

Appraisal Management Companies Frequently Asked Questions

- Q. How do I obtain a license verification\ letter of good standing?**
A. Submit a request in writing directly to the office. There is no fee required. You may fax the request to (573) 526-3489; email to reacom@pr.mo.gov or mail directly to the office.
- Q. How do I obtain a duplicate license?**
A. Place the request in writing, along with a \$5 fee, and mail directly to the office.
- Q. Does the controlling person have to be an appraiser?**
A. No
- Q. Do I have to be fingerprinted?**
A. All controlling person(s) who own more than 10% must be fingerprinted.
- Q. How do I change my address?**
A. If you are changing the address (with no changes to the ownership/designated controlling person and/or controlling person) then you may email the information to reacom@pr.mo.gov
- Q. How do I change the controlling person and/or designated controlling person?**
A. If you are changing the controlling person and/or designated controlling person (with no changes to the ownership) then you may submit the one page application. This may be found online within the AMC application at <http://pr.mo.gov/boards/appraisers/375-0874.pdf>
- Q. How do I change the ownership?**
A. If the ownership of the company changes and there are no other changes to the entity, designated controlling person, controlling person, registered agent and/or surety bond then the AMC shall notify the commission in writing of such change.
- Q. When does my license expire?**
A. All licenses, regardless of issue date, will expire June 30th of the even numbered years.
- Q. How do I renew the license?**
A. Renewals will be mailed to the designated controlling person approximately 90 days prior to the expiration date of the renewal.
- Q. How do I surrender/relinquish and AMC license?**
A. The designated controlling person would return the license along with a notarized statement that the AMC is no longer operating in Missouri.
- Q. How do I file a complaint against an Appraisal Management Company?**
A. You may find the complaint form online at http://pr.mo.gov/boards/375-0195_noHIPPA.pdf

If you have any questions, please contact the office.

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<http://pr.mo.gov/appraisers.asp>