

MISSISSIPPI REAL ESTATE APPRAISAL BOARD

# Appraisal Management Company (AMC)

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Changing Designated Officer Packet

October 3, 2023

**APPRAISAL MANAGEMENT COMPANY**  
**CHANGING THE DESIGNATED OFFICER**

**INSTRUCTIONS**

1. The enclosed documents must be typed or printed in black ink.
2. These documents shall be completed in its entirety.
3. The Designated Officer, who shall be a Controlling person and the main contact for all communications between the AMC and the Mississippi Real Estate Appraisal Board, shall provide all needed information including accurate contact number and e-mail.
4. The Designated Officer shall complete the Irrevocable Uniform Consent to Service of Process at Section D, if the applicant is not domiciled in Mississippi.
5. The Designated Officer shall complete the Affidavit of Designated Officer, sign and have notarized.
6. The Designated Officer shall complete the Background Information Affidavit.
7. These Documents must be accompanied by the following:
  - a. Authorization to release (Consent Form) with witnessed signature.
  - b. Fingerprint Card for the Designated Officer.
8. Please return all documents to the address provided at the top of page 3, Mississippi Appraisal Board or MAB. Make all checks or money orders payable to MAB. If you have any questions, please call our office at 601-359-5440.
9. **Please be sure to provide a current appraiser roster as of today. This can be typed, Word or Excel format.**

# Mississippi Real Estate Appraisal Board

ROBERT E LEE Building Suite 502

239 N LAMAR ST.

Jackson, MS 39201

Phone (601) 359-5440

[www.mab.ms.gov](http://www.mab.ms.gov)

## CHANGING THE DESIGNATED OFFICER (AMC)

### **Please attach the following:**

- a) Completed Fingerprint Card to reflect MAB and FBI # MS920481Z
- b) AMC Authorization Consent Form for background check

### **SECTION A: APPRAISAL MANAGEMENT COMPANY (AMC) INFORMATION**

**Current AMC Registered Number with Mississippi:** \_\_\_\_\_ **TIN#** \_\_\_\_\_

1. Name \_\_\_\_\_

2. Business Street Address \_\_\_\_\_ Suite No. \_\_\_\_\_

City \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

3. Business Mailing Address (if different) \_\_\_\_\_

City \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

4. Business Phone \_\_\_\_\_ Business Fax \_\_\_\_\_

5. Website \_\_\_\_\_ Email \_\_\_\_\_

6. **List any fictitious name or names under which company does business in Mississippi or any other state? Attach continuation sheet if necessary.**

\_\_\_\_\_  
Name State

\_\_\_\_\_  
Name State

7. **Authorized Agent for Service of Process:**

If the company is not a corporation that is domiciled in Mississippi, provide the name and contact information for the company's authorized Agent to accept service of process in Mississippi.

Name of Agent \_\_\_\_\_ Phone No. \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone No. \_\_\_\_\_ Business Fax \_\_\_\_\_

Website \_\_\_\_\_ Email \_\_\_\_\_

8. **Legal Structure of an AMC:**

Domiciled in Mississippi? \_\_\_ Yes \_\_\_ No

\_\_\_ Domestic Corporation    \_\_\_ Foreign Corporation    \_\_\_ Partnership  
\_\_\_ Domestic LLC            \_\_\_ Foreign LLC            \_\_\_ Limited Partnership  
\_\_\_ Sole Proprietor         \_\_\_ Other

If a foreign corporation, LLC or limited partnership, attach Certificate of Authority certified by the Secretary of State. If a domestic corporation, LLC or limited partnership, attach Certificate of Good Standing certified by the Secretary of State, dated within the last thirty (30) days. If a general partnership, attach a copy of the written partnership agreement. If other, attach copy of organizational documents.



**SECTION D: IRREVOCABLE UNIFORM CONSENT TO SERVICE OF PROCESS**

*This section is only applicable to companies applying for a registration as an AMC not domiciled in Mississippi shall complete an irrevocable consent to service of process.*

Name of Appraisal Management Company: \_\_\_\_\_

For purposes of complying with the Mississippi Appraisal Management Company Registration Act, the applicant Appraisal Management Company (AMC) named above does hereby:

1. Irrevocably consents, stipulates and agrees that suits and legal actions may be brought against it in any court of competent jurisdiction and proper venue within Mississippi, and that administrative legal actions may be brought against it before the Mississippi Real Estate Appraisal Board, and agrees that any lawful service of process or pleadings in any cause of action against it arising out of its activities as an AMC in Mississippi made upon the AMC's authorized agent for service of process shall have the same legal force and validity as if the service had been made on the AMC directly.
  
2. Also irrevocably consents, stipulates and agrees that any of the above lawful service of process or pleadings in any court or before the Board against it arising out of its activities as an AMC in Mississippi, shall be made by service upon the Administrator of the Board as its service agent. If the plaintiff in the action cannot, in the exercise of due diligence, effect personal service on said AMC through its authorized agent in paragraph number 1 above, service of process upon the Administrator of the Board shall be deemed valid personal service upon the AMC pursuant to applicable Mississippi law. Further, the Administrator of the Board shall immediately mail a copy of any such process to the Designated Officer at the address on file with the Board.

I, \_\_\_\_\_, as the Designated Officer of the applicant Appraisal Management Company am authorized to sign and execute the Irrevocable Uniform Consent to Service of Process.

\_\_\_\_\_  
**Signature of Designated Officer**

State of \_\_\_\_\_  
County of \_\_\_\_\_

Sworn to and subscribed before me this, the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

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

My Commission Expires: \_\_\_\_\_

(SEAL)

## **AFFIDAVIT OF DESIGNATED OFFICER**

I, \_\_\_\_\_, the undersigned Designated Officer for the applicant Appraisal Management Company (AMC) being first duly sworn, state and affirm that I have fully read this application and that the answers supplied therein, including all supporting documents attached, are true and correct to the best of my knowledge. I hereby certify:

1. That said applicant AMC 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 issued in this state under the Mississippi Real Estate Appraiser Licensing and Certification Act, if a license or certification is required to perform appraisals.
2. That said applicant AMC 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, including the requirements for payment of a reasonable and customary fee to appraisers when the AMC is providing services for a consumer credit transaction secured by the principal dwelling of a consumer.
3. That said applicant AMC has systems in place to verify that:
  - (a) An individual on the appraiser panel has not had a license or certification as an appraiser refused, denied cancelled, revoked, or surrendered in lieu of a pending revocation in the previous twelve (12) months; and
  - (b) Only licensed or certified appraisers are used for federally related transactions.
4. That said applicant AMC requires appraisers completing appraisals at its request to comply with the Uniform Standards of Professional Appraisal Practice (USPAP), including the requirements for geographic and product competence.
5. That said applicant AMC maintains a detailed record of each service request that it receives and the appraiser that performs the residential real estate appraisal services for the AMC.
6. That said applicant AMC has a system in place requiring payment to an independent contract appraiser for the completion of an appraisal service within sixty (60) days after the appraiser provides the completed appraisal report to the AMC, except in cases involving a bona fide breach of contract, substandard performance of services, or alternate payment terms agreed upon by the appraiser and the appraisal management company.
7. That each owner, whether such ownership is owned in whole or in part, directly or indirectly, of the AMC has been reviewed to ensure that no such owner has had an appraiser license or certificate in Mississippi or any other state, refused, denied, cancelled, surrendered in lieu of revocation, or revoked.

8. That said applicant AMC will comply with the Mississippi Appraisal Management Company Registration Act and the administrative rules promulgated by the Board, including the Uniform Standards of Professional Appraisal Practice (USPAP), in all its conduct under any certificate of registration issued pursuant to this application; and further that I understand the types of misconduct for which disciplinary proceedings may be initiated.

I further acknowledge that this application may be denied and that any certificate of registration obtained may be revoked for supplying false, incomplete or misleading information.

\_\_\_\_\_  
**Signature of Designated Officer**

State of \_\_\_\_\_  
County of \_\_\_\_\_

Sworn to and subscribed before me this, the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

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

My Commission Expires: \_\_\_\_\_

(SEAL)

**BACKGROUND INFORMATION AFFIDAVIT**

*Designated Officer*

\_\_\_\_\_  
Last Name                                      First                                      Middle                                      Suffix

Social Security Number \_\_\_\_\_ EIN \_\_\_\_\_

Physical Address \_\_\_\_\_

City \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone Number \_\_\_\_\_ Email Address \_\_\_\_\_

1. If you currently hold or have previously held a business or professional license/registration in Mississippi or elsewhere, please list them below.  
(Attach continuation sheets if needed.)

\_\_\_\_\_  
License Number                                      Name Used

\_\_\_\_\_  
License/Registration/Type                      State                      Date (From)                      Date (To)

\_\_\_\_\_  
License Number                                      Name Used

\_\_\_\_\_  
License/Registration/Type                      State                      Date (From)                      Date (To)

2. Have you ever had an application for registration, certification, or licensure in Mississippi or in any other state denied, or had any professional or occupational license, certificate, registration or permit to practice revoked, annulled, suspended, surrendered or otherwise disciplined in Mississippi or in any other jurisdiction?      \_\_\_ Yes      \_\_\_ No

**If “yes”, attach a copy of any final order denying the license or imposing disciplinary action, along with a written explanation of the circumstances. The word “Order” includes a final order, consent order, agreed order, suspension revocation, or voluntary surrender of a license pursuant to a disciplinary proceeding.**

3. Are there currently any administrative charges, complaints, investigations or proceedings to deny your application or against any professional or occupational license or registration you hold?  
      \_\_\_ Yes        \_\_\_ No

**If “yes”, attach copies of all formal complaints and charges which are pending in connection with any appraiser or other professional license or registration, with a written explanation.**

4. Has any civil judgment or decree of a court been entered against you in this state or any other state, or are there any civil suits pending against which relates to the practice of your profession?  
\_\_\_\_ Yes      \_\_\_\_ No

**If “yes”, attach certified copies of the Judgments or Decrees entered against you where you were charged in the Petition, Complaint or any other charge or pleading with any fraudulent or dishonest dealing.**

5. Have you ever been convicted of, pled guilty, or entered a plea of nolo contendere to any criminal offense, or is there any criminal charge (felony or misdemeanor) now pending against you? (Does not include traffic citations.) \_\_\_\_ Yes      \_\_\_\_ No

**If “yes”, attach certified copies of all charges, indictments, judgments and orders.**

I, \_\_\_\_\_, a Designated Officer, being duly sworn, state and affirm that I have fully read this application and the information given herein is true, correct and complete to the best of my knowledge and belief. I agree to provide the Board with complete copies of any and all documents upon which any “yes” answer is based. I also agree to furnish all additional information or documentation requested by the Board as it may be deemed necessary for the verification of the information given here, and in my supplemental written explanation.

I acknowledge that this application may be denied and that any certificate of registration obtained may be revoked for supplying false, incomplete or misleading information.

I agree to comply with the standards set forth in the Mississippi Appraisal Management Company Registration Act (Act) and the administrative rules promulgated thereunder by the Mississippi Real Estate Appraisal Board (Rules), including the Uniform Standards of Professional Appraisal Practice (USPAP), in all conduct under any certificate of registration issued pursuant to this application; and I understand violations of this Act and Rules shall be grounds for disciplinary proceedings.

\_\_\_\_\_  
**Signature of Designated Officer**

State of \_\_\_\_\_  
County of \_\_\_\_\_

Sworn to and subscribed before me this, the \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

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

My Commission Expires: \_\_\_\_\_

(SEAL)



# Mississippi Real Estate Appraisal Board

ADMINISTRATOR  
E. C. Neely, IV

ROBERT E LEE BUILDING SUITE 502  
239 NORTH LAMAR ST., JACKSON, MS 39201

(601) 359-5440

## AUTHORIZATION TO RELEASE INFORMATION

NAME: \_\_\_\_\_ AMC Registration #: \_\_\_\_\_

CURRENT ADDRESS: \_\_\_\_\_

SOCIAL SECURITY NUMBER: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

RACE / SEX: \_\_\_\_\_ / \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

As evidenced by my witnessed signature below, I hereby authorize and consent to the release of a fingerprint-based background check to:

**Mississippi Real Estate Appraisal Board  
239 N. Lamar St.  
Suite 502  
Jackson, Mississippi 39201**

And I request the inspection of **any and all criminal records information** in the possession of or accessible by the Mississippi Justice Information Center, including, but not limited to, any past history of a criminal offense(s) for which I may have been charged or convicted.

By giving the above-described release, I hereby waive any and all claims or liability for compliance which I may not have or may have in the future against the State of Mississippi, the Mississippi Real Estate Appraisal Board, the Mississippi Department of Public Safety and the Mississippi Justice Information Center, and any of these entities' employees and agents, against any and all future actions with reference to the release of the above-described information and the circumstances surrounding same.

**If the fingerprint card and this consent form are not submitted to the Board by with the enclosed documents, your AMC Registration may temporally be placed on "inactive status" with the Board. In addition to ceasing all appraisal management company activity, you will be required to complete the registration reactivation process which will require several days until a new registration is issued.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness to Signature

\_\_\_\_\_  
Date