



**DISTRICT OF COLUMBIA APPRAISAL MANAGEMENT COMPANY-  
 ANNUAL COVERED TRANSACTION REPORT**

**INSTRUCTIONS:** Pursuant to the Appraisal Management Company Emergency Act of 2019 and the promulgated regulations, EACH APPRAISAL MANAGEMENT COMPANY MUST FILE AN ANNUAL COVERED TRANSACTION REPORT with the Commissioner of the Department of Insurance, Securities and Banking (“Department”) no later than **SEPTEMBER 1, 2021**.

This form is to determine annual eligibility and fees for the AMC National Registry. Failure to submit an annual covered transaction report by September 1<sup>st</sup> and remit appropriate fees will result in the AMC not being added to the AMC National Registry.

**DELIVERY INSTRUCTIONS:**

The completed company annual covered transaction report form should be submitted via **EMAIL** to [disb.amcannualreport@dc.gov](mailto:disb.amcannualreport@dc.gov).

**DUE DATE:** Annual covered transaction reports are **DUE BY SEPTEMBER 1, 2021**. Failure to file the annual covered transaction report by the SEPTEMBER 1, 2021 deadline will subject the registrant to a statutory penalty of **\$500**.

Company Name: \_\_\_\_\_

Company NMLS ID or Tax ID: \_\_\_\_\_



Company Phone #: \_\_\_\_\_

Company Address: Street \_\_\_\_\_

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

**COVERED TRANSACTION:** Any consumer credit transaction secured by the consumer’s principal dwelling.

**1. Please select which applies to your business below and follow the corresponding instructions:**


Single State AMC	Multi-state AMC
<p>Did this AMC oversee a panel of 16 or more District of Columbia certified or licensed appraisers in the previous calendar year, who were recruited, selected, and retained to perform appraisals in connection with a covered transaction?</p> <p><input type="checkbox"/> If No,  this AMC <b>does not qualify to be on the AMC National Registry</b></p> <p><input type="checkbox"/> If Yes, continue to question 2</p>	<p>Did this AMC oversee a panel of 25 or more certified or licensed appraisers, in two or more states including District of Columbia, during the previous calendar year, who were recruited, selected and retained to perform appraisals in connection with a covered transaction?</p> <p><input type="checkbox"/> If No,  this AMC <b>does not qualify to be on the AMC National Registry</b></p> <p><input type="checkbox"/> If Yes, continue to question 2</p>

**2. Is this a federally regulated AMC?**

If Yes, proceed directly to **Page 5, AMC REGISTRY FEE CALCULATION.**

If No, continue to question 3

**3. Does the AMC have an owner, in whole or in part, directly or indirectly, that has had an APPRAISER credential refused, denied, cancelled, surrendered in lieu of revocation, or revoked in any state and has the APPRAISER credential NOT been reinstated?**

If Yes,  this AMC **does not qualify to be on the AMC National Registry**

- o please 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, a copy of any associated orders and the names of any persons involved. Once completed, continue ↓

If No, continue to question 4

**4. Does the AMC have an owner, in whole or in part, directly or indirectly, that any of the following are applicable to? (Please Read each item carefully and provide a response)**

Yes	No		
		A	EVER had any professional or occupational credential (license, registration, certification, or similar authorization to work in a professional or occupational capacity) suspended?
		B	EVER had a professional or occupational credential (license, registration, certification, or similar authorization to work in a professional or occupational capacity) sanctioned? Sanctions include, but are not limited to, having a credential restricted, limited, placed on probation, being required to pay a fine or penalty, take education, or comply with any other condition?
		C	EVER been sanctioned or banned from engaging in any activity by Freddie Mac, Fannie Mae, FHA (HUD), VA, or similar organization for any period of time or for any reason?
		D	EVER been ordered to cease and desist from any conduct related to a professional or occupational credential (license, registration, certification, or similar authorization to work in a professional or occupational capacity)?
		E	EVER allowed a professional or occupational credential (license, registration, certification, or similar authorization to work in a professional or occupational capacity) to expire or lapse while under investigation by a regulatory or licensing body, or while a regulatory action was pending against you?
		F	Have knowledge of any complaint, investigation, or disciplinary action CURRENTLY ongoing or pending against them by a regulatory or licensing body?
		F	EVER resolved a felony, class A misdemeanor, class B misdemeanor, or comparable criminal offense through a plea in abeyance, diversion agreement, withheld judgment, or other method whereby a charge was held in suspense during a period of time in which you were on probation or were obligated to comply with conditions outlined by a court? A traffic offense can be prosecuted as a felony, class A misdemeanor, class B misdemeanor, or comparable criminal offense.
		G	Currently, are they aware of any investigation(s), indictment(s), or criminal charge(s) for any crime in any jurisdiction which are pending against them?
		H	EVER had a judgment entered against them in a civil court or in a bankruptcy court on the basis of fraud, misrepresentation, or deceit, or in any matter related to the purchase, sale, management, finance, loan origination, or valuation of real estate?

Each YES answer requires a detailed letter of explanation on a separate sheet, along with copies of all orders; court documents including charging and judgment documents; court dockets; and proof of completion of probation and restitution orders and payments of fines and judgments.

5. Does the registrant have a system in place to review the work of all independent appraisers that are performing real estate appraisal services for the appraisal management company on a periodic basis to validate that the real estate appraisal services are being conducted in accordance with the Uniform Standards of Professional Appraisal Practice?
- Yes
- No
6. Does the registrant have 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 in the District of Columbia pursuant to the applicable law?
- Yes
- No
7. Does the registrant maintain a detailed record of each service request that is receives and the independent appraiser that performs that residential real estate appraisal services for the appraisal management company?
- Yes
- No
8. Does the registrant have 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, 15 U.S.C. Section 1639e?
- Yes
- No
9. Has the registrant verified that each owner, direct or indirect, has not had an appraiser certificate or license refused, denied, canceled, surrendered in lieu of revocation, or revoked in the District of Columbia or in any state unless the certificate or license was subsequently granted or reinstated?
- Yes
- No



Company Name: \_\_\_\_\_

Company NMLS ID or Tax ID: \_\_\_\_\_

### AMC REGISTRY FEE CALCULATION

During the fee calculation period, July 1 of previous year through June 30 of current year, how many appraisers on your panel performed appraisals in connection with a covered transaction in the District of Columbia?

	X \$25.00 =	
Number of Appraisers		Total Registry Fees Due

**AFFIDAVIT:**

“I, \_\_\_\_\_, hereby certify, under penalty of perjury, that I have read and knowingly made the statements and representations provided in this notification and that each and every such statement and representation is true, accurate, and complete to the best of my knowledge and belief. I understand that any false statement, misrepresentation, or fraud in connection with this report may be cause for revocation, suspension, or other disciplinary action against the registrant submitting the annual covered transaction report.”

Print Name	Signature
Title	Date

Personally appeared before me, \_\_\_\_\_, who being duly sworn according to law, deposes and says that the information contained in the Annual Report Form being submitted is true and correct.

\_\_\_\_\_  
Notary Public-Signature

\_\_\_\_\_  
Notary Public- Printed Name

SEAL

**DELIVERY INSTRUCTIONS:**

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**PAYMENT:** The company will be invoiced for the AMC registry fee.

**DUE DATE:** Annual covered transaction reports are **DUE BY SEPTEMBER 1, 2021**. Failure to file the annual covered transaction report by the SEPTEMBER 1, 2021 deadline will subject the registrant to a statutory penalty of **\$500**.