



South Carolina Department of Labor, Licensing and Regulation

South Carolina Real Estate Appraisers Board

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P.O. Box 11329 • Columbia • SC 29211-1329

Phone: 803-896-4630 • Contact.REAB@llr.sc.gov

www.llr.sc.gov/appr

2023-2025 APPRAISAL MANAGEMENT COMPANY RENEWAL

An updated financial statement or bond continuation certificate must be included with this renewal. <https://www.llr.sc.gov/appr/pub.aspx>

- Check or money order only (no cash) in the amount of \$1000 made payable to LLR–Real Estate Appraisers Board. (All fees are non-refundable. A returned check fee of up to \$30, or an amount specified by law, may be assessed on all returned funds.)
- Renewals postmarked/submitted July 1, 2023 to June 30, 2024, will have an \$80 per month late fee added to the renewal fee. **Practice is not allowed after June 30, 2023, until all required documentation has been completed and accepted.**
- Include updated bond continuation certificate, [financial statement](#) or [approved bond form](#), for coverage to June 30, 2025. Board approved forms must be used and may be found on: <https://www.llr.sc.gov/appr/pub.aspx>
- Each owner (individual or entity) that has an ownership interest in the appraisal management company must fill out the applicable attachment and submit to the South Carolina Real Estate Appraisers Board as part of the Appraisal Management Company renewal application.
- Any changes in ownership must be reported to the Real Estate Appraisers Board prior to renewal.
- If there has been a Change of Controlling Person, complete and submit the form found here: [https://llr.sc.gov/appr/PDF/Forms/AMC_Change_of_Controling_Person_\(package\).PDF](https://llr.sc.gov/appr/PDF/Forms/AMC_Change_of_Controling_Person_(package).PDF)

Company Name: _____ SC Registration No.: _____

Controlling Person: _____

(If there is a change in the Controlling Person, you must also attach a Controlling Person change form.)

Appraiser Certification State and License No.: (If applicable) _____

Email Address for Controlling Person: _____

Address: _____ City: _____ State: _____ Zip: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

(If different than above)

Phone No.: _____

PERSONAL HISTORY OF CONTROLLING PERSON

If you answer yes to either question, provide a written explanation and any additional information as specified.

1. Since your initial application or your last renewal as the controlling person for this AMC, have you had a certificate or license refused, denied, canceled, surrendered in lieu of revocation, or revoked in this State or any other state? **If Yes, please include a full written explanation and documentation related to such licensure action(s).** ☐ Yes ☐ No
2. Since your initial application or your last renewal as the controlling person for this AMC, have you been convicted of or entered a plea of nolo contendere to a felony relating to the practice of appraisal, banking, mortgage lending, or the provision of financial services, or a crime involving fraud, misrepresentation, or moral turpitude? **If Yes, please include a recent statewide criminal background report from the state in which the conviction(s) took place, a full explanation and any documentation related to this conviction(s).** ☐ Yes ☐ No

CERTIFICATIONS BY CONTROLLING PERSON

1. I certify that this Appraisal Management Company has a system and process in place to verify that a person being added to the appraiser panel of the appraisal management company holds a license in good standing in this State pursuant to the South Carolina Appraisers Act.
2. I certify that this Appraisal Management Company has a system in place to review the work of all certified or licensed appraisers who are independent appraisers that are performing real estate appraisal services for the appraisal management company on a periodic basis to validate that the real estate appraisal services are being conducted in accordance with the Uniform Standards of Professional Appraisal Practice.
3. I certify that this Appraisal Management Company maintains a detailed record of each service request that it receives and the independent appraiser that performs the residential real estate appraisal services for the appraisal management company.
4. I certify that this Appraisal Management Company has a system in place to require that appraisals are conducted independently and free from inappropriate influence and coercion, as required by the appraisal independence standards established under Section 129E of the Truth in Lending Act, 15 U.S.C. Section 1639e.
5. I certify that this Appraisal Management Company has policy that requires a certified or licensed appraiser who is an independent contractor and who performs a real estate appraisal service for the Appraisal Management Company to maintain those records, including, but not limited to, the work file, for at least the later of five years after preparation or two years after the final disposition of a judicial proceeding in which the appraiser or the Appraisal Management Company provides testimony related to the assignment.

ATTESTATION

I, _____ (please print name), am the person described and identified, of good moral character, and the person named in all documents presented in support of this application. I have carefully read the questions in the foregoing application and have answered them completely, without reservations of any kind, and I declare that all statements made by me herein are true and correct. Should I furnish any false or incomplete information in this application, I hereby agree that such act may constitute a violation of the Real Estate Appraisers and Appraisal Management Companies Act in South Carolina.

Signature of Controlling Person

Date

AMC OWNER'S WITH 10% OR MORE OWNERSHIP INFORMATION

Each owner (individual or entity) that has a 10% or more ownership interest in the appraisal management company must fill out this attachment and submit to the South Carolina Real Estate Appraisers Board as part of the Appraisal Management Company renewal application. This form is for owner's already listed with the initial registration application. Any new owner's will need to fill out Attachment A, which is a part of Appraisal Management Company initial registration application.

Name: _____ Ownership Percentage: _____

Home Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____
(Required)

Appraiser Certification State and License No.: (If applicable) _____

PERSONAL HISTORY OF OWNER

If you answer yes to either question, provide a written explanation and any additional information as specified.

1. Since your initial application or last renewal, have you had an appraiser certificate or license refused, denied, canceled, surrendered in lieu of revocation, or revoked in this State or any other state that was not subsequently granted or reinstated? **If Yes, please include a full written explanation and documentation related to such licensure action(s).** ☐ Yes ☐ No
2. Since your initial application or your last renewal, have you been convicted of or entered a plea of nolo contendere to a felony relating to the practice of appraisal, banking, mortgage lending, or the provision of financial services, or a crime involving fraud, misrepresentation, or moral turpitude? **If Yes, please include a recent statewide criminal background report from the state in which the conviction(s) took place, a full explanation and any documentation related to this conviction(s).** ☐ Yes ☐ No

ATTESTATION

I have carefully read the questions and have answered them completely, without reservation of any kind, and I declare that all statements made by me herein are true and correct. Should I furnish any false or incomplete information, I hereby agree that such act may constitute a violation of the Real Estate Appraisers and Appraisal Management Companies Act in South Carolina.

Signature of Owner

Date

AMC OWNER'S WITH LESS THAN 10% OWNERSHIP INFORMATION

Each owner (individual or entity) that has less than 10% ownership interest in the appraisal management company must fill out this attachment and submit to the South Carolina Real Estate Appraisers Board as part of the Appraisal Management Company renewal application. This form is for owners already listed with the initial registration application. Any new owner will need to fill out Attachment B, which is a part of Appraisal Management Company initial registration application.

Name: _____ Ownership Percentage: _____

Home Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____
(Required)

Appraiser Certification State and License No.: (If applicable) _____

PERSONAL HISTORY OF OWNER

If you answer yes to this question, provide a written explanation and any additional information as specified.

1. Since your initial application or your last renewal, have you had an appraiser certificate or license refused, denied, canceled, surrendered in lieu of revocation, or revoked in this State or any other state that was not subsequently granted or reinstated? **If Yes, please include a full written explanation and documentation related to such licensure action(s).** ☐ Yes ☐ No

ATTESTATION

I have carefully read the questions and have answered them completely, without reservation of any kind, and I declare that all statements made by me herein are true and correct. Should I furnish any false or incomplete information, I hereby agree that such act may constitute a violation of the Real Estate Appraisers and Appraisal Management Companies Act in South Carolina.

Signature of Owner

Date