



South Carolina Department of Labor, Licensing and Regulation

South Carolina Real Estate Appraisers Board

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P.O. Box 11329 • Columbia • SC 29211-1329

Phone: 803-896-4630 • Contact.REAB@llr.sc.gov

www.llr.sc.gov/appr

2025-2026 APPRAISAL MANAGEMENT COMPANY RENEWAL

- Check or money order only (no cash) in the amount of \$500 made payable to LLR–Real Estate Appraisers Board. (All fees are non-refundable. A returned check fee of up to \$30, or an amount specified by law, may be assessed on all returned funds.)
- **Registrations not renewed by June 30, 2025 will be expired. Performing real estate appraisal without a valid registration may result in disciplinary action. Expired registrations may be reinstated in accordance with S.C. Code Ann. §40-60-350.**
- Include updated bond continuation certificate or [approved bond form](#), for coverage to June 30, 2026. Board approved forms must be used and may be found here: <https://www.llr.sc.gov/appr/pub.aspx>
- Each owner (individual or entity) with an ownership interest in the appraisal management company must complete the applicable forms and submit to the Board with the Appraisal Management Company renewal application.
- Any changes in the entity's name, address, organizational status or federal identification must be reported to the Board prior to renewal. Failure to report these changes may result in a registration cancellation.
- A Change of Controlling Person form may be found here:
[https://llr.sc.gov/appr/PDF/Forms/AMC_Change_of_Controling_Person_\(package\).PDF](https://llr.sc.gov/appr/PDF/Forms/AMC_Change_of_Controling_Person_(package).PDF)

Company Name: _____ SC Registration No.: _____

Controlling Person: _____

(If there is a change in the Controlling Person, a Controlling Person change form must also be submitted.)

Appraiser Certification State and License No.: (If applicable) _____

Email Address for Controlling Person: _____

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

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

(If different than above)

Phone No.: _____

PERSONAL HISTORY OF CONTROLLING PERSON

If you answer yes to either question, provide a written explanation and any additional information as specified.

1. Since the initial application or the last renewal for this AMC, have you failed to report a change in the entity's name, address, organizational status or federal identification number within 15 days? ☐ Yes ☐ No
2. Since your initial application or your last renewal as the controlling person for this AMC, have you had a certificate or license refused, denied, canceled, surrendered in lieu of revocation, or revoked in this state or any other state? **If yes, please include a full written explanation and documentation related to such licensure action(s).** ☐ Yes ☐ No
3. Since your initial application or your last renewal as the controlling person for this AMC, have you been convicted of or entered a plea of nolo contendere to a felony relating to the practice of appraisal, banking, mortgage lending, or the provision of financial services, or a crime involving fraud, or misrepresentation? **If yes, please include a recent statewide criminal background report from the state in which the conviction(s) took place, a full explanation and a copy of the court judgement and release from probation or parole, if appropriate.** ☐ Yes ☐ No

CERTIFICATIONS BY CONTROLLING PERSON

1. I certify that this Appraisal Management Company 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 in this state pursuant to the South Carolina Appraisers Act.
2. I certify that this Appraisal Management Company has a system in place to review the work of all certified or licensed appraisers who are 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.
3. I certify that this Appraisal Management Company maintains a detailed record of each service request that it receives and the independent appraiser that performs the residential real estate appraisal services for the appraisal management company.
4. I certify that this Appraisal Management Company 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, 15 U.S.C. Section 1639e.
5. I certify that this Appraisal Management Company has policy that requires a certified or licensed appraiser who is an independent contractor and who performs a real estate appraisal service for the Appraisal Management Company to maintain those records, including, but not limited to, the work file, in accordance with the Uniform Standards of Professional Appraisal Practice, and for at least the later of five years after preparation or two years after the final disposition of a related judicial proceeding in which the appraiser or the Appraisal Management Company provides testimony related to the assignment.

ATTESTATION

I, _____ (please print name), the undersigned, in making this application for renewal to the South Carolina Real Estate Appraisal Board for the registration as an Appraisal Management Company, being of good moral character, swear or affirm that I am the controlling person designated by the Appraisal Management Company to make this application for renewal on their behalf, and that the information provided in connection with this application for renewal is true to the best of my knowledge and belief, with the understanding that any omissions, inaccuracies or failures to make full disclosures, may constitute a violation of the Real Estate Appraisers and Appraisal Management Companies Act in South Carolina, and may be deemed sufficiency reason to withhold renewal of or suspend or revoke a registration of license issued by the Board.

Signature of Controlling Person

Date

AMC OWNER'S WITH 10% OR MORE OWNERSHIP INFORMATION

Each owner (individual or entity) that has a 10% or more ownership interest in the Appraisal Management Company must complete this form, which must be submitted to the South Carolina Real Estate Appraisers Board with the Appraisal Management Company renewal application. This form is for owner's already listed with the initial registration application. All new owners will complete and submit Attachment A, which is a part of Appraisal Management Company initial registration application.

Name: _____ Ownership Percentage: _____

Home Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____
(Required)

Appraiser Certification State and License No.: (If applicable) _____

PERSONAL HISTORY OF OWNER

If you answer yes to either question, provide a written explanation and any additional information as specified.

1. Since your initial application or last renewal, have you had an appraiser certificate or license refused, denied, canceled, surrendered in lieu of revocation, or revoked in this state or any other state or jurisdiction? **If yes, please include a full written explanation and documentation related to such licensure action(s).** ☐ Yes ☐ No
2. Since your initial application or your last renewal, have you been convicted of or entered a plea of nolo contendere to a felony relating to the practice of appraisal, banking, mortgage lending, or the provision of financial services, or a crime involving fraud, or misrepresentation? **If yes, please include a recent statewide criminal background report from the state in which the conviction(s) took place, a full explanation and any documentation related to this conviction(s).** ☐ Yes ☐ No

ATTESTATION

I have carefully read the information provided in this application. I swear or affirm that the information provided is true and correct to the best of my knowledge. I understand that any omission, inaccuracy or failure to make full disclosure may constitute a violation of the Real Estate Appraisers and Appraisal Management Companies Act in South Carolina.

Signature of Owner

Date

AMC OWNER'S WITH LESS THAN 10% OWNERSHIP INFORMATION

Each owner (individual or entity) that has less than 10% ownership interest in the Appraisal Management Company must complete this form, which must be submitted to the South Carolina Real Estate Appraisers Board with the Appraisal Management Company renewal application. This form is for owner's already listed with the initial registration application. All new owners will complete and submit Attachment B, which is a part of Appraisal Management Company initial registration application.

Name: _____ Ownership Percentage: _____

Home Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____
(Required)

Appraiser Certification State and License No.: (If applicable) _____

PERSONAL HISTORY OF OWNER

If you answer yes to this question, provide a written explanation and any additional information as specified.

1. Since your initial application or your last renewal, have you had an appraiser certificate or license refused, denied, canceled, surrendered in lieu of revocation, or revoked in this state or any other state or jurisdiction? **If yes, please include a full written explanation and documentation related to such licensure action(s).** ☐ Yes ☐ No
2. Since your initial application or your last renewal, have you been convicted of or entered a plea of nolo contendere to a felony relating to the practice of appraisal, banking, mortgage lending, or the provision of financial services, or a crime involving fraud, or misrepresentation? **If yes, please include a recent statewide criminal background report from the state in which the conviction(s) took place, a full explanation and any documentation related to this conviction(s).** ☐ Yes ☐ No

ATTESTATION

I have carefully read the information provided in this application. I swear or affirm that the information provided is true and correct to the best of my knowledge. I understand that any omission, inaccuracy or failure to make full disclosure may constitute a violation of the Real Estate Appraisers and Appraisal Management Companies Act in South Carolina.

Signature of Owner

Date