



CANNON BUILDING
861 SILVER LAKE BLVD., SUITE 203
DOVER, DELAWARE 19904-2467

STATE OF DELAWARE
COUNCIL ON REAL ESTATE APPRAISERS

TELEPHONE: (302) 744-4500
FAX: (302) 739-2711
WEBSITE: DPR.DELAWARE.GOV
EMAIL: customerservice.dpr@delaware.gov

REAL ESTATE APPRAISAL MANAGEMENT COMPANY QUESTIONNAIRE

INSTRUCTIONS

The purpose of this questionnaire is to implement the collection and transmission of appraisal management company (AMC) annual registry fees that are necessary to report AMCs to the AMC Registry pursuant to [Title XI, § 1109\(a\)\(4\)\(b\)](#). All AMCs registered with the Delaware Council of Real Estate Appraisers are required to complete this questionnaire and pay the registry fee as instructed below.

- Complete and sign the form.
- Upload this form on the attachment page of the AMC renewal in DELPROS.
- The Board office will review the questionnaire and generate the required federal registry fee. An email will be sent to the facility advising that the federal registry fee has been posted to the Cart. **The AMC Renewal will not be completed until the registry fee is paid in full.**

NOTE: The federal registry fee is calculated by multiplying \$25 by the number of appraisers working for or contracting with the AMC in Delaware during the previous year.

- Log in to your DELPROS Dashboard to pay the non-refundable federal registry fee in the cart.

IDENTIFYING AND CONTACT INFORMATION

1. Name of Appraisal Management Company _____
2. Delaware License Number: **X7-** _____
3. **Location Address:** _____

Street (No PO Boxes)

City
State
Zip
4. Your Full Name: _____

First
Middle
Last
Suffix
4. Your Title: _____
5. Official Capacity (check one): Controlling Person Principal Partner Officer Director Trustee

QUESTIONS

6. Does the AMC meet the federal definition of AMC rule ownership limitations and panel size thresholds of 16 or more appraisers operating in a single state OR 25 or more appraisers operating in multiples states? Yes No
7. Is it a single state (16 or more appraisers) or a multiple state (25 or more appraisers)? _____
8. Provide the number of appraisers who provided appraisals in connection with covered transactions for the AMC in Delaware during the previous calendar year: _____.

To calculate your AMC Registry fee, multiply the total number of appraisers entered in question 8 above by \$25. The Board office will review the questionnaire and generate the required federal registry fee and will notify the facility that the fee has been posted to the Cart. For example: If you listed 6 appraisers under the AMC, then the total fee you will be required to pay is \$150.

