

# Wisconsin Department of Safety and Professional Services

Office Location: 4822 Madison Yards Way  
Madison, WI 53705  
Phone Number: (608) 266-2112

LicensE Portal: <https://license.wi.gov/>  
Email: [dsps@wisconsin.gov](mailto:dsps@wisconsin.gov)  
Website: <http://dsps.wi.gov>

## REAL ESTATE APPRAISERS BOARD

### APPRAISAL MANAGEMENT COMPANY LICENSE APPLICATION INFORMATION

An Appraisal Management Company (AMC) is required to obtain a license before performing appraisal management services for compensation, advertising as an appraisal management company, using the title “licensed appraisal management company,” or other similar title; or holding itself out as an AMC. Requirements and procedures for applying for an AMC license are specified in [Wis. Stat. § 458.33](#).

#### **AN APPLICATION IS NOT COMPLETE UNTIL ALL OF THE FOLLOWING HAVE BEEN RECEIVED:**

##### **For Initial Licensure or Late Renewal (Wisconsin license expired more than 5 years):**

1. **Appraisal Management Company Application:** Apply online in LicensE, <https://license.wi.gov/>.
2. **Credential Fee** – Pay all fees online in LicensE.
3. **Background Check** – Required for **each** individual who owns more than 10% of the Appraisal Management Company listed in the application **and** the Designated Controlling Individual.
4. **Appraisal Management Company Addendum (Form 4217)** - Required for **EACH** owner (all owners) of the Appraisal Management Company listed in the application and the **Designated Controlling Individual** (DCI) unless the DCI has submitted and signed the online application.

##### **FEES** (Pay all fees online in LicensE.)

- Initial Credential Fee: \$4,000
- CIB Review Fees: \$8 fee for **each** individual who owns more than 10% of the Appraisal Management Company listed in the application **and** for the Designated Controlling Individual
- AMC Registry Fee: See worksheet below.
- Late Renewal Fees: If applying to renew a credential that has been expired more than 5 years, renewal fee is \$2,000.00 plus a \$25.00 late renewal fee (\$2,025.00).

Within the application be prepared to respond to the following questions:

- Is this a federally regulated AMC? \_\_ Yes \_\_ No
- AMC type: \_\_ Single-State (panel of more than 15 appraisers) **or** \_\_ Multi-State (panel of 25 or more appraisers in two or more states)
- Length of time the company has been in existence: \_\_ More than one year **or** \_\_ Less than one year

#### **AMC REGISTRY FEE**

Each licensed appraisal management company that performs or desires to perform appraisal management services in a federally related transaction shall pay to the Department the annual registry fee required by the Appraisal Subcommittee or its successor agency pursuant to [Wis. Stat. § 458.365](#), 12 U.S.C. § 3338, and 12 C.F.R. § 1102.402.

In the case of an AMC that has been in existence for more than a year, **\$25** multiplied by the number of appraisers who have performed an appraisal for the AMC in connection with a covered transaction in such State (WI) during the previous year.

In the case of an AMC that has not been in existence for more than a year, **\$25** multiplied by the number of appraisers who have performed an appraisal for the AMC in connection with a covered transaction in such State (WI) since the AMC commenced doing business.

#### **FEE WORKSHEET**

AMC Registry Fee (during calendar year for which you are reporting)	Number of Appraisers (during calendar year for which you are reporting)	Total Amount Due (during calendar year for which you are reporting)
<input type="text"/>	<input type="text"/>	<input type="text"/>