



**301 Centennial Mall South, First Floor**  
**PO Box 94963**  
**Lincoln, NE 68509-4963**  
**www.appraiser.ne.gov**  
**402-471-9015**

Check Number:	
Receipt Number:	
Owners Checked on ASC Appraiser Registry:	
Processed By:	Date:
<b>For Board Use Only</b>	

## APPLICATION FOR NEBRASKA APPRAISAL MANAGEMENT COMPANY REGISTRATION

### APPLICATION AND REGISTRATION FEES

**TOTAL FEE DUE WITH APPLICATION: \$350**

**REGISTRATION FEES DUE FOLLOWING AMC REGISTRATION APPROVAL: \$2,000 PLUS ASC NATIONAL REGISTRY FEE (IF ANY)**

### APPRAISAL MANAGEMENT COMPANY INFORMATION

Date of Application: \_\_\_\_\_

Legal Name: \_\_\_\_\_

Employer Identification Number (EIN): \_\_\_\_\_

- AMC Type:      Single State (panel of more than 15 appraisers)  
                   Multi-State (panel of 25 or more appraisers in two or more states)

Federally Regulated:      YES      NO

Business Address: \_\_\_\_\_  
PO Box or Street Number     City     State     Zip Code + 4

\_\_\_\_\_  
E-Mail Address     Area Code + Phone Number     Fax Number

### STATE OF DOMICILE

**If corporation is not domiciled in Nebraska, a designated agent for service within Nebraska must be named. If state of domicile is Nebraska, the following section may be left blank.**

State of domicile: \_\_\_\_\_

Name of designated agent in Nebraska for service of process: \_\_\_\_\_

Address: \_\_\_\_\_  
PO Box or Street Number     City     State     Zip Code + 4

\_\_\_\_\_  
E-Mail Address     Area Code + Phone Number     Fax Number

## TRADE NAME

If the applicant will be doing business in Nebraska under any other name(s), then all such names must be stated, with address and telephone number. (Use a separate sheet if necessary)

Other name: \_\_\_\_\_

Business Address: \_\_\_\_\_  
PO Box or Street Number City State Zip Code + 4

\_\_\_\_\_ E-Mail Address

\_\_\_\_\_ Area Code + Phone Number

\_\_\_\_\_ Fax Number

## OWNERSHIP

All persons/entities owning more than 10% of the applicant must be listed. (Use a separate sheet if necessary.)

If the applicant is owned by a corporation or corporations, does any individual own shares in a parent corporation or corporations where said shares amount to owning more than 10% of the applicant?

YES  NO If the answer is yes, provide shareholder names and contact information on a separate sheet.

If more than 10% of the applicant is held in trust, directly or by virtue of holding shares in a parent corporation or corporations, provide trustee name(s) and contact information on a separate sheet.

Name: \_\_\_\_\_ Percentage Owned: \_\_\_\_\_  
Last First Middle

Address: \_\_\_\_\_ PO Box or Street Number City State Zip Code + 4

\_\_\_\_\_ E-Mail Address

\_\_\_\_\_ Area Code + Phone Number

\_\_\_\_\_ Fax Number

Name: \_\_\_\_\_ Percentage Owned: \_\_\_\_\_  
Last First Middle

Address: \_\_\_\_\_ PO Box or Street Number City State Zip Code + 4

\_\_\_\_\_ E-Mail Address

\_\_\_\_\_ Area Code + Phone Number

\_\_\_\_\_ Fax Number

Name: \_\_\_\_\_ Percentage Owned: \_\_\_\_\_  
Last First Middle

Address: \_\_\_\_\_ PO Box or Street Number City State Zip Code + 4

\_\_\_\_\_ E-Mail Address

\_\_\_\_\_ Area Code + Phone Number

\_\_\_\_\_ Fax Number

## CONTACT PERSON

Contact person to serve as main contact for all communication with the Appraiser Board.

Name: \_\_\_\_\_  
Last First Middle

Address: \_\_\_\_\_  
PO Box or Street Number City State Zip Code + 4

\_\_\_\_\_ E-Mail Address

\_\_\_\_\_ Area Code + Phone Number

\_\_\_\_\_ Fax Number

## DISCIPLINARY QUESTIONS

1. Has the applicant's application for registration/license/certification, or the right to renew or reinstate, ever been denied by any regulatory agency in Nebraska or any other jurisdiction?

YES  NO

*If your answer to No. 1 above is yes, provide a brief statement of all significant details on a separate sheet, including the jurisdiction in which the applicant was denied, the date of denial, reason for denial, the circumstances surrounding the matter, and the names of any persons involved.*

2. Has disciplinary action been taken against the applicant by any regulatory agency in Nebraska or any other jurisdiction, or has the applicant's registration/licensure/certification been surrendered or allowed to lapse due to any action pending or threatened? **Please note that you are required to disclose any action, even if it has been previously disclosed to this agency. Failure to disclose this may result in a delay in processing of your application.**

YES  NO

*If your answer to No. 2 above is yes, provide a brief statement of all significant details on a separate sheet, including the jurisdiction in which the disciplinary action was taken or was pending, the date of the action, reason for disciplinary or pending action, circumstances surrounding the matter, and the name of any persons involved.*

3. Has the applicant had a final civil or criminal judgment entered against it for fraud, dishonesty, breach of trust, or misrepresentation involving real estate, financial services, or appraisal management services within a five-year period immediately preceding the date of application?

YES  NO

*If the answer to No. 3 above is yes, provide a brief statement of all significant details on a separate sheet, including the nature of the suit, location, date filed, court of jurisdiction, and the names of any persons involved.*

4. Is the applicant in whole or in part, directly or indirectly, owned by any person who has had an appraiser credential or equivalent refused, denied, canceled, or revoked or who has surrendered an appraiser credential or equivalent in lieu of revocation in any jurisdiction?

YES  NO

*If your answer to No. 4 above is yes, provide a brief statement of all significant details on a separate sheet, including the nature of the matter, jurisdiction, date(s), and the names of such persons. Include copies of all final orders or consent agreements.*

5. Is the applicant more than ten percent owned by a person who has been convicted of, or entered a plea of nolo contendere to, a felony relating to the appraisal practice or real property appraisal activity or any crime involving fraud, misrepresentation, or moral turpitude?

YES  NO

*If your answer to No. 5 above is yes, provide a brief statement of all significant details on a separate sheet, including the nature of the suit, location, date filed, court of jurisdiction, and the names of any persons involved.*

## AFFIDAVIT OF APPLICANT

The following statements are made for the purpose of procuring registration as an appraisal management company in the State of Nebraska. Applicant hereby consents that the statements may be used as evidence by the Real Property Appraiser Board of the State of Nebraska, or in any court in Nebraska where a violation of the Appraisal Management Registration Act is claimed, and that the application, representations, and statements made herein to procure such registration may at any time be used in evidence.

Applicant has read and will comply with the Appraisal Management Company Registration Act of Nebraska and the rules established by the Real Property Appraiser Board in accordance with the Act.

Applicant expressly agrees that the Nebraska Real Property Appraiser Board reserves the right to go outside this application for information as to the accuracy of the statements in this application.

Applicant certifies that the statements made in this application and all attachments are true and correct to the best of Applicant's knowledge and belief, and that Applicant has not suppressed any information that might have a bearing on this application.

Applicant understands:

- All information related to an appraisal management company's registration shall be reported to the Appraisal Subcommittee as required by Title XI of the Financial Institutions Reform, Recovery, and Enforcement Act of 1989, the AMC final rule, and any policy or rule established by the Appraisal Subcommittee.
- Only AMC appraisers considered to be in good standing in all jurisdictions in which an active credential is held shall be included on an appraisal management company's appraiser panel.
- Any AMC appraiser included on an appraisal management company's appraiser panel engaged in appraisal practice or real property appraisal activity as a result of an assignment provided by applicant shall be free from inappropriate influence and coercion as required by the appraisal independence standards established under section 129E of the federal Truth in Lending Act, including the requirements for payment of a reasonable and customary fee to AMC appraisers when applicant is engaged in providing appraisal management services.
- An appraisal management company shall select an AMC appraiser from its appraiser panel for an assignment who is independent of the transaction and who has the requisite education, expertise, and experience necessary to competently complete the assignment for the particular market and property type.
- An appraisal management company shall not prohibit an AMC appraiser from including within the body of a report that is submitted by the AMC appraiser to the applicant or its assignee the fee agreed upon between the applicant and the AMC appraiser at the time of engagement for the performance of the appraisal.
- An appraisal management company shall not directly or indirectly engage in or attempt to engage in business as an appraisal management company or advertise or hold itself out as engaging in or conducting business as an appraisal management company in this state under any legal name or trade name not included in the application for issuance of a registration, or renewal of a registration, as approved by the board.
- An appraisal management company shall not require an AMC appraiser to indemnify an appraisal management company or hold an appraisal management company harmless for any liability, damage, losses, or claims arising out of the appraisal management services provided by the appraisal management company.
- Prior to assigning appraisal orders, Each appraisal management company shall have a system in place to verify that an appraiser being added to the appraiser panel holds the appropriate appraiser license or certification in good standing.
- Any employee of or independent contractor to an appraisal management company that holds a registration, including any AMC appraiser included on applicant's appraiser panel engaged in appraisal practice or real property appraisal activity, shall comply with the Real Property Appraiser Act, including the Uniform Standards of Professional Appraisal Practice.
- Each appraisal management company is required to have a system in place to verify that an appraiser on the appraiser panel has not had a license or certification as an appraiser refused, denied, canceled, revoked, or surrendered in lieu of a pending revocation in any state in the previous twenty-four months.

- Each appraisal management company that holds a registration shall maintain a detailed record of appraisal management services provided under its registration, and upon request shall submit to the board all books, records, reports, documents, and other information as deemed appropriate by the board to administer and enforce the Nebraska Appraisal Management Company Registration Act. Record retention requirements are for a period of five years after appraisal management services are completed or two years after final disposition of a judicial proceeding related to the appraisal management services, whichever period expires later.
- An appraisal management company that holds a registration may not alter, modify, or otherwise change a completed report submitted by an AMC appraiser without his or her written consent.
- An appraisal management company that holds a registration shall disclose the registration number provided to it by the board on the engagement documents presented to the AMC appraiser.
- Each appraisal management company that holds a registration, except in cases of noncompliance with the conditions of the engagement, shall make payment of fees to an AMC appraiser engaged by the appraisal management company to perform one or more appraisals on behalf of a creditor for a covered transaction or for a secondary mortgage market participant in connection with covered transactions within sixty days after the date on which the AMC appraiser transmits or otherwise provides the report to the appraisal management company or its assignee.
- An appraisal management company that has a reasonable basis to believe that an appraiser has failed to comply with applicable laws or the Uniform Standards of Professional Appraisal Practice shall refer the matter to the board if the failure to comply is material.
- An appraisal management company shall remove any AMC appraiser from its appraiser panel within thirty days after receiving notice that the AMC appraiser:
  - Is no longer considered to be in good standing in one or more jurisdictions in which he or she holds an active credential or equivalent;
  - The AMC appraiser's credential or equivalent has been refused, denied, canceled, or revoked; or
  - The AMC appraiser has surrendered his or her credential or equivalent in lieu of revocation.
- Any AMC appraiser included on an appraisal management company's appraiser panel pursuant to N.R.S. § 76-3203.01 (3) shall remain on such appraiser panel until the date on which the appraisal management company:
  - Sends written notice to the AMC appraiser removing him or her from the appraiser panel. Such written notice shall include an explanation of the action taken by the appraisal management company;
  - Receives written notice from the AMC appraiser requesting that he or she be removed from the appraiser panel. Such written notice shall include an explanation of the action requested by the AMC appraiser; or
  - Receives written notice on behalf of the AMC appraiser of the death or incapacity of the AMC appraiser. Such written notice shall include an explanation on behalf of the AMC appraiser.
- Applicant hereby attests that Applicant has included all required materials and completed the submitted application in its entirety. Applicant understands that, should this application be found to be incomplete, it will be considered invalid and be returned.

Signature of Contact Person: \_\_\_\_\_ Date: \_\_\_\_\_

State of \_\_\_\_\_ )

County of \_\_\_\_\_ ) ss.

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

by \_\_\_\_\_  
Print Name of Contact Person

(Notary Seal Here)

\_\_\_\_\_  
Notary Public





**AUTHORIZATION TO USE FINGERPRINTS FOR NATIONAL CRIMINAL HISTORY RECORD CHECK THROUGH THE NEBRASKA STATE PATROL AND THE FEDERAL BUREAU OF INVESTIGATION**

I acknowledge and consent to the following:

1. The Nebraska Real Property Appraiser Board requires fingerprint submissions for a National Criminal History Record Check through the State Patrol and the Federal Bureau of Investigation:
  - a. as authorized in Nebraska Real Property Appraiser Act (Neb. Rev. Stat. §§ 76-2201 through 76-2250), as a part of my application for issuance of, or renewal of, a credential as a real property appraiser, or
  - b. as authorized in the Nebraska Appraisal Management Company Registration Act (Neb. Rev. Stat. §§ 76-3201 through 76-3220), as a part of the application for issuance of, or renewal of, a registration as an appraisal management company.
2. The Nebraska Real Property Appraiser Board reserves the right to go outside this Criminal History Record Check for information as to the accuracy of the statements made in my application, or for further clarification regarding the results of the Criminal History Record Check. Such information may include, but is not limited to, records of arrests for criminal offenses, the circumstances involved in any such arrests, the suspension or revocation of any license authorizing me to engage in any profession or occupation, or the rejection of my application for such license, and the reason for such suspension, revocation, or rejection.
3. The Nebraska Real Property Appraiser Board may contact any agency of federal, state, or local government, consumer reporting agency, present or former employer, or any other individual, partnership, corporation, or association, in this or any other state, to furnish to the Nebraska Real Property Appraiser Board, any information requested by the Nebraska Real Property Appraiser Board pertaining to my application.
4. I acknowledge that the Criminal History Record Information is retained by the Board for ninety days after the date on which an application is withdrawn or denied, and is disposed of immediately after an application is approved. If the Nebraska Real Property Appraiser Board finds cause to deny my application based upon the results of my Criminal History Record Information, I may request a copy of my Criminal History Record Information received by the Nebraska Real Property Appraiser Board in accordance with the procedures found in Title 298 of the Nebraska Administrative Code.
5. I acknowledge that the procedures for obtaining information, a change, correction, or updating of an FBI identification record are set forth in Title 28, C.F.R., §16.34.

I EXPRESSLY AUTHORIZE AND CONSENT that my fingerprint submissions pertaining to my application be submitted by the Nebraska Real Property Appraiser Board to the Nebraska State Patrol for National Criminal History Record Check through the State Patrol and the Federal Bureau of Investigation, and I HEREBY ACKNOWLEDGE RECEIPT of the NRPAB Privacy Act Statement.

\_\_\_\_\_  
Printed name of person whose fingerprints are being submitted

\_\_\_\_\_  
Signature of person whose fingerprints are being submitted

\_\_\_\_\_  
Date

## NRPAB PRIVACY ACT STATEMENT

**Authority:** The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential executive orders, regulations and/or orders of the Attorney General of the United States or other authorized authorities. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Disclosing your Social Security Number keeps records accurate because other people may have the same name and birth date. Pursuant to the Federal Privacy Act of 1974 (5 USC 552a), disclosure of your Social Security Number is voluntary on the fingerprint card submission.

**Principal Purpose:** Your fingerprints and associated information/biometrics is provided to the Nebraska Real Property Appraiser Board, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

**Routine Uses:** During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

**Additional Information:** At your request, the Nebraska Real Property Appraiser Board shall provide any additional information pertinent to the specific circumstances of this Criminal History Record Check, which may include identification of other authorities, purposes, uses, and consequences of not providing requested information. In addition, any agency in the Federal Executive Branch has also published notice in the Federal Register describing any system(s) of records in which that agency may also maintain your records, including the authorities, purposes, and routine uses for the system(s).

## APPLICATION CHECKLIST

Include the following items with your completed application:

- Completed application.
  
- Two copies of legible, ink-rolled fingerprint cards for each owner/entity owning **more than 10%** of the applicant. This includes trustees of trusts owning more than 10% of the applicant and individuals owning shares in a corporation or corporations where said shares amount to owning more than 10% of the applicant.
  
- Authorization to Use Fingerprints for National Criminal History Record Check through the Nebraska State Patrol and the Federal Bureau of Investigation **signed by each person whose fingerprints are included with the application**. Person being fingerprinted shall also review the NRPAB Privacy Act Statement prior to being fingerprinted. Additional copies of each document may be located under the hyperlink "AMC Registration" found on the main page of the Board's website at <http://appraiser.ne.gov/>.
  
- \$350 non-refundable application fee.
  
- Proof of a valid Surety Bond for \$25,000 naming applicant as the "Principal" and the Nebraska Real Property Appraiser Board as the "Obligee."

## DIRECTIONS

1. Complete entire application. If required information is not provided, application will be considered invalid and be returned to you.
  
2. Along with the application, the following must also be included:
  - a. Check or money order for non-refundable \$350 application fee
  - b. Two sets of fingerprint cards for each owner/entity owning **more than 10%** of the applicant. This includes trustees of trusts owning more than 10% of the applicant and individuals owning shares in a corporation or corporations where said shares amount to owning more than 10% of the applicant. **The Nebraska State Patrol will not process cards if the information at the top of the cards is not completed or if the cards are more than 1 year old.**
  - c. Authorization to Use Fingerprints for National Criminal History Record Check through the Nebraska State Patrol and the Federal Bureau of Investigation signed by each person whose fingerprints are included with the application. Person being fingerprinted shall also review the NRPAB Privacy Act Statement prior to being fingerprinted. Additional copies of each document may be located under the hyperlink "AMC Registration" found on the main page of the Board's website at <http://appraiser.ne.gov/>.
  - d. Proof of a valid Surety Bond for \$25,000 naming applicant as the "Principal" and the Nebraska Real Property Appraiser Board as the "Obligee"

3. Mail application, fee(s), and supporting documentation to:

NEBRASKA REAL PROPERTY APPRAISER BOARD  
301 CENTENNIAL MALL SOUTH, FIRST FLOOR  
PO BOX 94963  
LINCOLN, NE 68509-4963

4. Questions or concerns may be directed to NRPAB staff at 402-471-9015 or [nrpab.amc@nebraska.gov](mailto:nrpab.amc@nebraska.gov)



## ADDITIONAL INFORMATION

- Within sixty days of approval by the Board, an applicant shall pay a non-refundable initial registration fee of \$2000.00 and the ASC National Registry fee due, if any, before the applicant is authorized to conduct business as an appraisal management company in the State of Nebraska. The period used to calculate the national registry fee due will be the year ending on the day 90 days before the date of approval by the Board. With the ASC National Registry Fee, if any, the AMC must also provide a list of the AMC appraisers who have performed an appraisal for the AMC in connection with a covered transaction in Nebraska during the reporting year, if any. The list is to include: (1) First and last name, (2) Credential number, (3) Number of appraisals performed, (4) Earliest appraisal submission date, and (5) Latest appraisal submission date.
- All Appraisal Management Company registrations are in effect for twelve months from the date of issuance, unless revoked, suspended, or cancelled prior to such date.
- Per Neb. Rev. Stat. § 76-3203 (6), all Appraisal Management Company renewal applications shall be furnished to the Board no later than sixty (60) days prior to the date of expiration of the registration. With the application for renewal and the ASC National Registry fee, the AMC must also provide a list of the AMC appraisers who have performed an appraisal for the AMC in connection with a covered transaction in Nebraska during the reporting year, including: (1) First and last name, (2) Credential number, (3) Number of appraisals performed, (4) Earliest appraisal submission date, and (5) Latest appraisal submission date.
- Any Appraisal Management Company who fails to submit a properly completed renewal application by the deadline specified in Neb. Rev. Stat. § 76-3203 (6), but who submits an application within six months of expiration of the registration, may receive a renewal registration by submitting the completed application, along with all of the required documentation, the renewal and ASC national registry fees, and a \$25 late fee for each month or portion of a month the renewal application is postmarked after 60 days prior to registration expiration. The Appraisal Management Company will be considered inactive from the expiration date until the renewal application has been fully processed, including pending background check results.
- Any Appraisal Management Company who fails to submit a properly completed renewal application within six months of expiration of the registration shall not be eligible for renewal and must submit an application for a new registration.
- Pursuant to subdivision (5)(c) of section 76-3202, an appraiser panel shall include each AMC appraiser as of the earliest date on which such person was accepted by the appraisal management company:
  - (a) For consideration for future assignments in covered transactions or for secondary mortgage market participants in connection with covered transactions; or
  - (b) For engagement to perform one or more appraisals on behalf of a creditor for a covered transaction or for a secondary mortgage market participant in connection with covered transactions.
- The Surety Bond shall be maintained until one year after the date that the Appraisal Management Company ceases operation in this state.