

Apply for an Appraisal Management Company License Online

Before You Begin

- If you are a **Washington-based** Appraisal Management Company (AMC), you must get a UBI by registering with the Secretary of State. You will be issued a UBI when you file.
 - You must also register with the Department of Revenue for tax purposes.
- Each owner with 10% or more ownership of the business must submit fingerprints for a background check. See the [Fingerprinting and background checks](#) page on the Department of Licensing webpage for information on this process.
- The following forms must be completed, signed and dated, and ready for upload:
 - The Designated Controlling Person must complete the [AMC Designated Controlling Person Registration](#) form
 - [AMC \\$100,000 Surety Bond](#)
 - [AMC Appraisal Subcommittee National Registry of AMC's Eligibility Registration](#) form
 - [AMC Owner Registration](#) forms (one for each owner with at least 10% ownership of the business, signed and dated by the owner)
 - [AMC Supplemental Ownership](#) form, listing all owners

Start the Online Process

- You must be in the **Chrome browser** and have **Chrome pop-up blockers turned OFF** to complete the application and pay.
- If you haven't already done so, create a SecureAccess Washington (SAW) account, add the Professional and Business Licensing service to your SAW account, and enroll in multi-factor authentication (MFA).
 - See [Create your user access](#) document for detailed instructions on creating your SAW account.
- To apply for a business license, you must have an existing Business Account OR create a new Business Account before you can apply for your AMC license.
 - If this is a new business with no other existing licenses, go to [Create a New Business Account](#) below.

- If you are adding an AMC license to a business account with other existing licenses and you haven't linked your business account, see [Create your user access](#) document for detailed instructions on linking an existing business account.
- If you already have linked the business account for the AMC license, go to [Apply for the Appraisal Management Company License](#).

Create a New Business Account

1. **Click** the Create Business Account button on the Home page.
2. **Determine** your next step:
 - **Out-of-state business:** Select AMC – Outside WA from the Select an option dropdown. Go to step 3.
 - **Washington-based business:** Select Other Business from the Select an option dropdown.

Add a New Business

Select "Course Provider" if you provide Appraiser or Home Inspector Courses only. For Real Estate Schools, select "Other Business."

* Select an option to add business

Other Business

* Business Structure

Corporation

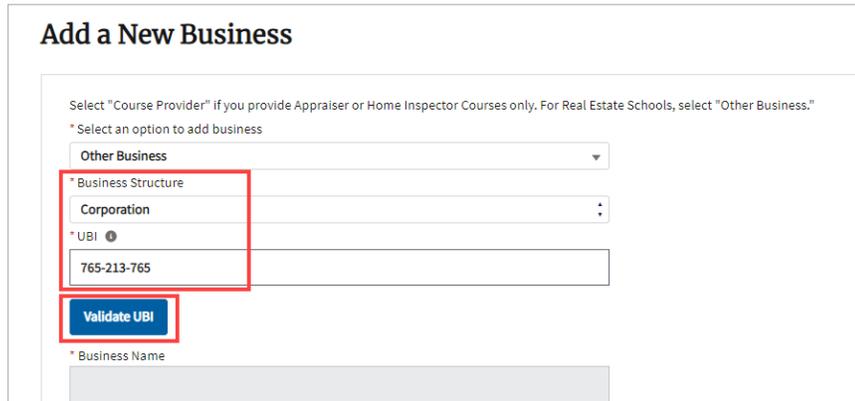
* UBI 

602-554-899

[Validate UBI](#)

* Business Name

3. **Select** the appropriate option from the Business Structure dropdown.
4. **Determine** next step:
 - **Out-of-state AMC:** Go to step 7.
 - **Washington-based AMC:** Enter your UBI and click the Validate UBI button.



Add a New Business

Select "Course Provider" if you provide Appraiser or Home Inspector Courses only. For Real Estate Schools, select "Other Business."

* Select an option to add business

Other Business

* Business Structure

Corporation

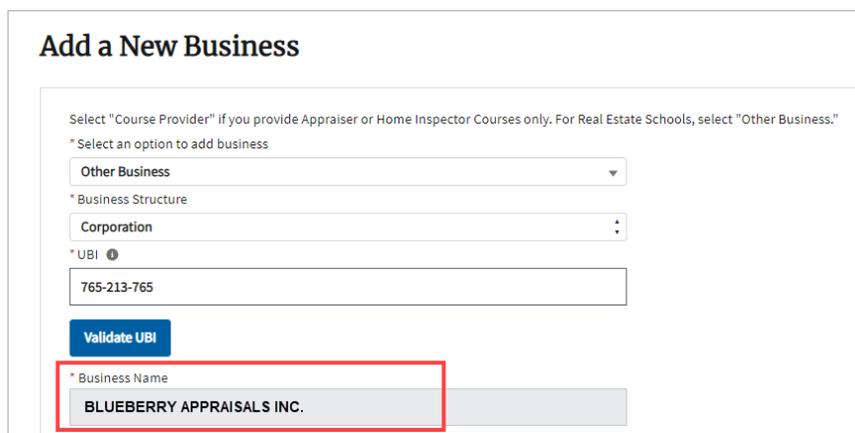
* UBI

765-213-765

Validate UBI

* Business Name

5. The system will validate your UBI against the Secretary of State website (for corporations or LLCs) or against the Department of Revenue website (for sole proprietors and partnerships).
 - Occasionally, the lookup for Secretary of State won't work properly. If you get an error message for a Corporation or LLC and you know you have an Active registration with Secretary of State, change your business structure to Sole Proprietor and click Validate UBI. This will have the system check against Department of Revenue instead.
6. The system will populate the Business Name field from the Secretary of State OR Department of Revenue website.



Add a New Business

Select "Course Provider" if you provide Appraiser or Home Inspector Courses only. For Real Estate Schools, select "Other Business."

* Select an option to add business

Other Business

* Business Structure

Corporation

* UBI

765-213-765

Validate UBI

* Business Name

BLUEBERRY APPRAISALS INC.

7. **Out-of-state AMCs only:** Enter the legal entity name of your business.

Add a New Business

Select "Course Provider" if you provide Appraiser or Home Inspector Courses only. For Real Estate Schools, select "Other Business."

* Select an option to add business
AMC - Outside WA

* Business Structure
Corporation

* Business Name
Blueberry Appraisals Inc|

* Primary Contact First Name

8. **Complete** the rest of the form (not all fields are required) and click the Save button.

* Business Name
BLUEBERRY APPRAISALS INC.

* Primary Contact First Name
Diane

* Primary Contact Last Name
Johnson

Primary Contact Phone

* Business Email
dijohnson@dol.wa.gov

* Business Phone
555.555.5555

Extension

Business Website

Back Save

8. The Manage My Businesses page will be displayed with a tile showing the business name.

Apply for the Appraisal Management Company License

- For Washington-based companies with a UBI, you'll need the Business ID and Location ID from your Business License issued by the Department of Revenue.
 - You can find these numbers on the Business License issued by the Department of Revenue OR by going to dor.wa.gov and selecting Look up a business. Search for your business by UBI number or business name.
 - Out-of-state companies DON'T need to enter this information.

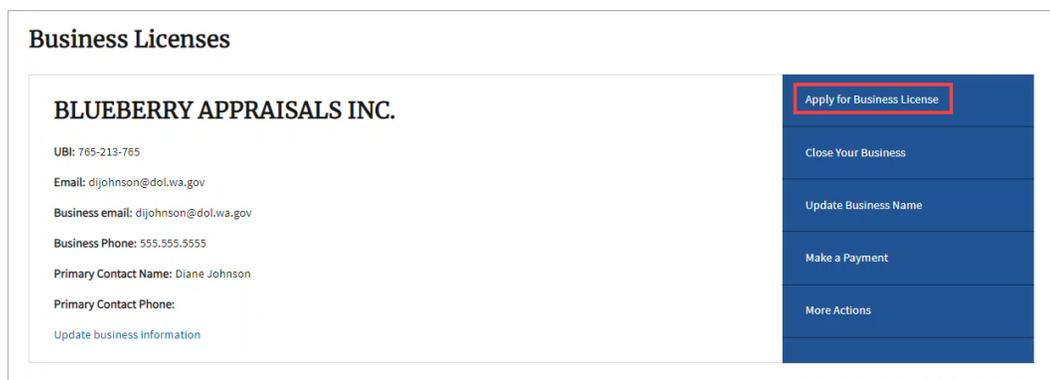
1. If you're not already on the Manage My Businesses page, **click** the Business Licenses link from the top menu of the Professional and Business Licensing Home page.



2. **Click** the link in the tile for business you want to add an AMC license to at the Manage My Businesses page.



3. **Click** Apply for Business License link from the options available in the blue bar to the right of the page.



4. **Select** Appraisal Management Companies from the Profession dropdown.

Apply for a New License

License Selection

*Select a Profession

--None--

Appraisal Management Companies

Auctioneers and Auction Company

Bail Bonds

Body Art and Body Piercing

CDL Training and Examining

Camping Resorts

Cemeteries

Combative Sports

5. The rest of the fields auto-fill.

- **Do NOT** click the Add New Business Account button!

Apply for a New License

License Selection

*Select a Profession

Appraisal Management Companies

*Select a License Type

Appraisal Management Company

*Application Method

General Application

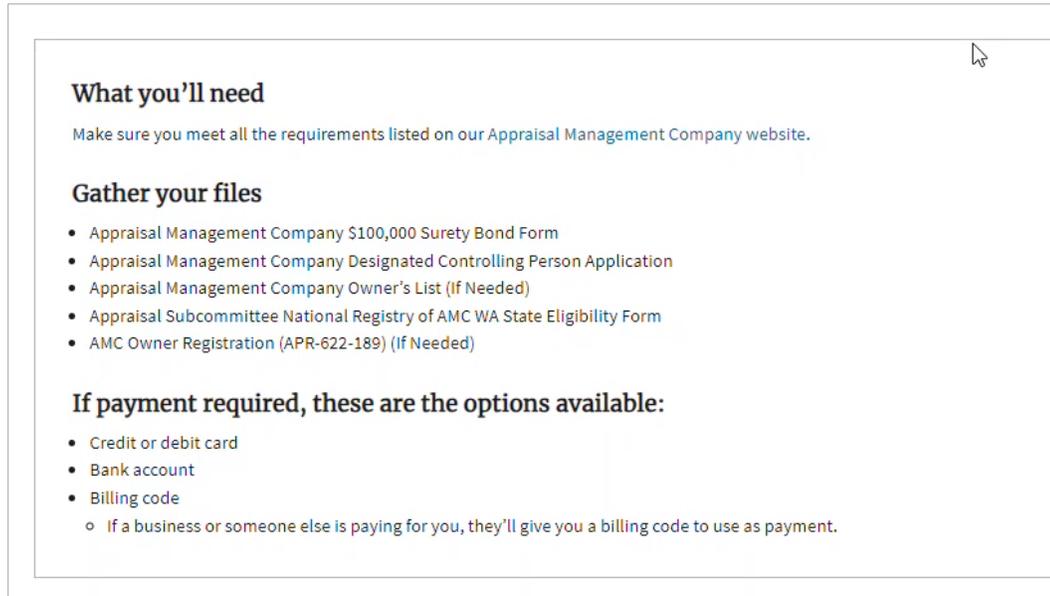
Select the Account

BLUEBERRY APPRAISALS INC.

Do NOT click this button!

Add New Business Account

6. **Scroll down** to the What you'll need section and **ensure** you have everything needed to apply.



What you'll need

Make sure you meet all the requirements listed on our [Appraisal Management Company website](#).

Gather your files

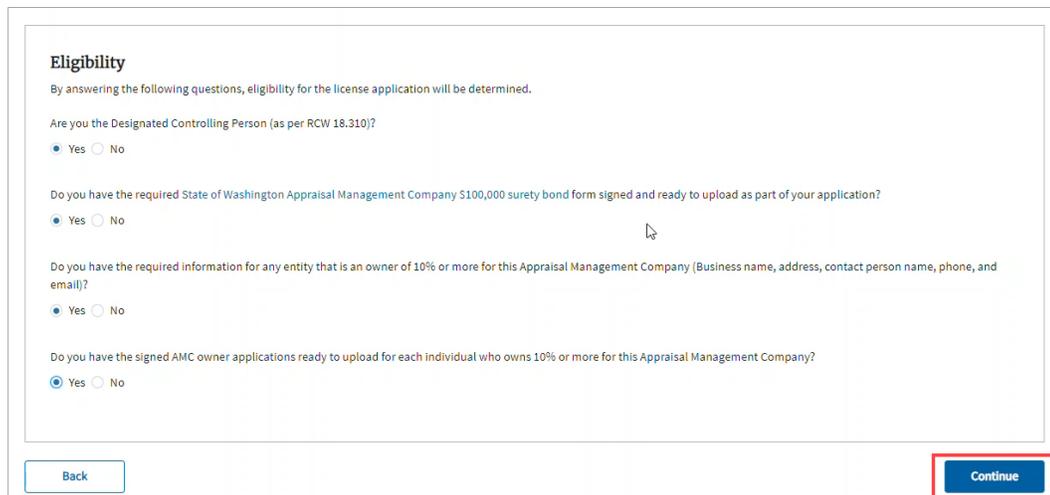
- [Appraisal Management Company \\$100,000 Surety Bond Form](#)
- [Appraisal Management Company Designated Controlling Person Application](#)
- [Appraisal Management Company Owner's List \(If Needed\)](#)
- [Appraisal Subcommittee National Registry of AMC WA State Eligibility Form](#)
- [AMC Owner Registration \(APR-622-189\) \(If Needed\)](#)

If payment required, these are the options available:

- Credit or debit card
- Bank account
- Billing code
 - If a business or someone else is paying for you, they'll give you a billing code to use as payment.

7. **Answer** the eligibility questions and **click** the Continue button.

- You must answer Yes to all eligibility questions to continue.



Eligibility

By answering the following questions, eligibility for the license application will be determined.

Are you the Designated Controlling Person (as per RCW 18.310)?

Yes No

Do you have the required State of Washington Appraisal Management Company \$100,000 surety bond form signed and ready to upload as part of your application?

Yes No

Do you have the required information for any entity that is an owner of 10% or more for this Appraisal Management Company (Business name, address, contact person name, phone, and email)?

Yes No

Do you have the signed AMC owner applications ready to upload for each individual who owns 10% or more for this Appraisal Management Company?

Yes No

[Back](#) [Continue](#)

8. The Business Information page is displayed. Some fields are already filled from the business account (only a portion of the page is shown below).
- **Enter** information for all required fields on the Business Information page.
 - **Validate** the mailing and physical address.
 - **Click** Continue at the bottom of the page to move forward.

Apply for a new license: Appraisal Management Company

Progress: Business Information (Active), License Information, Financial Guarantee, Attachments, Review and Submit

* Business Structure
Corporation

* UBI
765-213-765

The Business ID and Location ID are on your Department of Revenue Business License or you can use the license search feature at the Department of Revenue website.

* UBI Business ID
001

* UBI Location ID
0001

* Account Name
BLUEBERRY APPRAISALS INC.

* Business Email
djohnson@dol.wa.gov

* Business Phone
555.555.5555

Extension

Business Website

9. **Select** or **enter** all the required information on the License Information page and **click** Continue (only a portion of the page is shown).

- If you enter a number in the AMC panel of appraisers field, you will be charged an additional fee based on the number entered.

Apply for a new license: Appraisal Management Company

Progress: Business Information | License Information | Financial Guarantee | Attachments | Review and Submit

General Questions

* Under what name will you be doing business at this location for this profession?

* Are you authorized by or been appointed by the Appraisal Management Company to answer questions and make certifications on behalf of the company?
 Yes No

Please provide your email and phone number:

* Email

* Phone & Extension

* Does any corporation, partnership, or other business entity own 10% or more of the Appraisal Management Company?
 Yes No

Legal Background Questions

Within the last 5 years, in this state or any other jurisdiction, has the business entity, any business owners, or any persons with controlling interest in this business:

* Had any action (fine, suspension, revocation, censure, surrender, etc.) taken against any professional or occupational license, certification, or permit held by them?
 Yes No

* Defaulted, been convicted of, or entered a plea of no contest to a gross misdemeanor or felony crime? (don't include traffic offenses.)
 Yes No

Profession Specific Question

* Of your AMC panel of appraisers, how many licensed or certified appraisers prepared appraisal opinions for covered transactions in this State in the previous calendar year? For a definition of a covered transaction, please see WAC 308-409-020 (3) (c).

10. Enter the information for your surety bond on the Financial Guarantee page and click Continue.

The screenshot shows the 'Financial Guarantee' step of a five-step process for applying for a new license as an Appraisal Management Company. The steps are: Business Information, License Information, Financial Guarantee, Attachments, and Review and Submit. The 'Financial Guarantee' step is currently active. The form contains the following fields and options:

- Bond or Insurance Company Name:** Insurance R Us
- Bond or Policy Number:** 1198512313
- Effective Date:** July 1, 2023
- Continuous Bond (no expiration):** Yes (selected), No
- Bond or Policy Amount:** 100000

At the bottom of the form, there are three buttons: 'Back', 'Save And Submit Later', and 'Continue'. The 'Continue' button is highlighted with a red border.

11. Upload the requested documents on the Attachments page and click Continue (only a portion of the page is shown below).

The screenshot shows the 'Attachments' step of the five-step process for applying for a new license as an Appraisal Management Company. The steps are: Business Information, License Information, Financial Guarantee, Attachments, and Review and Submit. The 'Attachments' step is currently active. The page displays the following information:

- Attachments:** You can upload these file formats: .pdf, .jpg, .jpeg, .png, .tiff, .bmp, or .gif.
- Appraisal Management Company \$100,000 Surety Bond Form:** A file upload area with an 'Upload Files' button and 'Or drop files' text. A file is shown with a 'KO Issue' error.
- Appraisal Management Company Designated Controlling Person Application:** A file upload area with an 'Upload Files' button and 'Or drop files' text. A file is shown with a 'Loading' error.

12. At the bottom of the Review and Submit page, **read and check** all certification statements, **enter** the name exactly as shown below the Signature box, and **click Continue**.

I certify that

- I am authorized to sign on behalf of the business applying for this license.
- I have read and I agree to follow all the applicable laws and rules of this profession and I understand the penalties for misconduct.
- I understand that lawsuits or other actions may be filed against me in Washington and I consent that service of process may be made by delivering it to the Director of the Department of Licensing.
- I understand that the Department of Licensing has the right to inspect the records the Appraisal Management Company is required to keep by the laws and regulations of the license I am applying for.
- I understand it is my responsibility as the designated controlling person to cooperate with any investigation by providing the Department of Licensing with the requested documents and a written explanation of the subject matter of a complaint.
- I have a system in place to verify that a person added to my appraiser panel for work done in Washington holds a license or certificate in good standing.
- I have a system in place to review the work of my appraisers.
- I have a policy in place to periodically review the work of my appraisers.
- I maintain detailed records of each service request I receive and each appraiser that performs real estate appraisal services.
- I understand that I am required to maintain copies of the completed appraisal reports for a minimum of five years, or at least two years after final disposition of any judicial proceeding related to the assignment.
- I have read and understand the requirements to become licensed as a/an Appraisal Management Company in Washington State.

Email Distribution List

Do you want to be added to the distribution list for this profession?

Declaration

I declare, under penalty of perjury under the law of Washington, that all of the information I've provided in this application and any associated documents is true, complete, and correct.

Signature

Please type your legal name as shown below.

Barry Lee Blueberry

13. **Go through** all payment screens to pay for the AMC license. You'll be returned to the Manage My Businesses page.
- We'll review the AMC license application. You'll receive an email when the license has been issued.
 - You can download a copy of your application and track the status of the application in the Submitted Applications tab on the Business Account.

Business Pending Applications

BLUEBERRY APPRAISALS INC.

UBI: 765-213-765

Email: djohnson@dol.wa.gov

Business email: djohnson@dol.wa.gov

Business Phone: 555.555.5555

Primary Contact Name: Diane Johnson

Primary Contact Phone:

[Update business information](#)

[Apply for Business License](#)

[Close Your Business](#)

[Update Business Name](#)

[Make a Payment](#)

[More Actions](#)

Licenses

Account Relationships

Unsubmitted Applications

Submitted Applications

Completed Requests

New License Applications

| Application | Profession | License Type | Application Method | Status | Sub-status | Action |
|-------------|--------------------------------|------------------------------|---------------------|-----------|------------|--------------------------------------|
| AMC2300002 | Appraisal Management Companies | Appraisal Management Company | General Application | In-Review | None | Download Application |

View the License

After your license is issued, you can view the license

1. **Select** Business Licenses from the gray navigation bar at the top of the page.

WASHINGTON STATE DEPARTMENT OF LICENSING

[Home](#)

[Professional Licenses](#)

[Business Licenses](#)

[License Lookup](#)

[Course Search](#)

Manage Your Professional and Business Licenses Online

2. Click the link in the tile for business you want to view.

Manage My Businesses

[DRIVER'S EDGE DRIVER TRAINING LLC](#)

driversedgewa@invalid.com

UBI

604-370-766

[BLUEBERRY APPRAISALS INC.](#)

dijohnson@dol.wa.gov

UBI

765-213-765

3. Click the link for the AMC license.

Business Licenses

BLUEBERRY APPRAISALS INC.

UBI: 765-213-765

Email: dijohnson@dol.wa.gov

Business email: dijohnson@dol.wa.gov

Business Phone: 555.555.5555

Primary Contact Name: Diane Johnson

Primary Contact Phone:

[Update business information](#)

[Apply for Business License](#)

[Close Your Business](#)

[Update Business Name](#)

[Make a Payment](#)

[More Actions](#)

| Licenses | Account Relationships | Unsubmitted Applications | Submitted Applications | Completed Requests | | |
|--------------------------|------------------------------|--------------------------|------------------------|--------------------|------------------------------|--------|
| License | License Type | Expiration Date | License Status | Sub-status | Renewal/Reinstatement Status | Action |
| 23000188 | Appraisal Management Company | July 27, 2024 | Active | None | None | |

4. The License Detail page is displayed.

- You'll see license details and license management options, including the option to of this license. See [Print a License Document](#) for detailed instructions.

Business Relationships

| | | | |
|--|--|---|--|
| License Number: 23000188 | License Type: Appraisal Management Company | Status: Active | Print License |
| Business Name: BLUEBERRY APPRAISALS INC. | Doing Business As: None | Phone: 555.555.5555 | Update Physical Address |
| Email: dijohnson@dol.wa.gov | Physical Address: 722 Wildflower Lane Olympia, WA | Mailing Address: 722 Wildflower Lane Olympia, WA | Update License Webaddress |
| First Issue Date: July 27, 2023 | Current Issue Date: July 27, 2023 | Expiration Date: July 27, 2024 | Update Mailing Address |
| Sub-status: None | Web-Address: None | Discipline: None | Update DBA Name |
| Program: Appraisal Management Companies | | | Request License History |
| | | | Manage DCP And Owner Information |

[Branches](#)

License Relationships

[Unsubmitted Applications](#)

[Submitted App](#)

[National Registry Of AMCs](#)

[Less Actions](#)

[Add Licensee](#)