

STATE OF TENNESSEE TENNESSEE REAL ESTATE APPRAISER COMMISSION APPRAISAL MANAGEMENT COMPANY REGISTRATION DEPARTMENT OF COMMERCE AND INSURANCE 500 JAMES ROBERTSON PARKWAY NASHVILLE, TENNESSEE 37243-1166 Phone (615) 741-1831

* FOR OFFICE USE ONLY	File Number:
Profession 1504; Renewal Form	Transaction Number:

**RENEWAL FEE OF \$2,000.00 (TIMELY RENEWAL) MUST BE SUBMITTED WITH THIS FORM PAYABLE TO THE STATE OF TENNESSEE.** PAYMENT MAY BE MADE BY PERSONAL CHECK, CERTIFIED CHECK, OR MONEY ORDER.

APPRAISAL MANAGEMENT COMPANY NAME:

REGISTRATION NUMBER: EXIPRATION DATE:
MAILING ADDRESS:
BUSINESS ADDRESS:
BUSINESS PHONE NUMBER:
BUSINESS E-MAIL ADDRESS:
WEBSITE:
CONTROLLING PERSON (REQUIRED):
CONTROLLING PERSON MAILING ADDRESS:
CONTROLLING PERSON PHONE NUMBER:
CONTROLLING PERSON E-MAIL ADDRESS:

## **BIENNIAL CERTIFICATION AFFIDAVIT OF CONTROLLING PERSON**

I, \_\_\_\_\_\_, (Name of Controlling Person) do hereby certify that I am fully aware of my responsibilities under T.C.A. § 62-39-410 as the designated controlling person/managing Principal to ensure compliance with all applicable state laws and rules on behalf of the registered Appraisal Management Company's operation in Tennessee. I have never been convicted of a criminal act involving moral turpitude. I have not had a license or certificate to act as an appraiser refused, revoked or surrendered in lieu of disciplinary action in any state.

The Appraisal Management Company named in this application:

- 1) Has a system and process in place to verify that all individuals added to the appraiser panel of the Appraisal Management Company for appraisal services to be performed in Tennessee holds a license or certification in good standing issued by the Tennessee Real Estate Appraiser Commission.
- 2) Has a system and process in place to verify that an individual to whom the appraisal management company is making assignments for the completion of appraisals has not had a license or certification as an appraiser refused, denied, cancelled, revoked, or surrendered in lieu of a pending revocation.
- 3) Has a system in place to review the work of all appraisers who are performing real estate appraisal services in Tennessee for the Appraisal Management Company on a periodic basis to validate that the real estate appraisal services are being conducted in accordance with USPAP, pursuant to T.C.A.§ 62-39-416.
- 4) Maintains a detailed record of each service request that it receives for appraisal services within the state of Tennessee and the appraiser who performs the real estate appraisal services for the Appraisal Management Company, pursuant to § 62-39-417.

I, <u>,</u> as controlling person, do hereby certify that records of any appraisal activity conducted in the State of Tennessee which issues the Appraisal Management Company registration will be kept at the following address:

\_, and that they will be

available to the Commission, or the Commission staff or designee during normal business hours.

I further certify that I have personally accepted the assigned responsibility of the controlling person as defined in T.C.A. § 62-39-402. If there is any change in my status as controlling person or if my contact information changes, I will notify the Real Estate Appraiser Commission within thirty (30) days of any change. I will notify the Commission within thirty (30) days of a change in the agent for service of process of record, or ownership composition.

SIGNATURE OF CONTROLLING PERSON

PRINTED NAME OF CONTROLLING PERSON

STATE OF

SWORN TO AND SUBSCRIBED BEFORE ME THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_,

NOTARY PUBLIC

COUNTY OF

SEAL

MY COMMISSION EXPIRES

## **APPRAISAL MANAGEMENT COMPANY SURETY BOND – TENNESSEE**

Pursuant to T.C.A. § 62-39-408 (b) and Rules & Regulation 1255-08-01 (3)

## DON'T COMPLETE THIS FORM IF THERE ARE NO CHANGES, ONLY SUBMIT A COPY OF **CURRENT SURETY BOND**

Bond Number:

## KNOW ALL PERSONS BY THESE PRESENTS:

That we, \_\_\_\_\_\_, as

Principal, and

a corporation authorized to do surety business in the State of Tennessee, as Surety, are held and firmly bound unto the State of Tennessee in the sum of TWENTY THOUSAND AND NO/100 DOLLARS (\$20,000), for the payment of which well and truly to be made, we bind ourselves and our legal representatives, firmly by these presents.

THE CONDITION of the above obligation is such that WHEREAS the Principal has applied for registration as an Appraisal Management Company in Tennessee, and gives this bond pursuant to T.C.A. § 62-39-408 (b) and Tenn. Comp. R, & Regs. 1255-08-01 (3). The bond may not be used to assist appraisers in collection efforts of credit extended by the appraiser. The bond shall accrue to the State for the benefit of a claimant against the registrant to secure the performance of the registrant's obligation. Any claims reducing the face amount of the bond must be restored at the time of the biennial renewal.

NOW, THEREFORE, if the Principal shall faithfully perform all of the obligations of an Appraisal Management Company under Tenn. Code Ann. § 62-39-401, et. seq. and any rules or regulations adopted thereunder, then this obligation shall be void; otherwise to remain in full force and effect.

PROVIDED, this bond is continuous and may be cancelled by the Surety by giving thirty (30) days notice in writing to the Tennessee Real Estate Appraiser Commission and the Principal at their addresses last known to the Surety, and the Surety shall be relieved of any further liability under this bond thirty (30) days after such notice is sent by First Class U.S. Mail. In no event shall the Surety's total liability for all claims arising out of the Principal's activities in any one biennial registration period exceed the amount set forth above. Any revision of the bond amount shall not be cumulative.

Dated this day of	, 20	
Signature of Principal	Printed Name of Principal	
Name of Surety Company	Address of Surety	
Name of Surety Agent	Signature of Surety Agent	
(Seal)	Address of Surety Agent	