



OFFICE OF THE GOVERNOR



LOUISIANA
REAL ESTATE APPRAISERS BOARD

Please note that this form is a sample for informational purposes only. Renewal forms will be emailed once the renewal period has begun.

Do not fill out and turn in this form as it will not be accepted as a valid renewal form.



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LOUISIANA REAL ESTATE APPRAISERS BOARD

2022 AMC LICENSE RENEWAL AND ASC REGISTRY APPLICATION

INSTRUCTIONS

The Louisiana Real Estate Appraisers Board ("Board") requires each appraisal management company (AMC) conducting business in Louisiana, at any time from January 1, 2022 through December 31, 2022, to complete and submit this license renewal application form ("Renewal Form"). The Renewal Form shall be answered truthfully and in its entirety. An incomplete or falsified application shall be returned unfiled as "REJECTED" and shall not be considered in determination of whether an application filed on a future date is timely. It may be completed and submitted to the Board online or by mail to: 9071 Interline Avenue, Baton Rouge, LA 70809. Applicants electing to submit the Renewal Form via mail shall ensure it is fully complete and either typed or in ink.

LICENSE RENEWAL FEE AND SCHEDULE

Fees are due upon submission of the Renewal Form and are required according to the Appraisal Management Company Licensing and Regulation Act (La. R.S. 37:3415.1 et seq) ("Act"), including but not limited to La. R.S. 37:3415.22, and other requirements imposed by the Appraisal Subcommittee (ASC) of the Federal Financial Institutions Examination Council (FFIEC) Registry & Fee Calculation (www.asc.gov). All payments made to the Board are NON-REFUNDABLE and shall be paid according to the following Fee Schedule:

Application received / postmarked <u>on or before</u> December 31, 2021	\$1,700.00
Delinquent application received / postmarked <u>from</u> January 1, 2022 <u>through</u> February 15, 2022	\$1,850.00
Delinquent application received / postmarked <u>on or after</u> February 16, 2022	\$2,000.00

2022 ASC REGISTRY ELIGIBILITY AND FEE CALCULATION PERIOD

In addition to the annual license renewal payment, the Board also collects annual registry fees on behalf of the ASC, according to Section 1109 of Title XI of the Financial Institutions Reform, Recovery, and Enforcement Act (FIRREA), the September 25, 2017 Federal Register, and Revised Bulletin No. 2017-01 (April 16, 2018). Accordingly, each AMC shall qualify for ASC registration as a Single-State or Multi-State AMC and shall oversee the following minimum panel sizes:

- Single-State AMC: No less than 16 certified or licensed appraisers in Louisiana within a given year, relating to appraisals in connection with a covered transaction.
- Multi-State AMC: At least 25 certified or licensed appraisers in two or more States within a given year, relating to appraisals in connection with a covered transaction.

Louisiana's 2022 ASC Registry Fee Calculation Period is October 1, 2020 through September 30, 2021, and the total ASC registry fee due shall be calculated as follows:

DURING THE ASC REGISTRY FEE CALCULATION PERIOD OF 10/1/2020 TO 9/30/2021, MULTIPLY THE NUMBER OF APPRAISERS, WHO PERFORMED APPRAISALS IN CONNECTION WITH A COVERED TRANSACTION IN LOUISIANA, TIMES TWENTY-FIVE DOLLARS (\$25.00) PER APPRAISER. (____ x \$ ____ = \$ ____ [TOTAL DUE])

ASC REPORTING

Answer all of the following questions relative to the 2022 ASC fee calculation period (October 1, 2020 through September 30, 2021):

1. Is the AMC an eligible Single- or Multi- State AMC? If “NO,” then the AMC is not eligible for ASC AMC Registry and is not required to pay the related 2022 ASC registry fees.
- Single State AMC: Does the AMC oversee a panel of 16 or more credentialed appraisers in Louisiana within a given year that have been recruited, selected, and retained to perform appraisals in connection with a covered transaction? ☐ YES ☐ NO

▪ Multi- State AMC: Does the AMC oversee a panel of 25 or more credentialed appraisers in two or more States within a given year that have been recruited, selected and retained to perform appraisals in connection with a covered transaction? ☐ YES ☐ NO
2. Is this AMC owned and controlled by an insured depository institution regulated by the OCC, the Federal Reserve, or the FDIC (Federally Regulated)? ☐ YES ☐ NO
3. How many appraisers performed an appraisal for a covered transaction in Louisiana on behalf of the AMC? _____
4. AMC Ownership. When answering “YES” to the following questions regarding AMC ownership, the AMC is required to submit a written statement, including all related documents or information in its possession or control.

	YES	NO
a. Has the AMC or any of its owner(s) or controlling person(s) been subject to disciplinary action of any kind by Louisiana or any other state, whether directly or indirectly, including but not limited to having an appraiser credential refused, denied, cancelled, surrendered in lieu of revocation, or revoked?		
b. If yes to Question (7)(a), has the appraiser credential been issued and / or reinstated?		
c. Has a civil judgment been rendered against the AMC and / or does the AMC have any currently pending civil litigation?		
d. Has the AMC been notified of any complaint(s), investigation(s), or disciplinary hearing(s), which remain pending?		
e. Has the AMC, its owner(s), or controlling person(s) been notified of any pending criminal charges or convicted of or pleaded nolo contendere to any criminal offense(s) other than minor traffic violations?		
f. Has the AMC or any owner(s) or controlling person(s) been notified of any pending criminal charges against the AMC or any such person, other than minor traffic violations?		
g. Has the AMC complied with La. R.S. 37:3415.3 by submitting either proof of a surety bond in the amount of \$20,000.00 or a cash deposit or other security with your license renewal application? The AMC shall include with this application a copy of all organization documents recorded with the Secretary of State and the aforementioned security and related information.		

AMC INFORMATION

1. AMC Legal Name(s) (Incl. any Assumed Business Names, DBAs, Trade Names, Trademarks, etc.):
- _____
- _____
2. AMC License No.: _____
3. License Effective Date: _____
4. License Expiration Date: _____
5. Employer ID No. (EIN): _____
6. Business Address (City, State, Zip): _____
7. Website: _____
8. AMC Owner(s): Include the following information for all AMC owners, regardless of share, controlling persons (La. R.S. 37:3415.2), and Louisiana registered agents for service of process. Please note that any federally regulated AMC is not required to answer this Question No. 8 or the following *Informed Consent and Certification*."
- Name: _____
- Address: _____
- Phone: _____
- Email: _____
- Name: _____
- Address: _____
- Phone: _____
- Email: _____
- Name: _____
- Address: _____
- Phone: _____
- Email: _____
- Name: _____
- Address: _____
- Phone: _____
- Email: _____
- Name: _____
- Address: _____
- Phone: _____
- Email: _____

INFORMED CONSENT AND CERTIFICATION

By signing below, I hereby acknowledge, agree, and knowingly consent to and attest to all of the following individually and on behalf of the AMC being renewed:

1. I am an owner, a “controlling person” or otherwise lawfully authorized to act on behalf of this AMC, according to La. R.S. 37:3415.2.
2. The AMC shall furnish LREAB with any and all information or documentation upon request to verify application contents.
3. The AMC confirms it has implemented and uniformly enforces a system to verify that any person added to the AMC appraiser panel to perform appraisals in Louisiana holds an active Louisiana appraisal license.
4. The AMC confirms it has implemented and uniformly enforces a system to review the work on a periodic basis of all independent appraisers, who perform real estate appraisal services for the AMC, to ensure the real estate appraisal services are conducted in accordance with Uniform Standards of Professional Appraisal Practice.
5. The AMC agrees to and shall maintain a detailed record for five years of each real estate appraisal service request the AMC receives and all fees contracted with each appraiser who performs real estate appraisal services for the AMC.
6. The AMC acknowledges it shall comply with Appraisal Management Company Licensing and Regulation Act (La. R.S. 37:3415.1 et seq.), the Louisiana professional and occupational standards applicable to appraisal management companies (LAC 46: LXVII.30101 et seq.), and any other state or federal law or rule applicable to appraisal management companies.
7. The AMC hereby acknowledges and agrees that any Louisiana appraisal credential, in any manner related to this AMC, may be suspended or revoked if the application is determined to be false or misleading.
8. The AMC hereby acknowledges and agrees that LREAB may send all notices and communications related to this renewal application to the email address(es) of the AMC owner(s) and/or controlling person(s) included in the application.
9. The AMC hereby acknowledges and agrees that the AMC license renewal process is not complete until LREAB notifies the AMC owner(s) and/or controlling person(s) that the license has been renewed and issued.
10. Irrevocable Consent to Service of Process. I declare I understand and agree the LREAB Executive Director, and his official successors and assigns, are hereby appointed as lawful agent(s) for service of process in Louisiana upon whom legal service of process may be served. Such service shall constitute and satisfy any lawful requirement that notice be delivered upon the AMC or its owner(s), controlling person(s), or other registered agents. Further, I understand and agree this declaration of consent is irrevocable and extends to all material facts, disputes, controversies, or issues arising out of or in any manner related to this AMC, which occur within Louisiana.

Signature

Date

Typed or Printed Name

Title