

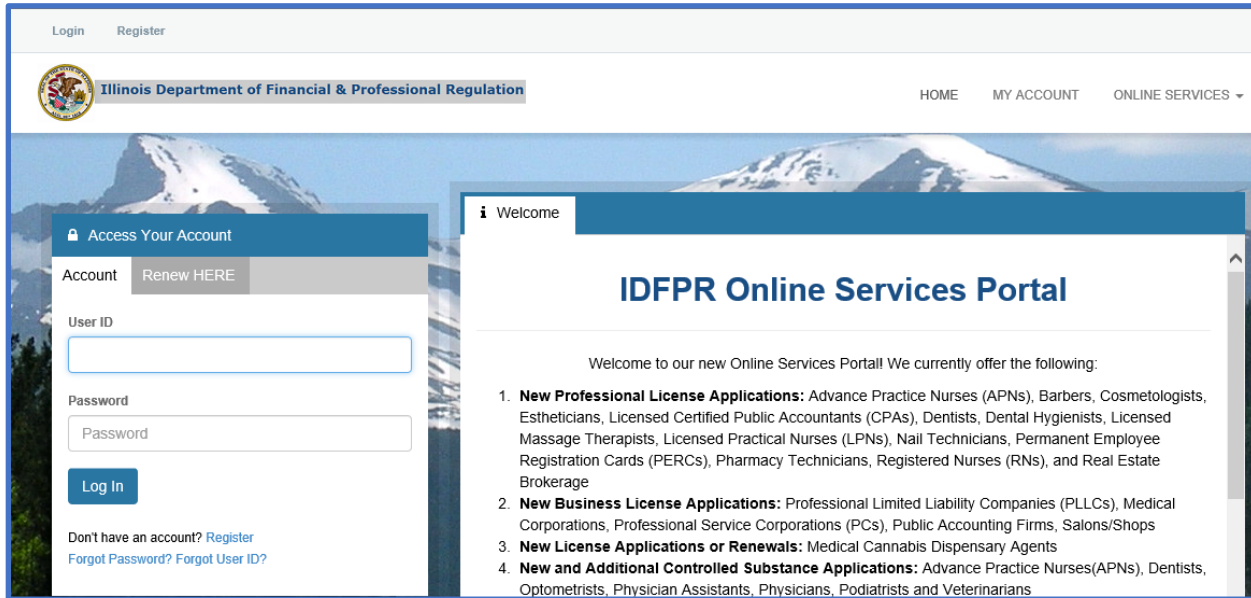


# 2023 AMC National Registry Report

How to submit the yearly AMC National Registry Report

## Step 1: Log into IDFPR Web Portal

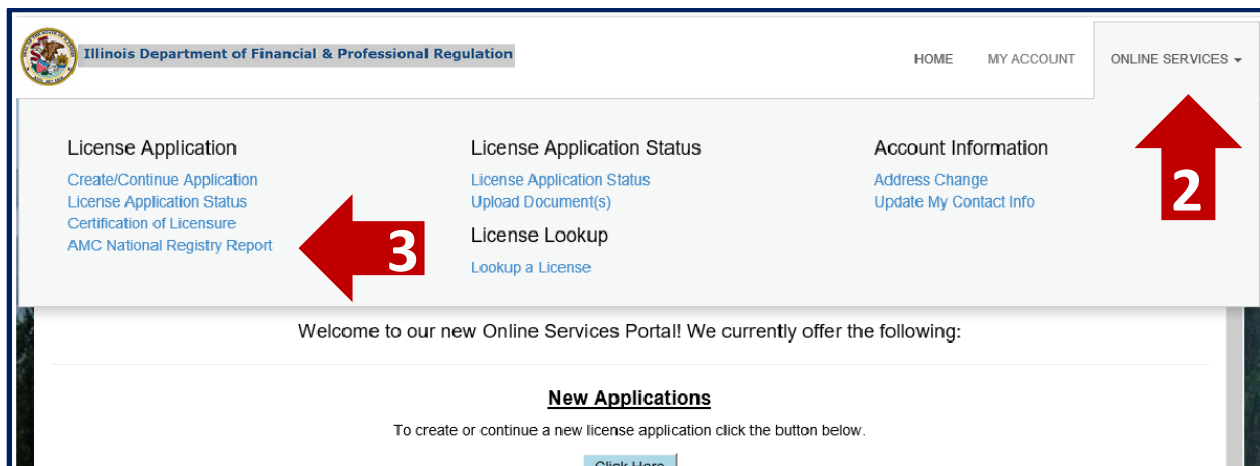
(<https://online-dfpr.micropact.com/Default.aspx>)



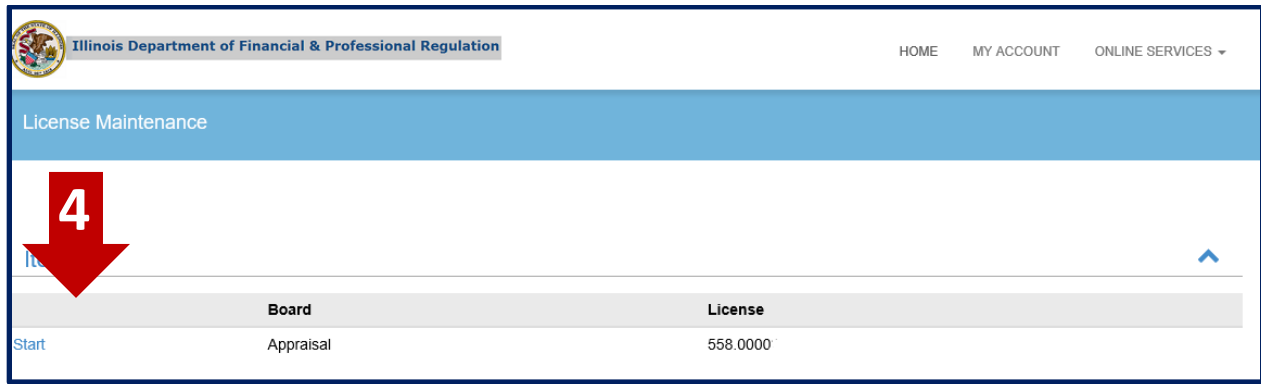
**Note:** If you have issues registering or logging in with your User ID/Password email [fpr.realestateappraisal@illinois.gov](mailto:fpr.realestateappraisal@illinois.gov)

## Step 2: Click “Online Services”

## Step 3: In drop-down click “AMC National Registry Report”



## Step 4: Begin the application – click “Start”



Illinois Department of Financial & Professional Regulation

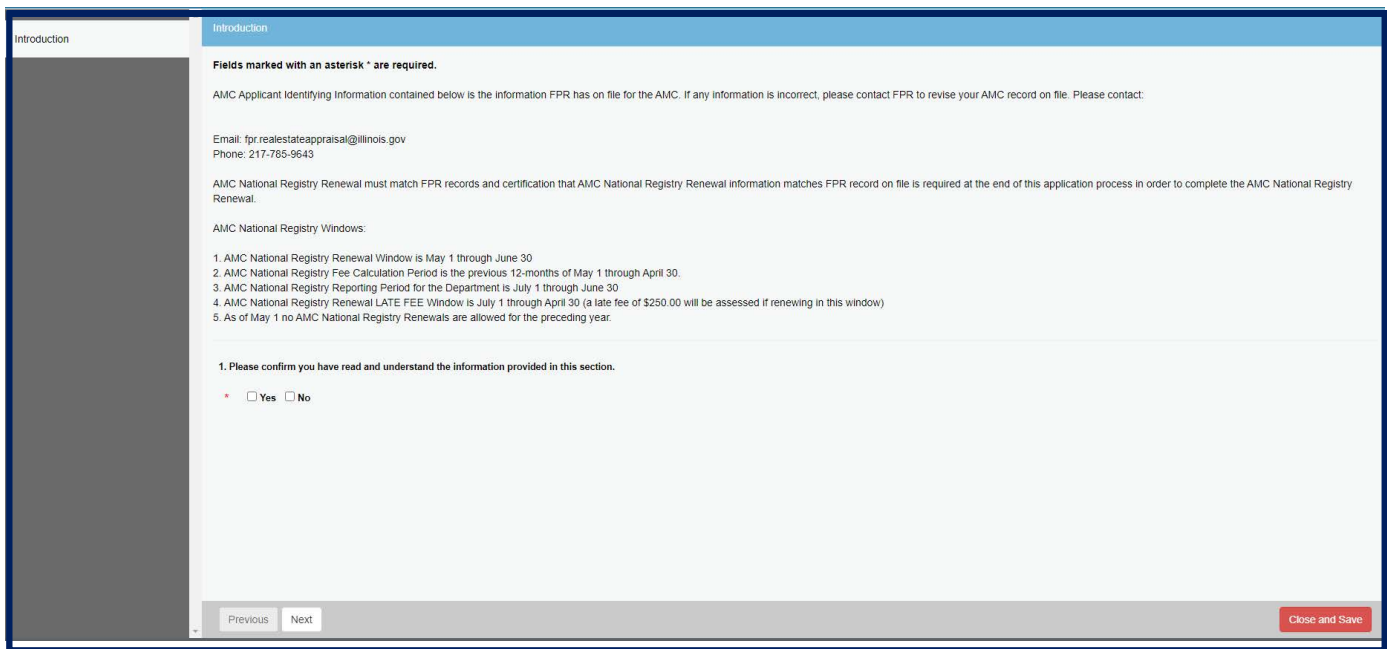
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License Maintenance

4

	Board	License
Start	Appraisal	558.0000

## Step 5: Introduction and information – must click “yes” to proceed, click “next” button when complete



Introduction

**Fields marked with an asterisk \* are required.**

AMC Applicant Identifying Information contained below is the information FPR has on file for the AMC. If any information is incorrect, please contact FPR to revise your AMC record on file. Please contact:

Email: [fpr.realestateappraisal@illinois.gov](mailto:fpr.realestateappraisal@illinois.gov)  
Phone: 217-785-9643

AMC National Registry Renewal must match FPR records and certification that AMC National Registry Renewal information matches FPR record on file is required at the end of this application process in order to complete the AMC National Registry Renewal.

AMC National Registry Windows:

1. AMC National Registry Renewal Window is May 1 through June 30
2. AMC National Registry Fee Calculation Period is the previous 12-months of May 1 through April 30.
3. AMC National Registry Reporting Period for the Department is July 1 through June 30
4. AMC National Registry Renewal LATE FEE Window is July 1 through April 30 (a late fee of \$250.00 will be assessed if renewing in this window)
5. As of May 1 no AMC National Registry Renewals are allowed for the preceding year.

1. Please confirm you have read and understand the information provided in this section.

\*  Yes  No

Previous Next Close and Save

### AMC National Registry Windows:

1. AMC National Registry Renewal Window is May 1 through June 30
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4. AMC National Registry Renewal LATE FEE Window is July 1 through April 30 (a late fee of \$250.00 will be assessed if renewing in this window)
5. As of May 1 no AMC National Registry Renewals are allowed for the preceding year.

**Step 6:** Confirm AMC information on record – must click “yes” to proceed, click “next” button when complete

**Note:** If the contact information is missing or incorrect please email [fpr.realestateappraisal@illinois.gov](mailto:fpr.realestateappraisal@illinois.gov)

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Introduction

Applicant Identifying Information

Applicant Identifying Information

Fields marked with an asterisk \* are required.

Complete Business Name

AMC BIZ Name

DBA

AMC DMA Name

Illinois Appraisal Management Company Registration Number

550 0000

Employer Identification Number (EIN)

XX-XXXXXX

Primary Business Address

123 Main St, Springfield IL 62706

Entity Web Address

Designated Controlling Person

CHRIS CONTROLLING PERSON

2. Please confirm the information presented above is accurate.

Yes  No

**Step 7:** Definitions page for informational purposes only (no action needed on page), click “next” button when complete

Introduction

Applicant Identifying Information

Definitions

Definitions

"Appraiser panel" means a network, list, or roster of licensed or certified appraisers approved by the appraisal management company or by the end-user client to perform appraisals as independent contractors for the appraisal management company. "Appraiser panel" includes both appraisers accepted by an appraisal management company for consideration for future appraisal assignments and appraisers engaged by an appraisal management company to perform one or more appraisals. For the purposes of determining the size of an appraiser panel, only independent contractors of hybrid entities shall be counted towards the appraiser panel.

"Covered transaction" means a consumer credit transaction secured by a consumer's principal dwelling.

"Principal Dwelling" means a residential structure that contains one to four units, whether or not that structure is attached to real property. The term includes an individual condominium unit, cooperative unit, manufactured home, mobile home, and trailer, if it is used as a residence. A consumer can only have one principal dwelling at a time.

"Statutory Panel Size Threshold" means that an AMC oversees an appraiser panel of 16 or more State-certified or State-licensed appraiser in Illinois or 25 or more appraisers in two or more jurisdictions in a calendar year or 12-month period under State law.

Previous Next Close and Save

## Step 8: Answer questions about “AMC Panel Size” - click “next” button when complete

"Statutory Panel Size Threshold" means that an AMC oversees an appraiser panel of 16 or more State-certified or State-licensed appraiser in Illinois or 25 or more appraisers in two or more jurisdictions in a calendar year or 12 - month period under State law.

**Panel Size**

**Fields marked with an asterisk \* are required.**

AMC Panel Size will determine if the AMC is eligible for National Registry.

The AMC is eligible for the National Registry if:

1) The Number of Independent Contractor Appraisers in Illinois is 16 or greater OR 2) The TOTAL Number of Independent Contractor Appraisers in Illinois PLUS the Number of Independent Contractor Appraisers in ALL Other States is 25 or greater.

Only AMCs who qualify for the National Registry will be eligible for the AMC National Registry.

If eligible, your AMC National Registry Fee will be calculated based on your Panel Size responses. **Fees shall be calculated based upon each previous 12-month calendar period beginning May 1 and ending April 30.**

3. Does the AMC oversee a panel of 16 or more (independent contractors) certified or licensed appraisers in Illinois that have been recruited, selected and retained to perform appraisals in connection with a covered transaction within the previous twelve months of May 1 through April 30?

\*  Yes  No

4. Does the AMC oversee a panel of 25 or more (independent contractors) certified or licensed appraisers in more than one State that have been recruited, selected and retained to perform appraisals in connection with a covered transaction within the previous twelve months of May 1 through April 30 in all States?

\*  Yes  No

Previous Next Close and Save

**Please Note:** If you answer "no" to questions 4 and 5, the system will skip to 6. If you answer "yes" to either question 4 and 5, you will be prompted to input the number of Appraisers on your panel that performed covered transactions in Illinois within the previous 12 months of May 1 through April 30.

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**Panel Size Covered Transactions Illinois**

**Fields marked with an asterisk \* are required.**

5. How many appraisers on your panel performed appraisals in connection with a covered transaction in Illinois within the previous twelve months of May 1 through April 30?

\*

Previous Next Close and Save

**Step 9:** Answer questions about AMC background, if any are answered "yes" you must upload a document providing details supporting the question.

**AMC National Registry Certification**

Fields marked with an asterisk \* are required.

7. Has the AMC ever received an adverse action taken by another jurisdiction or any federal regulatory agency to refuse to issue, deny, cancel, reprimand, terminate, suspend, or revoke a license, certification, registration, or require surrender in lieu of revocation as appraisal management company? If YES, you will be required to upload an electronic copy of relevant documentation that describes the charges and final action taken.

Yes  No

8. If you responded "yes" to the AMC having ever received an adverse action then you must upload relevant documentation that describes the charges and final actions here.

No document(s) uploaded for this question.

Select a document to upload:  
   
 File types accepted: bmp, doc, docx, jpg, ofm, pdf, png, rtf, tif, xls, xlsx

9. Has any direct owner or indirect owner ever been the subject of an adverse action taken by another jurisdiction or any federal regulatory agency to refuse to issue, deny, cancel, reprimand, terminate, suspend, revoke, or require surrender in lieu of revocation a real estate appraisal credential? If YES, you will be required to upload an electronic copy of relevant documentation that describes the charges and final action taken.

Yes  No

10. Does the AMC have a person who owns directly or indirectly more than 10% of the AMC that has been convicted of or entered a plea of guilty or nolo contendere to forgery, embezzlement, obtaining money under false pretenses, larceny, extortion, conspiracy to defraud, or a similar offense, or has been convicted of a felony involving moral turpitude in any state or federal court or that of a foreign country? If YES, you will be required to upload an electronic copy of relevant documentation that describes the charges and final action taken.

Yes  No

11. If yes, submit documentation for each conviction that includes an official copy of the court docket, which shows the offense, the final disposition inclusive of the sentence, a statement from the probation/parole officer if probation was served and that all conditions of the sentence have been met. Please do not disclose expunged, sealed, or juvenile convictions.

No document(s) uploaded for this question.

Select a document to upload:  
   
 File types accepted: doc, docx, pdf

12. If you responded "yes" to any direct or indirect owner having ever received an adverse action then you must upload relevant documentation that describes the charges and final actions here.

No document(s) uploaded for this question.

Select a document to upload:  
   
 File types accepted: bmp, doc, docx, jpg, ofm, pdf, png, rtf, tif, xls, xlsx

13. I certify I have read 225 ILCS 459 and am in compliance with 225 ILCS 459.

Yes  No

Previous Next Close and Save

**Step 10:** Is this AMC owned and controlled by an insured depository institution regulated by the OCC, the Federal Reserve or the FDIC (Federally Regulated)?

9. If you responded "yes" to any direct or indirect owner having ever received an adverse action then you must upload relevant documentation that describes the charges and final actions here.

No document(s) uploaded for this question.

Select a document to upload:  
   
 File types accepted: bmp, doc, docx, jpg, ofm, pdf, png, rtf, tif, xls, xlsx

10. Is this AMC owned and controlled by an insured depository institution regulated by the OCC, the Federal Reserve or the FDIC (Federally Regulated)?

Yes  No

11. I certify I have read 225 ILCS 459 and am in compliance with 225 ILCS 459.

Yes  No

## Step 11: Certify answers provided are accurate.

The screenshot shows a web form titled "AMC National Registry Final Certification". On the left is a vertical navigation menu with items: Introduction, Applicant Identifying Information, Definitions, Panel Size, Panel Size Covered Transactions Illinois, AMC National Registry Federally Regulated, AMC National Registry Certification, and AMC National Registry Final Certification (which is highlighted). The main content area has a blue header with the title. Below the header, it says "Fields marked with an asterisk \* are required." and a certification statement: "14. I certify that: 1) Applicant Identifying Information contained in this AMC National Registry registration is accurate. 2) Panel Size Information contained in this AMC National Registry registration is accurate. 3) Certifications are accurate. 4) I am the Designated and Controlling Person for this AMC." Below this is a radio button selection: "\*  Yes  No". A sub-header reads "To electronically sign this form respond to the following fields." There are three required fields: "15. Full Name" with an empty text box, "16. Email Address" with a text box containing "test@test.com", and "17. Primary Phone Number" with a text box containing "(555) 555-1212". At the bottom left are "Previous" and "Next" buttons, and at the bottom right is a red "Close and Save" button.

## Step 12: Review screen of information set to file with the Department, click “previous” to make any adjustments, or click “Finish” bottom if ready to submit.

The screenshot shows the "Review" screen of the form. The left navigation menu is now labeled "Review". The main content area displays the same certification statement and radio button selection as in Step 11. The three required fields are now populated with the test data: "15. Full Name" (empty), "16. Email Address" (test@test.com), and "17. Primary Phone Number" ((555) 555-1212). At the bottom left are "Previous" and "Finish" buttons, and at the bottom right is a red "Close and Save" button.

**Step 13:** Total amount due (based on number of Appraisers entered previously) will be displayed, to enter our payment website, click “pay invoice” button.

Illinois Department of Financial & Professional Regulation

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Invoice Pay Invoice Print

The item was successfully added to the invoice. To add additional transactions to this invoice before making payment, click on a Command in the top menu. Otherwise, click the Pay Invoice button to pay it now.

Illinois Department of Financial and Professional Regulation

Date: 5/21/2021  
Invoice #: 692956

AMC BIZ NAME  
ADDRESS INFORMATION  
CITY, ST, ZIP CODE

Description	Amount
License Maintenance - 558.0000	
AMC National Registry Fee	\$650.00
Subtotal:	\$650.00
<b>Total:</b>	<b>\$850.00</b>

Pay Invoice

**When submitted and paid:** An automated “payment confirmation” will be sent upon the submission of the report. An additional email receipt will be sent when the report is filed and accepted into our database.

If any information is incorrect, or you have questions please contact:

email: [fpr.realestateappraisal@illinois.gov](mailto:fpr.realestateappraisal@illinois.gov) or phone: 217-785-9643