

Bureau of Professional Licensing Appraisal Management Company FAQs

1. How can I contact the Licensing Division?

Email:	Questions	BPLHelp@michigan.gov
	Submit Documents	BPLData@michigan.gov
Phone:	(517) 241-9288	
Mailing Address:	Bureau of Professional Licensing PO Box 30670 Lansing, MI 48909	

2. How long is an Appraisal Management Company license issued for?

The term of a new license issued under Article 26A was 3 years until the implementation of the new MiPlus licensing system on October 5, 2021. On October 5, 2021 and after, all NEW Appraisal Management Companies are issued for 1 year. The Department may grant a shorter term for an initial license so that all licenses expire on the same date. The Department shall include the expiration date of an appraisal management company's license on its license certificate.

3. When can I renew my license? How do I renew my license?

Licensees can begin to renew their licenses approximately 90 days prior to the expiration date of their current license.

Licensees will be emailed a renewal notification to their email address on record approximately 90 days prior to the expiration date of the license. Remember to notify the Department in writing of any email address change. It's a licensee's responsibility to renew his or her license on time. Failure to receive the renewal notification, or to notify the Department of an email address change, does not exempt a licensee from renewing their license on time.

Licensees are required to renew their license(s) by using the online renewal system at www.michigan.gov/miplus using a debit or credit card containing a MasterCard, Visa or Discover logo.

4. Am I required to complete any actions prior to my expiration date?

MCL 339.2673 states the following:

- An appraisal management company licensed under this article shall certify to the department on

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an annual basis, on a form prescribed by the department, that it has a system and process in place to verify that an individual the company is adding to its appraiser panel is licensed under article 26.

- An appraisal management company licensed under this article shall certify to the department on an annual basis, on a form prescribed by the department, that it has a system in place to periodically review the work of appraisers who perform real estate appraisal services for it to verify that the real estate appraisal services are being conducted in accordance with the uniform standards of professional appraisal practice.
- An appraisal management company licensed under this article shall certify to the department on an annual basis, on a form prescribed by the department, that it maintains a detailed record of each service request that it receives and the identity of the independent appraiser that performs the real estate appraisal services for the appraisal management company. An appraisal management company shall retain the records described in this subsection for at least 5 years.
- An appraisal management company licensed under this article shall certify to the department on a biannual basis, on a form prescribed by the department, that it has a system in place to verify that each individual on its appraiser panel has not had his or her license as an appraiser refused, denied, canceled, revoked, or surrendered in lieu of a pending revocation in the 24 months preceding the date of the company's certification under this subsection.

Licensees can submit their annual certification to the Department using the online renewal system at www.michigan.gov/miplus from May 1 through September 29.

5. **Where can I locate Article 26A?**

The Occupational Code and Article 26A are available on the website www.michigan.gov/bpl.

6. **My license was lost/stolen/destroyed, how do I get a new one?**

You may request a duplicate license online at www.michigan.gov/miplus. Instructions on how to order your license reprint can be found [here](#).

7. **How do I file a complaint against an occupational professional?**

Information on how to File a Complaint with the Bureau of Professional Licensing can be located on the Bureau of Professional Licensing's website at www.michigan.gov/bpl. The direct link to the Complaint Intake webpage can be found [here](#).

8. **Does Michigan participate in the National Registry of AMC's?**

Yes, beginning with July 2022 renewals, the State of Michigan will send a list of all **eligible** Appraisal Management Companies to the Appraisal Subcommittee to be added to their National Registry of AMC's (AMC Registry).

9. **How do I add my company to the National Registry of AMC's?**

When submitting your initial licensure application and completing your license renewals, you will be required to answer a series of questions to determine if you are eligible for the National AMC Registry. If you are eligible for the National AMC registry, our office will forward your information to the Appraisal Subcommittee, after which point the ASC will upload your information to their AMC National Registry.

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10. How do I know if I am a Single or Multi State AMC?

A Single State AMC, is an AMC that oversees a panel of 16 or more certified or licensed appraisers in Michigan within a given year that have been recruited, selected, and retained to perform appraisals in connection with a covered transaction.

A Multi-State AMC, is an AMC that oversees a panel of 25 or more certified or licensed appraisers in two or more States within a given year that have been recruited, selected, and retained to perform appraisals in connection with a covered transaction.

11. What are the Annual AMC Registry Fees?

For Appraisal management companies that have been in existence for more than one year, the annual registry fee is \$25 multiplied by the number of appraisers who have performed an appraisal for the AMC in connection with a covered transaction in such State during the previous year.

For Appraisal management companies that have NOT been in existence for more than one year, the annual registry is \$25 multiplied by the number of appraisers who have performed an appraisal for the AMC in connection with a covered transaction in such State since the AMC commenced doing business.

12. How do I submit my annual AMC Registry Fees?

Appraisal Management Companies who are eligible for be listed on the AMC National registry, will submit their registry fees with their initial licensure or license renewal application.

13. What is a federally regulated AMC?

AMC owned and controlled by an insured depository institution regulated by the OCC, the Federal Reserve, or the FDIC.