

INSTRUCTIONS - FEDERALLY REGULATED APPRAISAL MANAGEMENT COMPANY

Access this form via website at: cca.hawaii.gov/pvl

REQUIREMENTS In order to be placed on the Appraisal Management Company Registry, Federally Regulated Appraisal Management Companies will need to complete the Federally Regulated Appraisal Management Company application and submit it with the national registry fee.

APPLICATION Complete the online fillable application or print legibly in black ink and sign the application.

ANNUAL REGISTRY FEE Pursuant to Federal Rule promulgated by the Appraisal Subcommittee ("ASC"), the annual appraisal management company registry fee is established as follows:

- (a) In the case of an appraisal management company that has been in existence for more than a year, **\$25 multiplied by the number of appraisers who have performed an appraisal** for the appraisal management company in connection with a covered transaction in Hawaii during the previous calendar year; and
- (b) In the case of an appraisal management company that has not been in existence for more than a year, **\$25 multiplied by the number of appraisers who have performed an appraisal** for the appraisal management company in connection with a covered transaction in Hawaii since the appraisal management company commenced doing business.

ANNUAL REQUIREMENT With regard to paragraph (a) above, the annual registry fee (for the previous calendar year) will be collected with the initial application.

Thereafter, at the beginning of each calendar year, you are to complete an application and submit it with the national registry fee for the previous calendar year.

With regard to paragraph (b) above, we will begin collecting the annual registry fee (for the duration that the appraisal management company has been doing business) with the initial application.

The following year, you are to complete an application and submit it with the national registry fee due for the remainder of the previous calendar year (i.e., from the time you submitted the initial application to the end of the calendar year).

Thereafter, at the beginning of each calendar year, you are to complete an application and submit it with the national registry fee for the previous calendar year.

FEES **ATTACH** the appropriate fees. Make check or money order payable to: **COMMERCE AND CONSUMER AFFAIRS**. (check must be in U.S. dollars and be from a U.S. financial institution.)

Non-refundable application fee \$60

National Registry fee of \$25 x number of Hawaii-licensed appraisers (from question 3 or 4) who performed appraisals on covered transactions in Hawaii. \$

(CONTINUED ON PAGE 2)

"YES" ANSWERS

If you responded "YES" to questions 5 or 6, **submit** the following:

1. A detailed statement signed by you explaining the circumstances; and
2. Copies of any documents from the agency, including final orders, petitions, complaints, findings of fact and conclusions of law, and any other relevant documents, proof of payment of any fines, etc.

If you responded "YES" to question 7, **submit** the following:

1. A detailed statement signed by you explaining the underlying circumstances leading to the conviction, and detailing all activities since the conviction.
2. A copy of all related court documents (i.e., indictments, judgments, guilty pleas, verdict, and terms of sentence). If applicable, proof of payment of any fines and/or proof of fulfillment of conditions of each sentence; and
3. If applicable, a copy of the terms of probation and/or parole and a statement from your probation or parole officer as to your compliance with the court orders (terms and conditions imposed including any court documentation evidencing completion or discharge).

RELEASE OF INFORMATION

If an agency or individual is assisting you with the licensure process, we will not be able to release any information to them unless you provide us with authorization. If you wish to do so, please complete the portion on **Release of Information to Third Party**, sign and date it.

ADDRESS

Mailing address:

Appraisal Management Company
DCCA-PVL Licensing Branch
P.O. Box 3469
Honolulu, HI 96801

Walk-in address:

Appraisal Management Company
DCCA-PVL Licensing Branch
335 Merchant Street, Room 301
Honolulu, HI 96813

FEDERALLY REGULATED APPRAISAL MANAGEMENT COMPANY APPLICATION

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Name of Applicant:	FOR OFFICE USE ONLY	
Mailing Address (include suite no., city, state and zip code):		
Phone No. (include area code):	E-mail Address:	Employee Identification Number:

1. How long has this company been in existence? _____
2. Number of appraisers on this company's Real Estate Appraiser Panel: _____
3. If in existence less than a year, the number of appraisers who completed appraisal assignments on a covered transaction in Hawaii since this company commenced business: _____
4. If in existence more than a year, the number of appraisers who completed appraisal assignments on a covered transaction in Hawaii in the calendar year preceding the date of this notice: _____
5. Has this company, any officers of the corporation, partners, managers or members ever been the subject of any disciplinary action in this state or any other jurisdiction? YES NO
6. Is this company owned in whole or in part, directly or indirectly, by any person who has had an appraiser license or certification refused, denied, canceled, surrendered in lieu of revocation, or revoked in any state for a substantive cause, as determined by the ASC? YES NO
7. Has this company, any officers of the corporation, partners, managers or members ever been convicted of a crime in any jurisdiction that has not been annulled or expunged? YES NO

NOTE: For "YES" answers to questions 5-7, refer to the instruction sheet for documents that are to be submitted with this application.

I certify that this is a notice of the company's intent to practice in Hawaii. I further certify that the statements, answers, and representations made in this application and in the documents attached, if any, are true and correct.

Signature of Applicant Date

Release of Information to Third Party:

To assist me in the licensing process, I hereby authorize DCCA's staff to release any and all information regarding my Application (including but not limited to Application status) to the following third party:

Print Name of Individual: _____

Signature of Applicant Date

Appl 283 \$60

Annual Reg Fee 930 \$ _____
 (\$25 multiplied by the number of appraisers who have performed appraisals)