

# AMC NATIONAL REGISTRY TRANSACTION



## USER ID AND PASSWORD

The screenshot shows the TREC Online Licensing Service login page. At the top left is the TREC logo with the text 'TEXAS REAL ESTATE COMMISSION'. To its right is the title 'Online Licensing Service'. A 'Contact Us' link is in the top right corner. The main content area is divided into two sections. The left section, titled 'Returning User', states that '\*' are required and provides input fields for '\*User ID:' and '\*Password:'. Below these fields are links for 'Forgot Password?' and 'Forgot User ID?', and a 'Sign In' button. The right section, titled 'Sign-up and manage your licenses', welcomes new users and provides a 'sign-up' link. Below this is a 'New User' section with a 'Begin Here For Sign-up' link. At the bottom, a disclaimer states that use of the system constitutes consent to monitoring and that unauthorized use is prohibited. A 'Secure System' icon is in the bottom right corner.

**TREC**  
TEXAS REAL ESTATE COMMISSION

### Online Licensing Service

[Contact Us](#)

#### Returning User

\* \* are required

\*User ID:

\*Password:

[Forgot Password?](#)

[Forgot User ID?](#)

#### Sign-up and manage your licenses

Welcome to the online licensing service. If you are a new user, please register using the "sign-up" link to the left. This online service can be used to apply for, renew, or manage TREC and TALCB issued licenses.

#### New User

[Begin Here For Sign-up](#)

Use of this system constitutes consent to monitoring, interception, recording, reading, copying or capturing by authorized personnel of all activities. There is no right to privacy in this system. Unauthorized use of this system is prohibited and subject to criminal and civil penalties.

Secure System

Your User ID is the email address you use to renew your AMC registration or to manage your panel online.

If you do not remember the password you can request to "Reset Your Password" and a temporary password will be sent to you.

If you no longer have access to that email address, you can send a message to [information@talcb.texas.gov](mailto:information@talcb.texas.gov) requesting a change to the email address on file.

# TRANSACTION MENU

Logged in as **TEST, ITS**

[Update Profile](#) | [Logoff](#) | [Contact Us](#)

### Quick Start Menu

To start choose an option and you will return to this Quick Start menu after you have finished.

**If you would like to add a new license to your profile (not for managing sponsorships), please select "Update Profile" in the upper right hand corner and click "Add Licenses."**

**ALL FEES ARE NON REFUNDABLE AND NON TRANSFERABLE.**

**License Information**

Show Details

License Number: **#2000002**

License Type: **Appraisal Management Company**

■ Change your license information and manage

Appraisal Management Company #2000002

<Choose a Function>

AMC License Reprint - No Fee

**AMC Registry Reporting**

Manage AMC Panel

Select

# INTRODUCTION

Logged in as Sample, Denise

[Update Profile](#) | [Logout](#) | [Contact Us](#)

Introduction

Name and Organizational Details

Registry Questions

Application Summary

AMC Registry Reporting - Introduction

The Appraisal Subcommittee (ASC) maintains the National Registry of AMCs (AMC Registry). Any AMC that meets the federal definition of an AMC, and any federally regulated AMCs, must be included on the AMC National Registry.

TALCB is required to collect annual data and fees set by the ASC for inclusion on the AMC Registry. This is separate and distinct from your Texas AMC license renewal that is done every two years.

Answer the required questions on the following screens and provide the number of appraiser panel members who performed work on one or more covered transactions during the previous calendar year (January 1 - December 31). The AMC Registry fee is based on the number of appraiser panel members you report and is automatically calculated at the end of the transaction.

- A "covered transaction" is defined as any consumer credit transaction secured by the consumer's principal dwelling.
- The AMC Registry fee is calculated by multiplying the number of applicable appraiser panel members reported times twenty-five dollars (\$25.00).

This transaction will be available online until March 31st.

Click "Next" to continue.  
Click "Cancel" to cancel this application and return to the main menu.

Next

Cancel

# NAME & ORGANIZATIONAL DETAILS

Logged in as TEST, ITS

[Update Profile](#) | [Logoff](#) | [Contact Us](#)

Introduction

**Name and Organizational Details**

Registry Questions

Application Summary

**AMC Registry Reporting - Name and Organizational Details**

Please enter your organizational details and press "Next" to continue.  
Click "Previous" to return to the previous section.  
Click "Cancel" to cancel this application and return to the main menu.

Organization Name

TREC/TALCB Test AMC/REO

Tax Number

010101010

Entity Type:

Previous

Next

Cancel

# REGISTRY QUESTIONS

Logged in as **Testing, Tina**

[Update Profile](#) | [Logoff](#) | [Contact Us](#)

Introduction

Name and Organizational Details

Registry Questions

Application Summary

AMC Registry Reporting - Registry Questions

Registry Questions

Criteria for the National Registry:

- **Single State:**  
The AMC oversees a panel of 16 or more certified or licensed appraisers in one State within a given year that have been recruited, selected and retained to perform appraisals in connection with a covered transaction; or,
- **Multiple State:**  
The AMC oversees a panel of 25 or more certified or licensed appraisers in more than one State within a given year that have been recruited, selected and retained to perform appraisals in connection with a covered transaction.

Does the AMC meet one of these criteria? ☐ Yes ☐ No

*If NO, please click 'Next'.*

*If YES, please select an 'Operation Type'.*

Operation Type:

Is this a Federally regulated AMC? ☐ Yes ☐ No

How many appraisers on your panel performed appraisals in connection with a covered transaction in Texas from January 1 through December 31st?

Number of Panel Members

Back

Next

Cancel

# AMC DOES NOT QUALIFY FOR REGISTRY

Logged in as **Testing, Tina** [Update Profile](#) | [Logoff](#) | [Contact Us](#)

[Introduction](#)  
[Name and Organizational Details](#)  
**[Registry Questions](#)**  
[Application Summary](#)

## AMC Registry Reporting - Registry Questions

### Registry Questions

Criteria for the National Registry:

- **Single State:**  
The AMC oversees a panel of 16 or more certified or licensed appraisers in one State within a given year that have been recruited, selected and retained to perform appraisals in connection with a covered transaction; or,
- **Multiple State:**  
The AMC oversees a panel of 25 or more certified or licensed appraisers in more than one State within a given year that have been recruited, selected and retained to perform appraisals in connection with a covered transaction.

Does the AMC meet one of these criteria? ☐ Yes ☒ No

*If NO, please click 'Next'.*

*If YES, please select an 'Operation Type'.*

Operation Type:

Is this a Federally regulated AMC? ☐ Yes ☐ No

How many appraisers on your panel performed appraisals in connection with a covered transaction in Texas from January 1 through December 31st?

Number of Panel Members

[Back](#) [Next](#) [Cancel](#)

Subsequent fields remain disabled and the AMC is directed to the next screen.

# AMC QUALIFIES FOR REGISTRY

Logged in as **Testing, Tina**

[Update Profile](#) | [Logoff](#) | [Contact Us](#)

Introduction

Name and Organizational Details

**Registry Questions**

Application Summary

## AMC Registry Reporting - Registry Questions

### Registry Questions

Criteria for the National Registry:

- **Single State:**  
The AMC oversees a panel of 16 or more certified or licensed appraisers in one State within a given year that have been recruited, selected and retained to perform appraisals in connection with a covered transaction, or,
- **Multiple State:**  
The AMC oversees a panel of 25 or more certified or licensed appraisers in more than one State within a given year that have been recruited, selected and retained to perform appraisals in connection with a covered transaction.

Does the AMC meet one of these criteria?  
☒ Yes ☐ No

*If NO, please click 'Next'.*

*If YES, please select an 'Operation Type'.*

Operation Type:

Is this a Federally regulated AMC? ☐ Yes ☐ No

How many appraisers on your panel performed appraisals in connection with a covered transaction in Texas from January 1 through December 31st?

Number of Panel Members

[Back](#) [Next](#) [Cancel](#)

Subsequent fields are enabled and the AMC is instructed to continue.



# OPERATION TYPE

Logged in as Testing, Tina [Update Profile](#) | [Logout](#) | [Contact Us](#)

**AMC Registry Reporting - Registry Questions**

**Registry Questions**

Criteria for the National Registry:

- **Single State:**  
The AMC oversees a panel of 16 or more certified or licensed appraisers in one State within a given year that have been recruited, selected and retained to perform appraisals in connection with a covered transaction, or,
- **Multiple State:**  
The AMC oversees a panel of 25 or more certified or licensed appraisers in more than one State within a given year that have been recruited, selected and retained to perform appraisals in connection with a covered transaction.

Does the AMC meet one of these criteria? ☒ Yes ☐ No

If NO, please click 'Next'

If YES, please select an 'Operation Type'

Operation Type:

Is this a Federally regulated AMC?

How many appraisers on your panel performed appraisals in connection with a covered transaction in Texas from January 1 through December 31st?

Number of Panel Members

[Back](#) [Next](#) [Cancel](#)

AMC selects an 'Operation Type' based on the criteria listed above.

# FEDERALLY REGULATED & PANEL COUNT

Logged in as **Testing, Tina** [Update Profile](#) | [Logoff](#) | [Contact Us](#)

[Introduction](#)  
[Name and Organizational Details](#)  
**[Registry Questions](#)**  
[Application Summary](#)

## AMC Registry Reporting - Registry Questions

### Registry Questions

Criteria for the National Registry:

- **Single State:**  
The AMC oversees a panel of 16 or more certified or licensed appraisers in one State within a given year that have been recruited, selected and retained to perform appraisals in connection with a covered transaction; or,
- **Multiple State:**  
The AMC oversees a panel of 25 or more certified or licensed appraisers in more than one State within a given year that have been recruited, selected and retained to perform appraisals in connection with a covered transaction.

Does the AMC meet one of these criteria? ☒ Yes ☐ No

*If NO, please click 'Next'.*

*If YES, please select an 'Operation Type'.*

Operation Type: Single State

Is this a Federally regulated AMC? ☐ Yes ☒ No

How many appraisers on your panel performed appraisals in connection with a covered transaction in Texas from January 1 through December 31st?

Number of Panel Members: 17

[Back](#) [Next](#) [Cancel](#)

AMC indicates if they're Federally Regulated.

AMC enters the 'Number of Panel Members'. This is used to calculate the total fee amount.

# APPLICATION SUMMARY

Logged in as **Testing, Tina**

[Update Profile](#) | [Logoff](#) | [Contact Us](#)

Introduction

Name and Organizational Details

Registry Questions

**Application Summary**

**AMC Registry Reporting - Application Summary**

Review the data and press "Submit" to submit this application.  
Press "Previous" to the return to the previous section.  
Press "Cancel" to cancel this application and return to the main menu.

Application

License Type: Appraisal Management Company  
Application Date: 11/09/2020

Organization Detail:

Registry Questions

Does the AMC meet one of these criteria? Yes  
Operation Type: Single State  
Is this a Federally regulated AMC?  
Number of Panel Members 17

Edit

Previous

Submit

Cancel

# STATEMENT OF APPLICANT

Logged in as Testing, Tina

[Update Profile](#) | [Logoff](#) | [Contact Us](#)

Introduction

Name and Organizational Details

Registry Questions

Application Summary

## AMC Registry Reporting - Statement of Applicant

Press "Previous" to return to the previous section.

Press "Next" to continue.

Press "Cancel" to cancel this application and return to the main menu.

**By selecting "Yes" I certify that:**

- I am authorized to submit this information on behalf of the AMC, and all information given is true, correct, and complete.
- Upon request by the Texas Appraiser Licensing and Certification Board (the "Board"), I will furnish all additional information or documentation deemed necessary by the Board to verify the information I have provided.
- I authorize the Board to conduct an investigation of the information I have provided as it deems necessary.
- I understand that providing false or misleading information to the Board is a violation of Board rules and may be cause for the AMC's license to be placed on inactive status, suspended, or revoked.
- I further understand that information submitted to the Board may be subject to public disclosure or inspection in accordance with the Public Information Act (Chapter 552, Government Code).

☒ Yes

☐ No

Previous

Next

Cancel

# PAYMENT SUMMARY

Logged in as TEST, ITS

[Update Profile](#) | [Logoff](#) | [Contact Us](#)

**Fee and Summary Report**

Your application data has been submitted. Click on "View PDF Summary Report" and print this report for your records.

You are required to pay the amount below for your application to be processed.

Press "Pay Now" to proceed to the fee payment page.

Fees	
Fed Reg AMC:	\$425.00
TXOL AMC Registry:	\$17.00
Total Amount Due:	\$442.00

[Pay Now](#)

[View PDF Summary Report](#)

