

SOUTH DAKOTA DEPARTMENT OF LABOR AND REGULATION

APPRAISER CERTIFICATION PROGRAM

APPRAISAL MANAGEMENT COMPANY

2023 RENEWAL APPLICATION

INSTRUCTIONS: (Please type or print)

1. Complete the information requested.
2. Submit original Registration Surety Bond \$25,000 form or Irrevocable Letter of Credit along with the Power of Attorney.
3. Include payment of \$750.00 (renewal) plus National Registry Fee (per calculation on last page). Check or credit/debit cards accepted.
4. Renewals received 01/01/2023 and after are subject to a \$50.00 per month late fee.
5. Send to the address on page four of this form.

NOTE: All fees are non-refundable.

DO NOT WRITE IN THIS SPACE

Date application received	_____
Secretary of State	_____
Surety Bond Through 12/31/2023	_____
Date application approved	_____
Date issued	_____
Authorization Signature	_____

NOTICE

1. A company applying for a South Dakota AMC registration that does not oversee a network or panel of more than fifteen certified or licensed appraisers in a state, or twenty-five or more nationally, within a given year is not required to register.
2. A company applying for registration that is a subsidiary owned and controlled by a financial institution regulated by a federal financial institution regulatory authority, must complete a form provided by the Appraiser Certification Program. Contact the Appraiser Certification Program at 605-773-3803, or email Anna McCarthy at anna.mccarthy@state.sd.us.

Type or print clearly in ink. All questions on this renewal application must be answered fully and completely as required.

SECTION A: APPRAISAL MANAGEMENT COMPANY INFORMATION (Any change must be reported within five days.)

Legal Name: _____ AMC Certificate Number: _____

Advertising Name (if different from legal name): _____

All other Trade, Business or Affiliated Names: _____

Contact Person for Renewal: _____

Email Address: _____ Phone: _____

Mailing Address: _____

Has the business mailing address changed? No Yes (if yes, complete below)

Business Mailing Address: _____

Business Phone: _____ Business Fax: _____ Website: _____

Is your company's Certificate of Authority with the SD Secretary of State's Office in good standing?

Has any disciplinary action been taken against your company in South Dakota or any other state or jurisdiction?
No Yes (If yes, explain thoroughly in Section F.)

Are there any investigations, complaints, or disciplinary actions currently pending against your company in South Dakota or in any other state or jurisdiction? No Yes (If yes, explain thoroughly in Section F.)

6. that Entity has a system in place to verify that utilized appraisers are licensed or certified and in good standing by this state;
7. that Entity requires each utilized appraiser who performs appraisals in this state to certify in writing the area of geographic competency and specific appraisal assignments competent to appraise;
8. that Entity has a system in place to review the work of utilized appraisers who perform appraisal services to validate that the services were conducted in conformity with the Uniform Standards of Professional Appraisal Practice;
9. that Entity has a system in place to verify that any employee of, or independent contractor to, the appraisal management company that is utilized to perform an appraisal review, of the work of utilized appraisers who perform an appraisal assignment for a property located in South Dakota, be licensed or certified and in good standing by this state;
10. that Entity files a referral with the Program if there is evidence that a utilized appraiser is in violation of the laws, rules or Uniform Standards of Professional Appraisal Practice regarding appraisers;
11. that Entity maintains with the Program the name and address of a registered agent for service of process; and notify the Program, within five days of any change to the information on file;
12. that Entity will disclose to its client(s) the actual fees paid to an appraiser for appraisal services, separate from any other fees or charges for appraisal management services, and make the information available to the Program upon request;
13. that Entity will disclose its certificate of registration number within its engagement document with each utilized appraiser;
14. that Entity will retain records pursuant to ARSD 20:77:06:01;
15. that I understand and agree that the Program may request additional information or documentation deemed necessary for the verification of the information disclosed in this application;
16. that my failure to make a full and accurate disclosure of any information called for herein may result in the denial of a certificate of registration. Further, any certificate of registration obtained on the basis of this application may be revoked or suspended for my failure to disclose full and accurate information herein;
17. that I affirm that I have read and agree to comply with all provisions of the South Dakota Appraisal Management Company laws and rules; and
18. that I hereby authorize any state or Federal agency to release to the Program any and all information concerning complaints or charges brought before it, whether or not the matter resulted in action against the Entity. This authorization specifically includes information that may otherwise be deemed privileged or confidential. I hereby also waive any procedural due process protections that may otherwise entitle the Entity to a hearing before the release of this information.

I, _____, the Designated Officer of _____ (name of appraisal management company), hereby declare under penalty of perjury that the foregoing answers and statements are true and correct.

Signature of Designated Officer

Date

