

SOUTH DAKOTA DEPARTMENT OF LABOR AND REGULATION
APPRAISER CERTIFICATION PROGRAM

123 W. Missouri Ave., Missouri River Plaza, Pierre, SD 57501
Tel: 605.773.3803 dlr.sd.gov/appraisers

APPRAISAL MANAGEMENT COMPANY – REGISTRATION APPLICATION

Instructions: <ol style="list-style-type: none">1. Complete all information on the form (preferably online).2. Print and sign the application.3. Submit the original Registration Surety Bond \$25,000 form or Irrevocable Letter of Credit, along with the Power of Attorney.4. Attach the Secretary of State Certificate to conduct business in South Dakota.5. Mail the original application and all applicable forms and payment to the address above.6. Include payment of \$1,000. Make a check payable to the Appraiser Certification Program.	FOR OFFICE USE ONLY: Date Application Received: _____ Payment Amount: _____ \$25,000 Surety Bond Form: _____ Secretary of State Forms: _____ Date Issued: _____ Registration No: _____
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The Entity's Designated Officer must complete SECTION B, SECTION G, and SECTION H. All questions on this application must be answered fully and completely as required.

SECTION A: APPRAISAL MANAGEMENT COMPANY (ENTITY)

Legal Name: _____ FEI Number: _____

All other Trade of Business Names, including Advertising Name:

Business Mailing Address: _____

County: _____ City _____ State: _____ Zip: _____

Business Physical Address (if different from mailing address above): _____

County: _____ City _____ State: _____ Zip: _____

Business Telephone: _____ Website: _____

Note: any change of information must be reported within five days

SECTION B: DESIGNATED OFFICER

First Name: _____ M.I.: _____ Last Name: _____

Title: _____

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

Business Telephone: _____ Email Address: _____

Physical Residence Address: (if different from mailing address in Section B)

Address: _____ City _____ State: _____ Zip: _____

SECTION C: DESCRIPTION OF ENTITY

Domiciled in South Dakota: Yes No

Legal Structure: (choose one)

Domestic Corporation	Foreign Corporation	Partnership	Limited Partnership
Domestic LLC	Foreign LLC	Sole Proprietor	Other:

SECTION D: BUSINESS ENTITIES

If the applicant is other than a natural person, attach a certificate from the Secretary of State of South Dakota certifying the applicant's authority to conduct business within the State of South Dakota. Contact the South Dakota Secretary of State, Capitol Building, 500 East Capitol Avenue, Suite 204, Pierre, SD 57501, 605.773.4550.

SECTION E: IDENTIFICATION OF CONTROLLING PERSONS

List the names of all Controlling Persons of the AMC and percentage of ownership for each, including the Designated Officer and natural persons owning 10 percent or more of the Entity.

1.	6.
2.	7.
3.	8.
4.	9.
5.	10.

A Controlling Person's contact information must be included in **Section F** or attached for each individual listed.

SECTION F: NAME AND CONTACT INFORMATION OF EACH INDIVIDUAL AUTHORIZED TO CONTRACT WITH CLIENTS OR INDEPENDENT APPRAISERS FOR PERFORMANCE OF APPRAISALS (attach additional sheets as necessary)

CONTACT NAME	CONTACT INFORMATION (PHONE, EMAIL)

SECTION G: UNIFORM IRREVOCABLE CONSENT TO SERVICE OF PROCESS

I hereby acknowledge and agree that I am the Designated Officer of the applicant Entity identified in Section A of this application, and individually and on behalf of the applicant Entity, I do hereby:

1. Stipulate and agree that any suits and/or legal actions that may be commenced against the Entity set forth in Section A of this application, the Designated Officer identified in Section B of this application, or any Controlling Person(s) identified in Section E of this application, or any subsequent changes of information on file, may be brought in any court of competent jurisdiction of any county in South Dakota in which a cause of action may arise due to the actions or omissions of the Entity, the Designated Officer, or any controlling person(s); or in the county in which the plaintiff resides.
2. Further, I also stipulate and agree that service of process on the Entity, Designated Officer, or Controlling Person(s), as identified above, shall be made by service upon the Executive Director of the Appraiser Certification Program as the service agent of the Entity, Designated Officer, or Controlling Person(s), and such service may be held in all courts to be valid and binding as if personal service had been made upon me in South Dakota; and further that the Executive Director of the Appraiser Certification Program shall immediately mail a copy of any such process to the Designated Officer at the address on file with the Appraiser Certification Program.
3. Further, I also stipulate and agree that any grievance and/or complaints that may be commenced against the Entity, the Designated Officer, or any Controlling Person(s) by the Appraiser Certification Program shall be made by service upon the Executive Director of the Appraiser Certification Program shall immediately mail a copy thereof to the Designated Officer at the address on file with the Appraiser Certification Program.
4. Further, I understand that this consent is irrevocable in nature and is applicable to any grievance, complaint, suit, or legal action arising out of appraisal-related actions or omissions of the Entity, its Designated Officer, or Controlling Person(s) in South Dakota.

I have read and understand the above statements and I agree to all the provisions of this consent.

Signature of Designated Officer

Date

SECTION H: DECLARATIONS

I, _____, the undersigned Designated Officer for the Entity identified in the above and foregoing Section A, being first duly sworn, state and affirm that I have read the within and foregoing application and that the answers supplied herein, including all supporting documents attached, are true and correct to the best of my knowledge and belief. Further, I certify individually and on behalf of said applicant Entity:

1. that said applicant Entity is legally formed pursuant to applicable state law and shall comply with all South Dakota laws necessary to validly operate within the State of South Dakota;
2. that said applicant Entity will comply with federal and state laws applicable to appraisal management companies, the laws and the administrative rules promulgated by the Appraiser Certification Program in all its conduct under any certificate of registration issued pursuant to this application;
3. that no person owning more than 10% of the applicant Entity has held or applied for a credential to act as a real estate appraiser in any appraiser-credentialing jurisdiction, which credential was refused, denied, canceled, revoked or surrendered in lieu of discipline;
4. that no entity that owns more than 10% of the applicant Entity is more than 10 percent owned by an individual who has held or applied for a credential to act as a real estate appraiser in any appraiser-credentialing jurisdiction, which credential was refused, denied, canceled, revoked or surrendered in lieu of discipline;

(Section H: Declarations, continued on next page)

5. that Entity has a system in place to verify that utilized appraisers are licensed or certified and in good standing by this state;
6. that Entity requires each utilized appraiser who performs appraisals in this state to certify in writing the area of geographic competency and specific appraisal assignments competent to appraise;
7. that Entity has a system in place to review the work of utilized appraisers who perform appraisal services to validate that the services were conducted in conformity with the Uniform Standards of Professional Appraisal Practice;
8. that Entity has a system in place to verify that any employee of, or independent contractor to, the appraisal management company, that is utilized to perform an appraisal review of the work of utilized appraisers who perform an appraisal assignment for a property located in South Dakota, be licensed or certified and in good standing by this state;
9. that Entity files a referral with the department if there is evidence that a utilized appraiser is in violation of the laws, rules or Uniform Standards of Professional Appraisal Practice regarding appraisers;
10. that Entity maintains with the Appraiser Certification Program the name and address of a registered agent for service of process; and notify the Appraiser Certification Program, within five days, of any change to the information on file;
11. that Entity will disclose to its client(s) the actual fees paid to an appraiser for appraisal services, separate from any other fees or charges for appraisal management services, and make the information available to the Appraiser Certification Program upon request;
12. that Entity will disclose its certificate of registration number within its engagement document with each utilized appraiser;
13. that Entity will retain records pursuant to ARSD 20:77:06:01;
14. that I understand and agree that the Appraiser Certification Program may request additional information or documentation deemed necessary for the verification of the information disclosed in this application;
15. that my failure to make a full and accurate disclosure of any information called for herein may result in the denial of a certificate of registration. Further, any certificate of registration obtained on the basis of this application may be revoked or suspended for my failure to disclose full and accurate information herein;
16. that I affirm that I have read and agree to comply with all provisions of the South Dakota Appraisal Management Company laws and rules and;
17. that I hereby authorize any state or Federal agency to release to the South Dakota Appraiser Certification Program any and all information concerning complaints or charges brought before it, whether or not the matter resulted in action against the Entity. This authorization specifically includes information that may otherwise be deemed privileged or confidential. I hereby also waive any procedural due process protections that may otherwise entitle the Entity to a hearing before the release of this information.

I hereby declare and affirm under penalty of perjury that this application has been examined by me, and to the best of my knowledge and belief, is in all things true and correct.

Signature of Designated Officer

Date

SECTION I: AMC NATIONAL REGISTRY ELIGIBILITY (For this section, “state” has the meaning provided in 12 C.F.R. § 1102.401(e).)

1. Are you an AMC operating in multiple states?

If Yes - Complete this section: If No - Continue to Question 2.

Did this AMC oversee a panel of 25 or more certified or licensed appraisers in more than one state within the calculation period, that have been recruited, selected, and retained to perform appraisal in connection with a covered transaction?

If No - AMC is not eligible for National Registry. Skip to the bottom and sign.

If Yes - Proceed to AMC Registry Fee Calculation.

2. Are you an AMC operating ONLY in a single state (South Dakota)?

If Yes - Complete this section:

Did this AMC oversee a panel of 16 or more certified or licensed appraisers in one state within the calculation period, that have been recruited, selected, and retained to perform an appraisal in connection with a covered transaction?

If No -AMC is not eligible for National Registry. Skip to the bottom and sign.

If Yes -Proceed to AMC Registry Fee Calculation.

AMC REGISTRY FEE CALCULATION

Calculation Period: July 1, 2023, through June 30, 2024.

During the Calculation Period, how many appraisers performed appraisals in connection with covered Transactions in South Dakota? _____ X \$25.00 = _____ (National Registry Fee Due)

I declare and affirm under penalty of perjury that the foregoing statements are true and correct.

Signature of Designated Officer

Date