West Virginia Real Estate Appraiser Licensing and Certification Board

2110 Kanawha Boulevard, East
Suite 101
Charleston, WV 25311

Phone: 304-558-3919
Fax: 304-558-3983
Website: www.appraiserboard.wv.gov

AMC DESIGNATION OF CONTROLLING PERSON–PAGE 1

An Appraisal Management Company shall designate a controlling person in accordance with W.Va. Code §30-38A-11. The Controlling Person will ensure compliance with this article and will be the main contact for all communication between the Board and the Appraisal Management Company.

Name:		
Physical Address:		
City:	State:	ZIP:
Mailing Address:		
City:	State:	ZIP:
Phone:	FAX:	
Email:		

If an appraiser, list state, license level and license/certification number of all licenses held.

State	License Level	License/Certification Number

WEST VIRGINIA REAL ESTATE APPRAISER LICENSING AND CERTIFICATION BOARD
AMC DESIGNATION OF CONTROLLING PERSON–PAGE 2

1. Regarding Appraiser Certification (if an appraiser):

Have you ever had a license or certificate to act as an appraiser refused, denied, canceled, revoked or surrendered in this state or any other state or any other jurisdiction and not subsequently granted or reinstated?
Yes ☐ No ☐

If "yes" to any of the above, provide a copy of the licensing agency's order, as well as any documentation regarding the case. You must also provide a complete written explanation of each charge or conviction with this application.

2. Regarding Appraisal Management Registration:

Have you ever been part of a firm that was permanently or temporarily enjoined by a court of competent jurisdiction from engaging in or continuing any conduct or practice involving appraisals, appraisal management services or operating an appraisal management company?
Yes ☐ No ☐

Have you ever been the subject of an order of the Board, or any other jurisdiction's appraisal management company regulatory agency that denied or revoked the applicant's or firm's privilege to operate as an appraisal management company?
Yes ☐ No ☐

Have you ever been associated with a firm acting as an appraisal management company while not being properly registered by the Board or any other jurisdiction's appraisal management company regulatory agency?
Yes ☐ No ☐

If "yes" to any of the above, provide a copy of the licensing agency's order, as well as any documentation regarding the case. You must also provide a complete written explanation of each charge or conviction with this application.

3. Regarding Criminal Offenses

Have you pleaded guilty or nolo contendere to, or been convicted of a felony?
Yes ☐ No ☐

Within the past ten (10) years have you pleaded guilty or nolo contendere to, or been convicted of a misdemeanor involving mortgage lending or real estate appraisals; or an offense involving breach of trust or fraudulent or dishonest dealing?
Yes ☐ No ☐

Criminal charges do not include speeding or parking violations. They do include driving while intoxicated or while under the influence of alcohol or drugs. If you believe a charge has been erased from your record or expunged, you must check with the appropriate court to see if this has happened.

If "yes" to any of the above, provide a copy of the court judgment. Include a release from probation or parole if appropriate. You must also provide a complete written explanation of each charge or conviction with this application.

4. Signature of Applicant: I certify the information provided in this application is true and correct to the best of my knowledge. I understand that any omission, inaccuracy or failure to make full disclosure constitutes grounds or denial or withdrawal of approval of my designation as Controlling Person.

Printed Name: _____

Signature: _____ Date: _____

ALL CONTROLLING PERSONS MUST OBTAIN A CRIMINAL BACKGROUND CHECK