



**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 RENEWAL OF NEBRASKA APPRAISAL MANAGEMENT COMPANY REGISTRATION

**RENEWAL INFORMATION**                      **RENEWAL FEE DUE: \$1,500**

Nebraska Real Property Appraiser Board Registration Number: \_\_\_\_\_

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

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

Initial Date of Registration in Nebraska: \_\_\_\_\_

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

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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

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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

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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

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## 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 within the past 24 months? **Please note that you are required to disclose any action, even if it has been previously disclosed on a renewal application for 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 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.
- \$1,500 non-refundable renewal 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 may be considered invalid and be returned to me.***

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

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



## 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
  - b. Two sets of fingerprint cards for each owner/entity 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. 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

- 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.