes pursuant to Public Law 92-544 or other authorized authorities.

According to Idaho state law and if agency policy permits, you may be provided a copy of your FBI criminal history record for review and possible challenge upon submission of a written request. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at <https://www.fbi.gov/services/cjis/identity-history-summary-checks>.

If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI at the same website address as provided above. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30-16.34)

If a change, correction or update needs to be made to an Idaho criminal history record, that process information is available on the Idaho State Police website <https://isp.idaho.gov/bci/criminal-history/>.

Please retain a copy of this document for your records.

700 S. Stratford Dr., Ste. 120  
Meridian, ID 83642

Nov-19