



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

Check Number:	
Receipt Number:	
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**  
**TOTAL FEE DUE FOLLOWING AMC REGISTRATION APPROVAL: \$2,000**

### APPRAISAL MANAGEMENT COMPANY INFORMATION

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

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

Name of Director of Board: \_\_\_\_\_

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 officer in Nebraska to be agent 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.)

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

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

## CONTROLLING PERSON

Controlling 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 24 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? **Please note that you are required to disclose any action, even if it has been previously disclosed on 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 recruited certified or licensed appraisers for appraisal services in Nebraska, or represented itself as an Appraisal Management Company in Nebraska?

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 circumstances surrounding the matter and the names of any persons involved.*

4. Has any person or entity listed above been engaged in any lawsuit(s) involving real estate, either as Plaintiff or Defendant? This does not include Small Claims Court, Domestic Relations Court, automobile cases, or traffic court cases.

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, the court, 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 been refused or denied an appraiser credential or who has had their appraiser credential revoked, cancelled, or surrendered in lieu of revocation in this state or in any other state?

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, location, date(s), and the names of such persons.*

6. Has the applicant or any person who owns more than 10% of the applicant ever been convicted of, or entered a plea of *nolo contendere* to, a felony related to the appraisal practice 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, location, date filed, the court, and the names of any persons involved.*

7. Has the applicant ever knowingly employed any individual to perform appraisal services who has had a credential to act as an appraiser in this state or any other state refused, denied, cancelled, surrendered in lieu of revocation, or revoked?

YES  NO

8. Has the applicant ever knowingly entered into any independent contract or engagement to perform appraisal services, whether in verbal, written, or other form, with any individual who has had a credential license or certificate to act as an appraiser in this state or any other state refused, denied, cancelled, surrendered in lieu of revocation, or revoked?

YES  NO

9. On or after January 1, 2012, has the applicant ever knowingly prohibited an appraiser from including within the body of an appraisal report that is submitted by the appraiser to the applicant or its assignee, the fee that the appraiser was paid by the applicant for the performance of the appraisal report?

YES  NO

## 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."

***I hereby attest that I have included all required materials and completed the submitted application in its entirety. I understand that, should my application be found to be incomplete, that it will be considered invalid and be returned to me.***

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

\_\_\_\_\_  
Signature Date

## AFFIDAVIT OF APPLICANT

The following statements are made for the purpose of procuring registration as an appraisal management company in the State of Nebraska. I hereby consent 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.

I have 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.

I expressly agree 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.

I certify that the statements made in this application and all attachments are true and correct to the best of my knowledge and belief, and that I have not suppressed any information that might have a bearing on this application.

In accordance with the Act, I further certify that:

- A. The applicant has a system and process in place to verify that an appraiser selected to the Appraiser Panel of the applicant holds a license or certification in good standing in this state pursuant to the Real Property Appraiser Act; and
- B. The applicant will, at all times, require appraisers completing appraisal services at the applicant's request to comply with the Uniform Standards of Professional Appraisal Practice, including the requirements for geographic and product competence; and
- C. The applicant has a system in place to verify that only licensed or certified appraisers are used for federally-related transactions; and
- D. The applicant 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 Federal Truth in Lending Act, as amended, including the requirements for payment of a reasonable and customary fee to appraisers when the appraisal management company is providing appraisal services for a consumer credit transaction secured by the principal dwelling of a consumer; and
- E. The applicant maintains a detailed record for each request for appraisal services that it receives and the appraiser who performs the residential real estate appraisal services for the appraisal management company; and
- F. If the applicant is not domiciled in Nebraska, consent is irrevocably given that service of process upon the applicant may be made by delivery of the process to the Nebraska Real Property Appraiser Board if plaintiff cannot, in the exercise of due diligence, effect personal service on the applicant in an action against the applicant in a court of this state arising out of the applicant's activities in this state.

Signature of Controlling Person: \_\_\_\_\_ Date: \_\_\_\_\_

State of \_\_\_\_\_ )  
 ) ss.

County of \_\_\_\_\_ )

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

by \_\_\_\_\_  
 Print Name of Controlling 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).

## 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 before the applicant is authorized to conduct business as an appraisal management company in the State of Nebraska.
- All Appraisal Management Company registrations are in effect for two years from the date of issuance and shall expire at midnight on such date, unless revoked, suspended, or cancelled prior to such date.
- Per Title 298 NAC, all Appraisal Management Company renewal applications must be submitted to the Board's office no later than 30 days prior to registration expiration.
- Any Appraisal Management Company who fails to submit a properly completed renewal application by the deadline specified per Title 298 NAC, 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 fee, and a \$25 late fee for each month or portion of a month the renewal application is postmarked after 30 days prior to registration expiration. The Appraisal Management Company will be considered inactive 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 the renewal deadline shall not be eligible for renewal and must submit an application for a new registration.
- The Surety Bond shall be maintained until one year after the date that the Appraisal Management Company ceases operation in this state.