

The federal Appraisal Subcommittee maintains the National Registry of AMCs. To be listed on the National Registry, an AMC must annually be determined to be eligible and submit a fee that may vary each year depending on various factors. Use this form to provide the required information.

- Submit this completed form via e-mail to **licensing.commerce@state.mn.us**.

AMC INFORMATION

Name		EIN
Business Address		
Business Telephone Number	Email Address for Business Use	

ELIGIBILITY DETERMINATION

For the purpose of questions 1 and 2, applicants applying for initial registration must oversee a panel of 16 or more appraisers for a single-state AMC and 25 or more for a multi-state AMC. For currently registered AMCs, the given year is the 12 months immediately prior to submitting this form.

- Does the AMC oversee a panel of 16 or more certified or licensed appraisers in only this state within a given year that have been recruited, selected, and retained to perform appraisals in connection with a covered transaction?
 - Yes No – If “No,” the AMC is not eligible as a single-state AMC; proceed to the next question.
- Does the AMC oversee a panel of 25 or more certified or licensed appraisers in more than one state within a given year that have been recruited, selected, and retained to perform appraisals in connection with a covered transaction?
 - Yes No – If the answer to questions 1 and 2 is “No,” the AMC is not eligible; proceed directly to the Certification section.
- Is this a Federally-regulated AMC?
 - Yes No – If “Yes,” proceed directly to the Fee Calculation section.
- Does the AMC have any owner, in whole or in part, directly or indirectly, that has had an appraiser credential refused, denied, cancelled, surrendered in lieu of revocation, or revoked in any state?
 - Yes No – If “Yes,” attach a detailed written explanation including specific dates and copies of all letters of inquiry and resolution, and then proceed to question 5. If “No,” proceed to question 6.

5. Has each credential referred to in question 4 been reinstated?

Yes No – If “No,” the AMC is not eligible; proceed directly to the Certification section.

6. Does the AMC have an owner of 10% or more who:

- (a) has been a defendant in any lawsuit involving claims of gross negligence, fraud, misrepresentation, mismanagement of funds, conversion, breach of fiduciary duty, breach of conduct, or deceit;
- (b) has been found by any civil court to have failed to account to a client or customer for money or property collected for or on behalf of the client or customer; or
- (c) has been charged with, indicted for, or convicted of, or entered a plea to, any criminal offense (felony, gross misdemeanor, or misdemeanor), other than traffic violations, in any state or federal court?

Yes No – If “Yes,” attach a detailed written explanation including specific dates and copies of all letters of inquiry and resolution.

FEE CALCULATION

Minnesota’s Fee Calculation Period is the 12 months immediately prior to submitting this form.

During the Fee Calculation Period, how many appraisers performed at least one appraisal in connection with a covered transaction in Minnesota?

NUMBER _____ × \$25 = TOTAL FEE

☞ **Do not send payment with this form.** The number of appraisers you entered multiplied by \$25 will be used as the basis for your National Registry Fee in the PULSE system when you renew your license.

CERTIFICATION

By entering my name below, I attest under penalty of perjury that all statements, affirmations, and representations made in this form and any associated attachments are accurate. I further attest that this document has not been altered or changed in any manner from the form adopted by the Minnesota Department of Commerce.

Signature of Authorized AMC Representative

Date

If you have questions, please contact the Licensing Division at:

E-mail licensing.commerce@state.mn.us
Telephone 651-539-1599
Website mn.gov/commerce