WASHINGTON STATE DEPARTMENT OF LICENSING

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

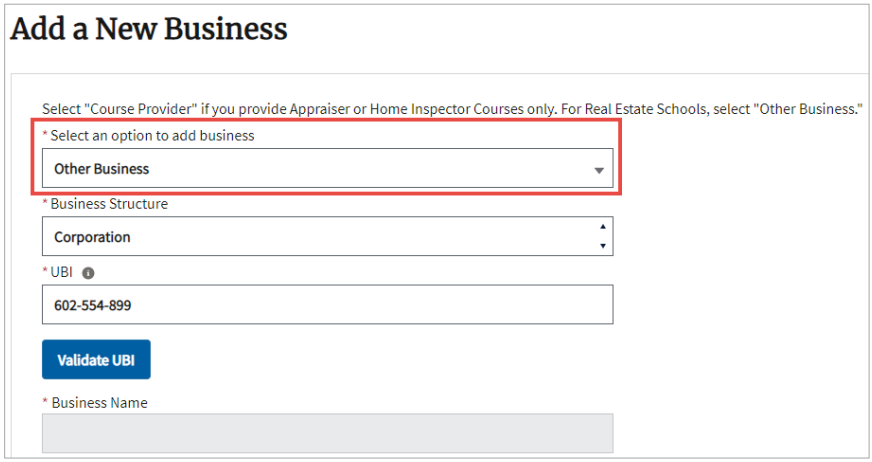
Start the Online Process

- 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

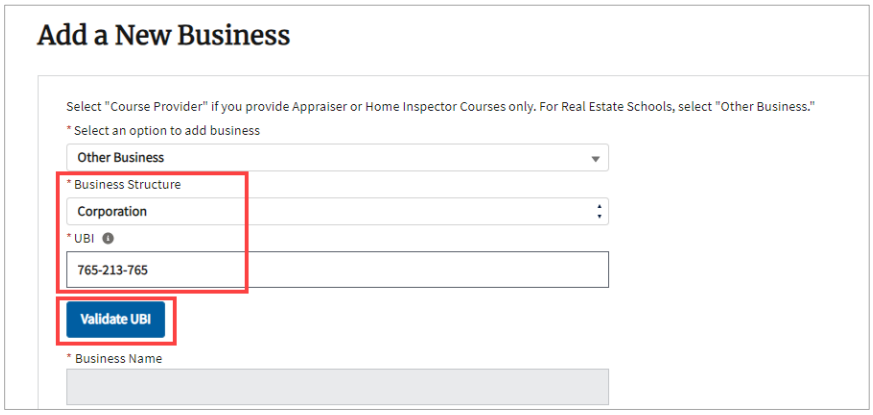
1. **Click** the Create Business Account button on the Home page.
2. **Determine** your next step:
   - **Out-of-state business:** Select AMC – Outside WA from the Select an option dropdown. Go to step 3.
   - **Washington-based business:** Select Other Business from the Select an option dropdown.



3. **Select** the appropriate option from the Business Structure dropdown.

4. **Determine** next step:

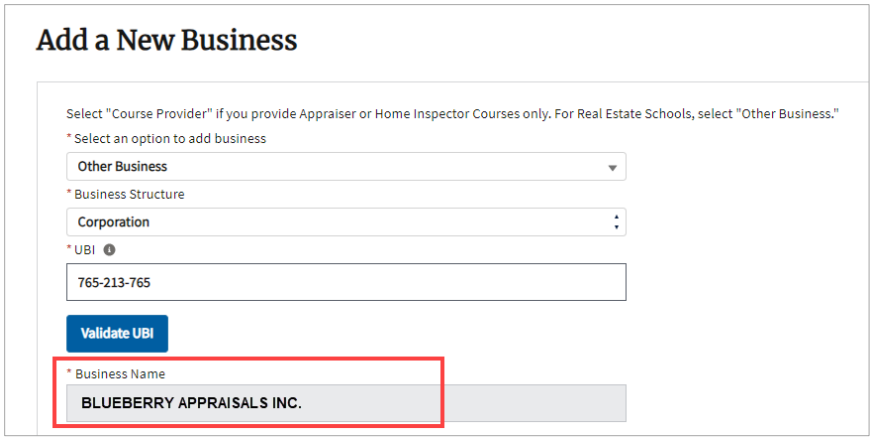
   - **Out-of-state AMC:** Go to step 7.
   - **Washington-based AMC:** Enter your UBI and click the Validate UBI button.



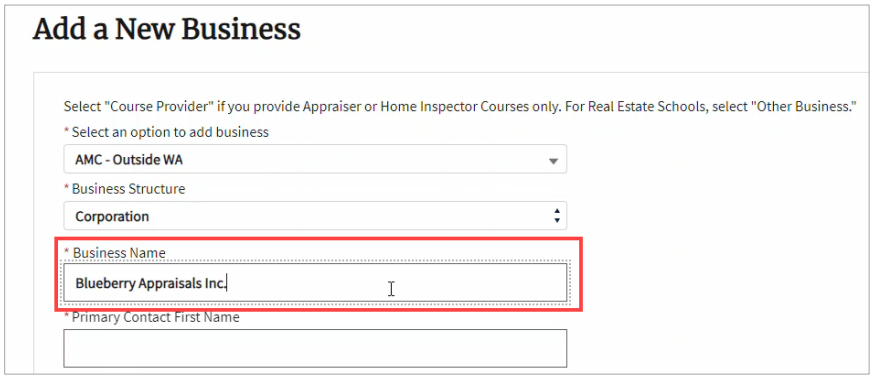
5. The system will validate your UBI against the Secretary of State website (for corporations or LLCs) or against the Department of Revenue website (for sole proprietors and partnerships).

   - 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.

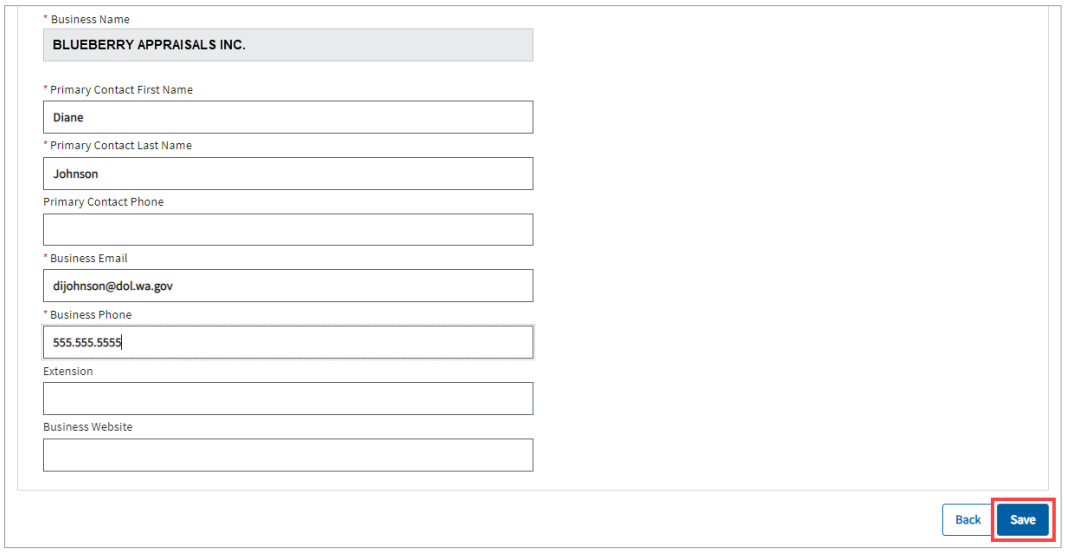
6. The system will populate the Business Name field from the Secretary of State OR Department or Revenue website.



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



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



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

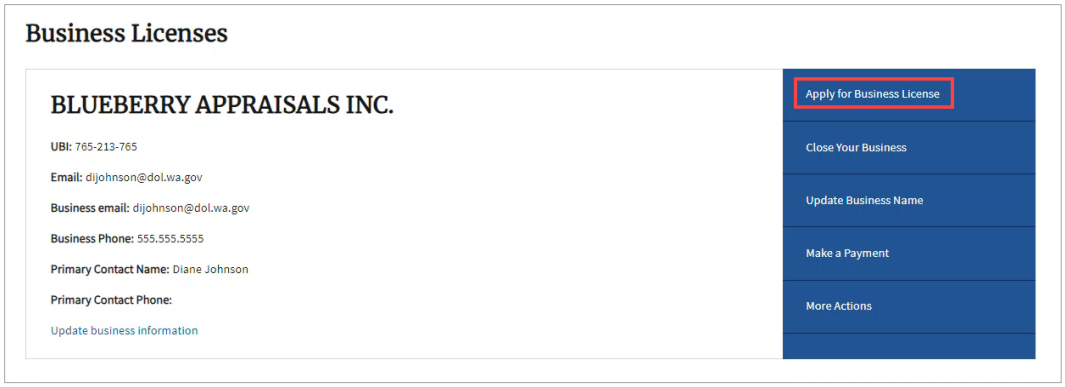
Apply for the Appraisal Management Company License

- 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.

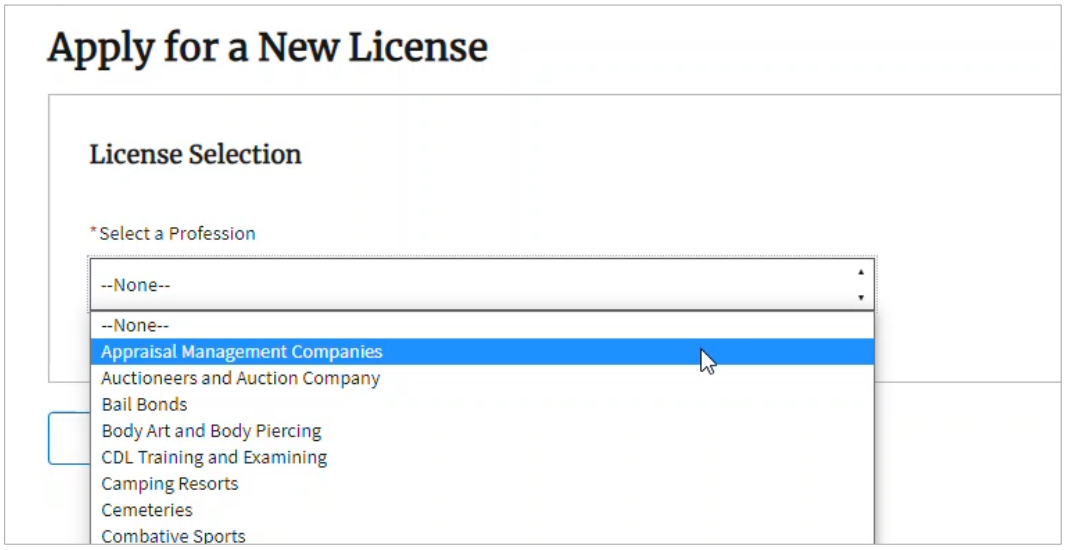
1. If you're not already on the Manage My Businesses page, **click** the Business Licenses link from the top menu of the Professional and Business Licensing Home page.

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.



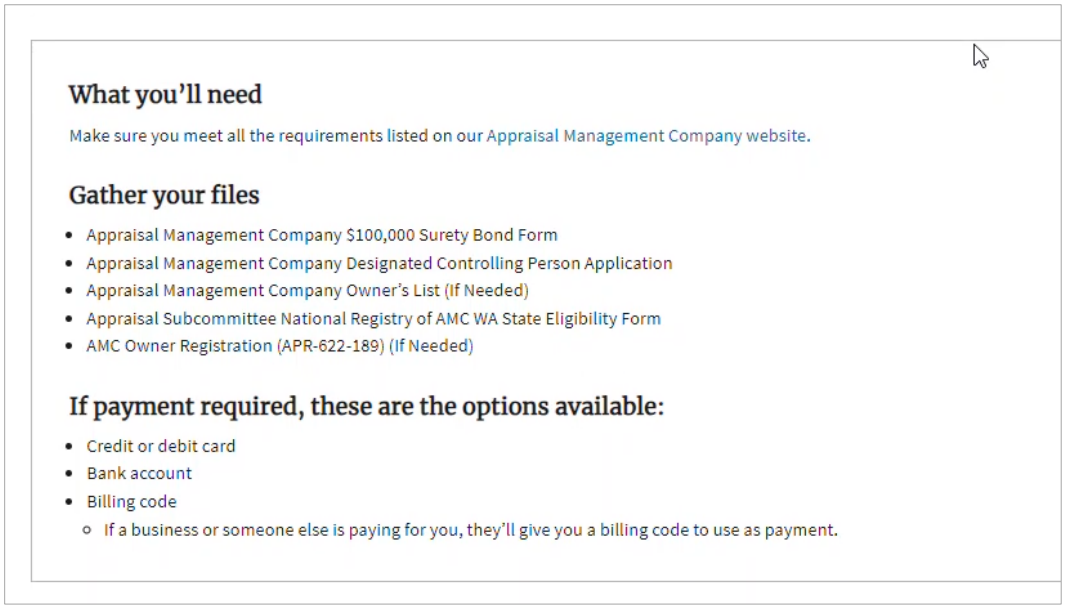
4. **Select** Appraisal Management Companies from the Profession dropdown.



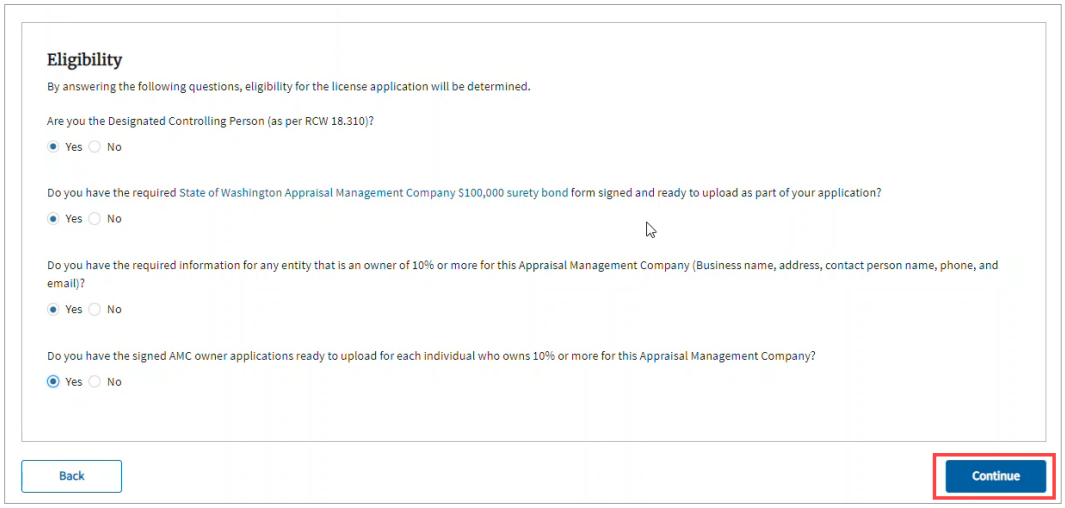
5. The rest of the fields auto-fill.

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

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

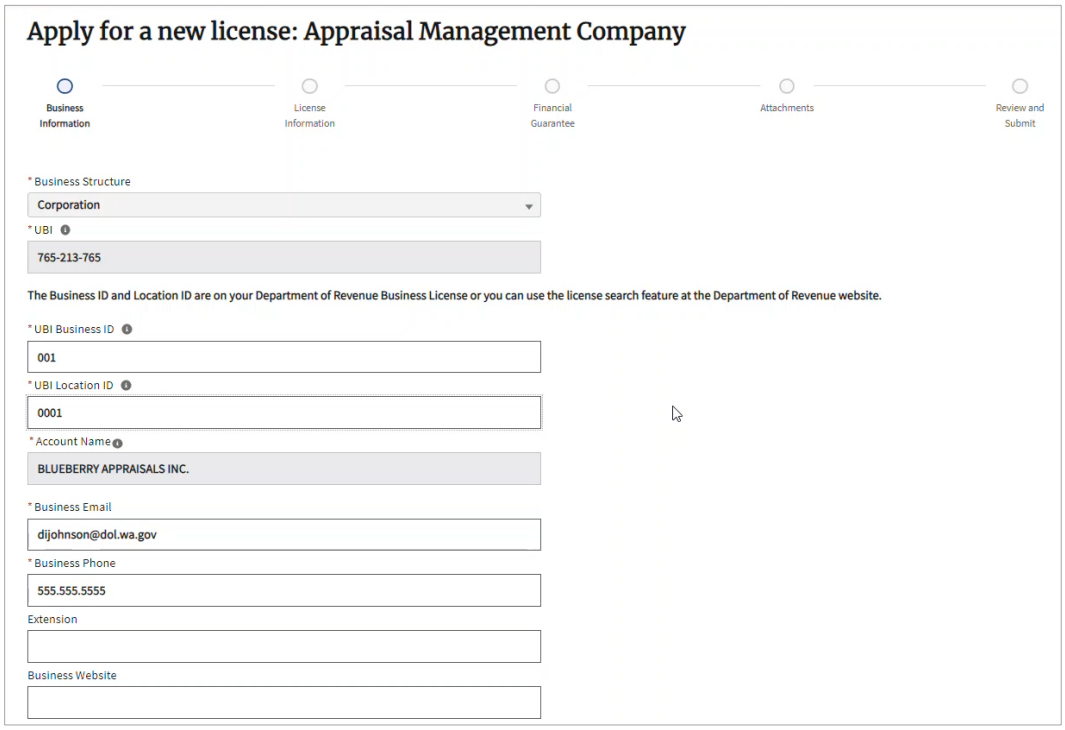


7. **Answer** the eligibility questions and **click** the Continue button.
   - You must answer Yes to all eligibility questions to continue.



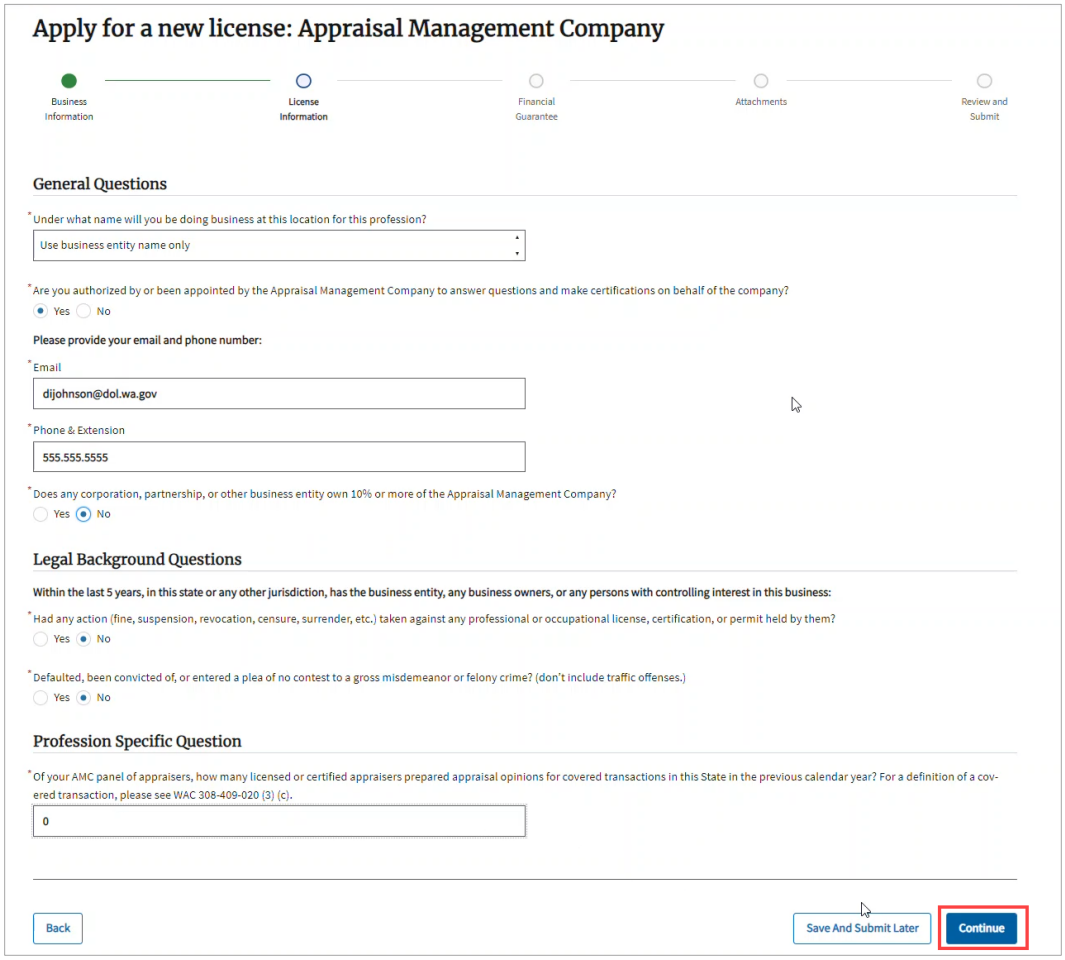
8. The Business Information page is displayed. Some fields are already filled from the business account (only a portion of the page is shown below).

- **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.

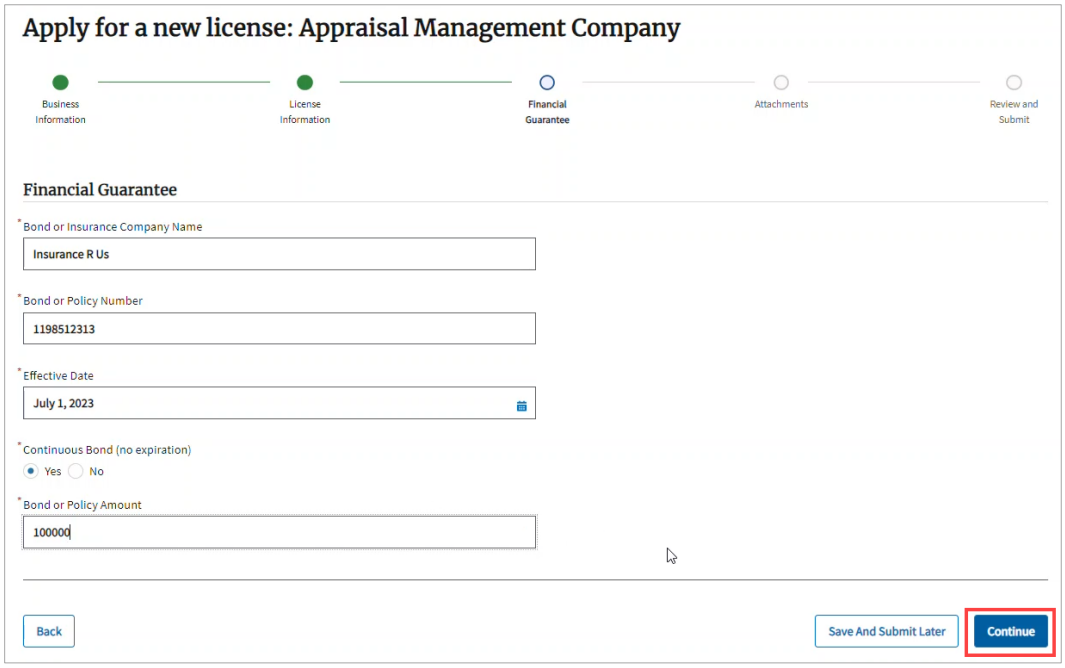


9. **Select** or **enter** all the required information on the License Information page and **click** Continue (only a portion of the page is shown).

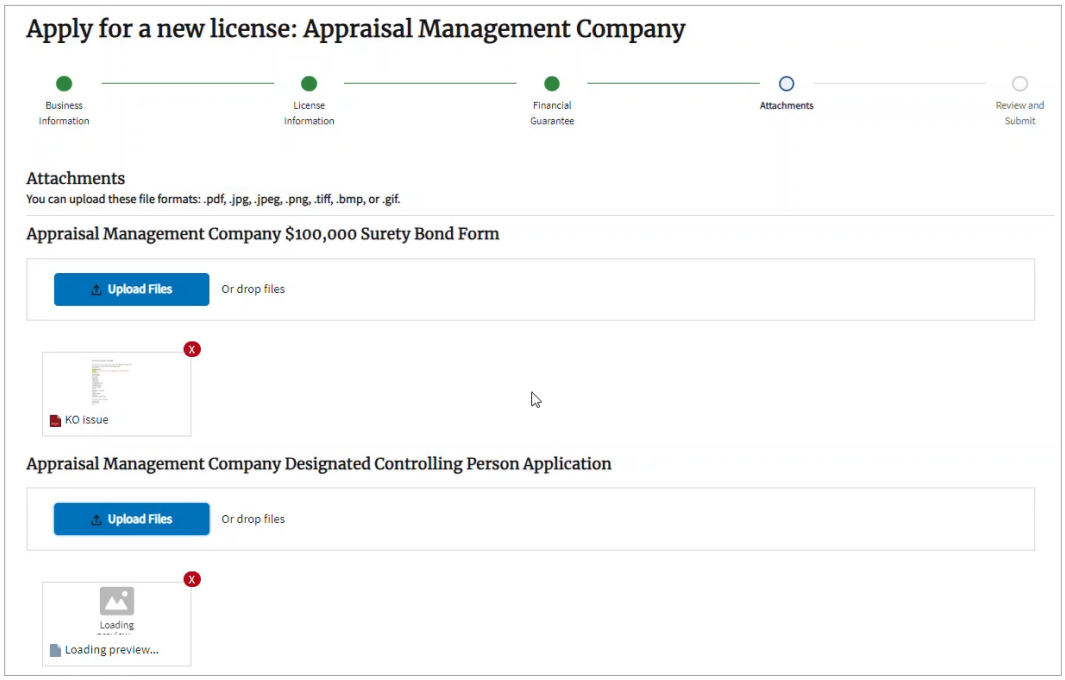
- If you enter a number in the AMC panel of appraisers field, you will be charged an additional fee based on the number entered.



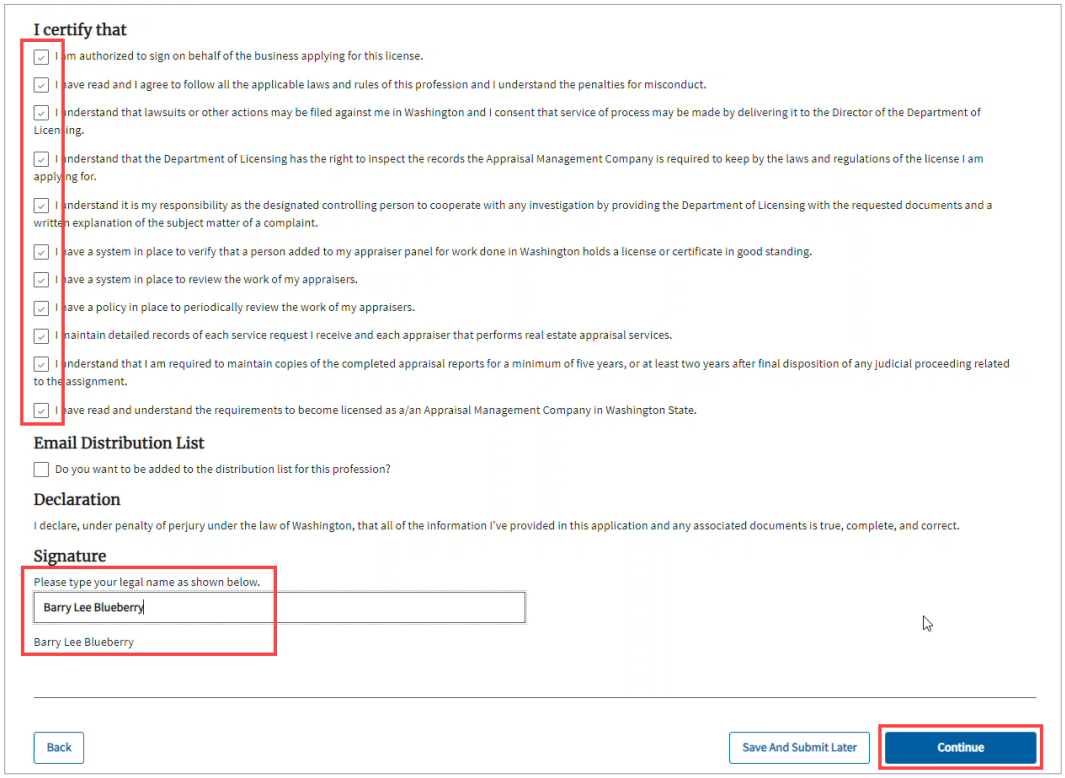
10. **Enter** the information for your surety bond on the Financial Guarantee page and **click** Continue.



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

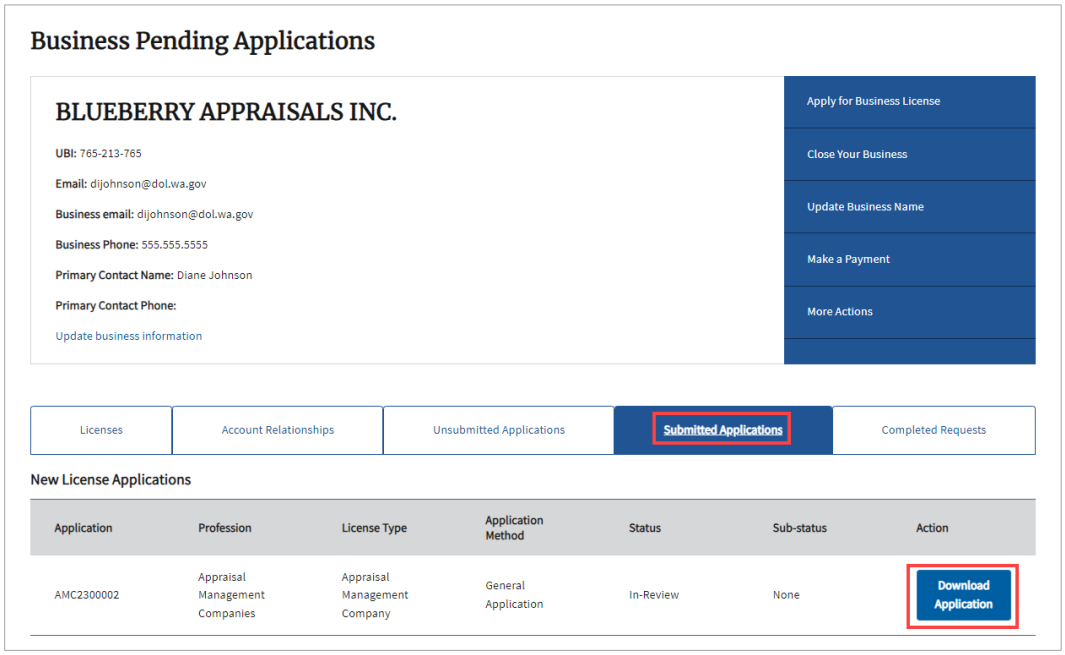


12. At the bottom of the Review and Submit page, **read and check** all certification statements**, enter** the name exactly as shown below the Signature box, and **click** Continue**.**



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.



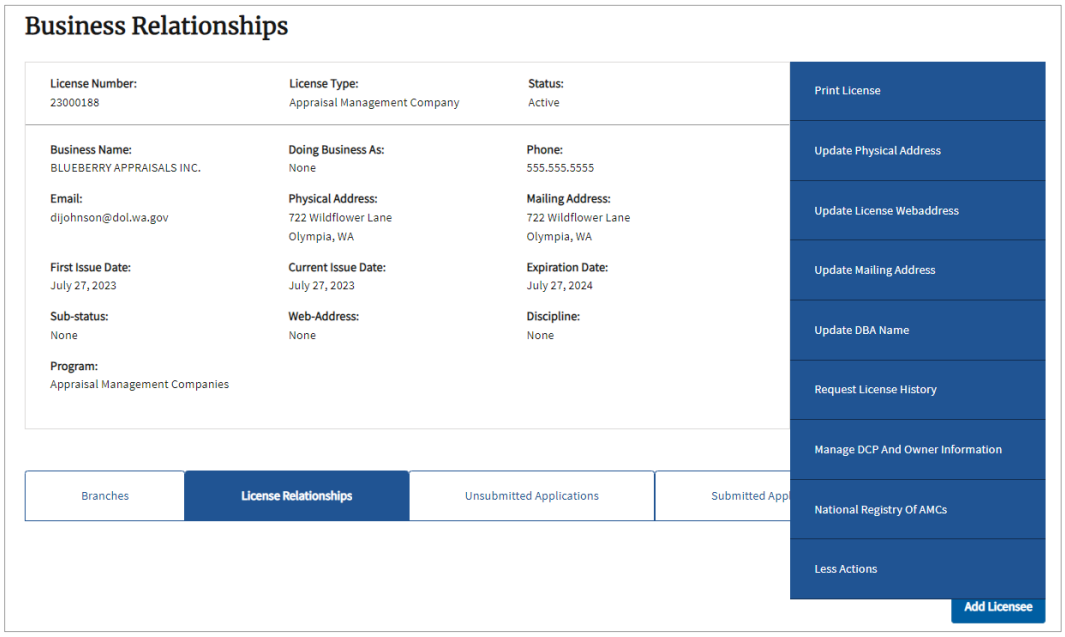
View the License

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.

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

3. **Click** the link for the AMC license.

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.