WASHINGTON STATE DEPARTMENT OF LICENSING

Designated Controlling Person
Closing Company Affidavit

The designated controlling person must submit this affidavit when closing an Appraisal Management Company (AMC). The effective closing date can't be retroactive. When choosing the closing date, allow time to finish pending assignments to avoid unlicensed activity.

Submit online: **www.dol.wa.gov/business/appraisalmgmt**

Or mail this completed form and the AMC license affected by this closure to:

Appraisal Management Company Program
Department of Licensing
PO Box 9021
Olympia, WA 98507-9021

27030-MISCELLANEOUS

For questions or language help call (360) 664-6504 or email dolbpdamc@dol.wa.gov.

I, _____, certify that _____
AMC name

_____, AMC license number _____,

will no longer be conducting business in Washington effective _____.
Date

The records and appraisals will be kept at:

_____
Physical address, City, State, ZIP code

In the event DOL requests such records and appraisals, I can be contacted at:

_____   _____
(Area code) Phone number   Email

_____
Mailing address (Address or PO Box, City, State, ZIP code)

I understand that I must:
- maintain a detailed record of each service request received and a complete copy of each completed appraisal report performed as part of any request?. . . . . ☐ Yes ☐ No
- keep these records and appraisals for a minimum of 5 years or at least 2 years after final disposition of any judicial proceeding related to any assignment?. . . . . ☐ Yes ☐ No
- provide these records and appraisals to the Department of Licensing (DOL) upon demand according to the laws and regulations that governed my license?. . . . . ☐ Yes ☐ No
- include the original license issued by DOL with this Affidavit?. . . . . ☐ Yes ☐ No

I declare under penalty of perjury under the law of Washington that the foregoing is true and correct.

_____
TYPE or PRINT Name of designated controlling person

_____   **X** _____
Date and place   Signature of designated controlling person

APR-622-175 (R/10/19)WA