



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:
For Board Use Only	

APPLICATION FOR RENEWAL OF NEBRASKA APPRAISAL MANAGEMENT COMPANY REGISTRATION

RENEWAL INFORMATION

RENEWAL FEES DUE: \$1,500 RENEWAL FEE PLUS ASC NATIONAL REGISTRY FEE

Nebraska Real Property Appraiser Board Registration Number: _____

Date of Application: _____

Legal Name: _____

Employer Identification Number (EIN): _____

Initial Date of Registration in Nebraska: _____

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, been denied by any regulatory agency in Nebraska or any other jurisdiction in the past 18 months?

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 within the past 18 months? **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 for your renewal.**

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. Is the applicant currently under investigation by any regulatory agency in Nebraska or any other jurisdiction?

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 jurisdiction in which the applicant is under investigation, the circumstances surrounding the matter, and the names of any persons involved.

4. 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 the eighteen month period immediately preceding the date of application?

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 suit, location, date filed, court of jurisdiction, and the names of any persons involved.

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

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 matter, jurisdiction, date(s), and the names of such persons. Include copies of all final orders or consent agreements.

6. 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. 6 above is yes, provide a brief statement of all significant details on a separate sheet, including the nature of the matter, date filed, court of jurisdiction, and names of any persons involved.

ASC NATIONAL REGISTRY FEE AND REPORTING YEAR

Annual ASC National Registry Fee based on year ending 90 days before expiration of current registration:

Beginning Date of Reporting Year: _____ Ending Date of Reporting Year: _____

Number of appraisers who have performed an appraisal for the AMC in connection with a covered transaction in Nebraska during the reporting year _____ X \$25.00 = \$ _____ National Registry Fee due with application

(Covered transaction means any consumer credit transaction secured by the consumer's principal dwelling.)

National Registry Fee	\$	_____
Nebraska Registration Renewal Fee	+	1500.00
Late Processing Fee, if any	+	_____
Total Fees Due with Renewal Application	\$	_____

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.

APPLICATION CHECKLIST

Include the following items with your completed application:

- Completed application.
- 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.
- 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/>.
- \$1,500 non-refundable renewal fee, ASC national registry fee, and any required late processing 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."

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.

Applicant agrees to 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, and specifically:

- Only AMC appraisers considered to be in good standing in all jurisdictions in which an active credential is held shall be included on appraisal management company's appraiser panel.
- Any AMC appraiser included on 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.
- 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.
- 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.
- 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.
- 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.
- Appraisal management company has 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 appraisal management company, including any AMC appraiser included on appraisal management company'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.
- Appraisal management company has 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.



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).

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 documentation must also be included:
 - a. Check or money order for non-refundable, \$1,500 renewal fee, ASC national registry fee, and any required late processing fee
 - b. 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.
 - c. 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.**
 - d. 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/>.
 - e. Proof of a valid Surety Bond for \$25,000 naming applicant as the "Principal" and the Nebraska Real Property Appraiser Board as the "Obligee."
 - f.
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.

ADDITIONAL INFORMATION

- All Appraisal Management Company registrations are in effect for twelve months from the date of, 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.