



# Georgia Real Estate Commission Georgia Real Estate Appraisers Board

229 Peachtree Street NE  
Suite 1000 - International Tower  
Atlanta, GA 30303-1605  
Phone: 404-656-3916  
Email: greemail@grec.state.ga.us

## Change of Controlling Person for an Appraisal Management Company

This form can be filled out on-line. Print TWO copies: one to sign and submit for processing and one for your records. If a fee and/or documentation are required, attach to the application and mail to the address above. Once the completed application, including all supporting documents, is received it will be processed. An application requiring background investigation will require additional time to process. Incomplete applications will be returned unprocessed and result in a \$25.00 charge.

- There is not a fee for this application. Complete Section **A** before completing Section B,C,D, and E
- For the new **Controlling Person** of the AMC, attach a notarized **Lawful Presence Verification** form & a Secure and Verifiable Document as detailed on our web site. (If not already on file with GREAB.)
- For the new **Controlling Person** of the AMC, attach a **Georgia Criminal Information Center (GCIC)** report if you are a Georgia Resident. If you are not a resident of Georgia, attach a state wide criminal background report from your state of residency. This report must not be more than 60 days old. A report from a party other than a law enforcement agency is not acceptable. **Any** incident listed on the report must receive clearance. In addition, you must disclose any conviction, nolo contendere plea, or first offender sentence **not** reflected on the report.

### Section A Company Information

Company Name:  Registration #:

### Section B Former Controlling Person Information

Name of Former Controlling Person:

**I hereby relinquish the position of Controlling Person of the above named Appraisal Management Company.**

Signature:  Date: \_\_\_\_\_

*If the Controlling Person is unavailable to sign, attach a copy of the minutes removing them from the position or a copy of their death certificate or obituary.*

#### FOR OFFICE USE ONLY

Rec Dt	Rec By	Fee	Proc By & Proc Dt	Codes	INV	REG
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



# Georgia Real Estate Commission Georgia Real Estate Appraisers Board

229 Peachtree Street NE  
Suite 1000 - International Tower  
Atlanta, GA 30303-1605  
Phone: 404-656-3916  
Email: greemail@grec.state.ga.us

## Section C

## New Controlling Person Information

First Name:  Middle Name:  Last Name:  Suffix:

SSN:  Birth date (mm/dd/yyyy)   Male  Female

Residence Address:

City:  State:  Zip Code:

County:  Business Phone Number:

Mailing Address:

City:  State:  Zip Code:

County:  Alternate Phone Number:

E-mail:

### **NOTIFICATION OF REQUEST FOR SOCIAL SECURITY ACCOUNT NUMBER (SSAN)**

The Georgia Real Estate Commission and Appraisers Board will not release your SSAN to any third party except as required by law.



# Georgia Real Estate Commission Georgia Real Estate Appraisers Board

229 Peachtree Street NE  
Suite 1000 - International Tower  
Atlanta, GA 30303-1605  
Phone: 404-656-3916  
Email: [grecmail@grec.state.ga.us](mailto:grecmail@grec.state.ga.us)

## Section D

## Background Information

**Failure to disclose any conviction, nolo contendere plea, or first offender sentence to a criminal offense, is grounds for denial of your license. Additional information about the Background Clearance is located on the website at [www.grec.state.ga.us](http://www.grec.state.ga.us).**

### **The New Controlling Person Must Answer The Questions Below:**

**(1)** In Georgia, or any other state, jurisdiction, or country, have you ever been convicted of, pled nolo contendere to, or been granted first offender treatment upon being charged with (1) a criminal offense other than a traffic violation or (2) driving under the influence (DUI) of alcohol or drugs?

YES  NO

**You must answer YES to this question even if:**

- (a) you have been pardoned for the criminal offense;
- (b) anyone (lawyer, teacher, broker, government official, etc.) has told you that: (1) the offense is not, or is no longer 'on record', (2) the offense has been expunged from your record, or (3) you do not have to disclose the offense, (4) your civil and political rights have been restored, or (5) any similar statement that appears to suggest your 'record' has been cleared; or
- (c) the conviction is not reported by the Georgia Crime Information Center (GCIC) or the National Crime Information Center (NCIC).

**If YES, you must include the following documents with this application, UNLESS you have already submitted them to this agency:**

- (A) For **every** occurrence (with the exception of a single DUI), provide a **certified copy** of the citation, accusation, or indictment that led to the conviction **AND** a **certified copy** of the sentence / final disposition. If the court disposition is unavailable, provide a letter from the court stating the documents are not available.
- (B) For **every** occurrence (including that of a single DUI) provide a **detailed written statement** that includes:
  - 1) an explanation of the circumstances surrounding every conviction
  - 2) whether you have made any required restitution
  - 3) whether you have completed all conditions of your sentence
  - 4) whether you are on parole or probation (*and the date it will end*)

**(2)** Have you ever been disciplined by the Georgia Real Estate Commission or the Georgia Real Estate Appraisers Board?

YES  NO

**(3)** Have you ever been disciplined by any other state or federal licensing agency or authority which regulates any profession? (Disciplinary actions include, but are not limited to, such actions as: a reprimand, a suspension, a revocation, a fine, or any restriction placed on a license.)

YES  NO

**If you answered "YES" to question (3), you must include the following documents with this application, UNLESS you have already submitted them to this agency:**

- (A) For **every** occurrence, provide a **certified copy** of the final order from the licensing agency that imposed the disciplinary action.
- (B) Provide a **detailed written statement** that includes:
  - 1) an explanation of the circumstances surrounding the disciplinary action
  - 2) whether you have made any required payment
  - 3) whether you have completed all conditions of your disciplinary action
  - 4) whether your license is currently suspended or revoked



# Georgia Real Estate Commission Georgia Real Estate Appraisers Board

229 Peachtree Street NE  
Suite 1000 - International Tower  
Atlanta, GA 30303-1605  
Phone: 404-656-3916  
Email: greemail@grec.state.ga.us

## Section E

## Certification

I hereby certify that the company has a system and process in place to verify that each appraiser on the AMC's appraisal panel holds a classification in good standing in the State of Georgia and has not had a license or classification to act as an appraiser refused, denied, canceled, surrendered in lieu of a pending revocation, or revoked in any state.

I hereby certify that the company includes instructions to appraisers in letters of engagement to decline the assignment in the event the appraiser is not geographically competent or the assignment falls outside the appraiser's scope of practice restrictions.

I hereby certify that the company has a system in place to review the work of all appraisers who 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 conformity with the Uniform Standards of Professional Appraisal Practice and in accordance with the standards for real estate appraisals established by the Board.

I hereby certify that the company shall report to the Board the results of any appraisal reviews in which an appraisal is found to be substantially noncompliant with the standards for real estate appraisals established by the Board or any state or federal laws pertaining to appraisals.

I hereby certify that the company maintains a detailed record of each service request that it receives for appraisal services within the State of Georgia and the name, address, and telephone number of the appraiser who performs the requested real estate appraisal services for the appraisal management company.

I hereby certify that I have read the Georgia Real Estate Appraiser Licensing and Certification Act (O.C.G.A. Chapter 43-39A: Rules and Regulations Chapter 539) and agree to abide by its provisions in all appraisal activity in the state of Georgia.

I hereby irrevocably consent that, if any cause of action arises against me or arising from my acts or omissions as the Controlling Person of the Appraisal Management Company within the state of Georgia and if at the time I am not a resident of the state of Georgia, suit may be commenced against me in the county in the state of Georgia in which said cause of action may arise, or in which the plaintiff may reside, by the service of process upon the Real Estate Commissioner of the Georgia Real Estate Appraisers Board, whom I hereby designate for such service; and I further consent that such service shall be begun and held in all courts to be as valid and binding as if due service had been legally made upon me in the state of Georgia.

I hereby agree that if I am or become a nonresident of the state of Georgia, I will cooperate with any investigation initiated in accordance with the Official Code of Georgia Annotated §43-39A-22 by promptly supplying any documents that any authorized investigator of the Board may request and by personally appearing at the Board's offices or other location in Georgia as the Board's investigator may request.

I hereby authorize a representative of the Georgia Real Estate Appraisers Board to periodically obtain and receive any criminal history record information and/or full lifetime driver history record information pertaining to me which may be in the files of any federal, state, or local criminal justice agency.

I understand that after a review of this application and accompanying documents, the Georgia Real Estate Appraisers Board may require additional information in order to process the application.

I hereby agree not to engage in, conduct, advertise, or hold myself out as engaging in or conducting the business of an Appraisal Management Company in Georgia until I receive my registration certificate.

**Controlling Person  
Signature:**

[Yellow signature box]

**Date:**

\_\_\_\_\_