

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**

1. AMC Type (check one)

- Single state:** An AMC with a panel of more than 15 appraisers engaged or contracted to perform appraisals in connection with covered transactions during the current Minnesota AMC license period (September 1 through August 31).
- Multi-state:** An AMC with a panel of 25 or more appraisers in two or more states engaged or contracted to perform appraisals in connection with covered transactions during the current Minnesota AMC license period (September 1 through August 31).

2. Is this a Federally-regulated AMC?

- Yes  No – If “Yes,” proceed directly to the Fee Calculation section.

3. 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 4. If “No,” proceed to question 5.

4. Has each credential referred to in question 3 been reinstated?

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

5. 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 April 1, 2025 through March 31, 2026.

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.** If you are applying for a new license, you will be invoiced for this fee by the Commerce Department, and it must be paid before your license will be issued. If you are currently licensed in Minnesota, 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](mailto:licensing.commerce@state.mn.us)  
 Telephone    651-539-1599  
 Website    [mn.gov/commerce](http://mn.gov/commerce)