



Designated Controlling Person Closing Company Affidavit

The designated controlling person must submit this affidavit when closing an Appraisal Management Company (AMC). The effective closing date can't be retroactive. When choosing the closing date, allow time to finish pending assignments to avoid unlicensed activity.

Submit online: www.dol.wa.gov/business/appraisalmgmt

Or mail this completed form and the AMC license affected by this closure to:

Appraisal Management Company Program
Department of Licensing
PO Box 9021
Olympia, WA 98507-9021



For questions or language help call (360) 664-6504 or email dolbpdamc@dol.wa.gov.

I, _____, certify that _____
Designated controlling person name as registered AMC name

_____, AMC license number _____,

will no longer be conducting business in Washington effective _____.
date

The records and appraisals will be kept at:

Physical address, City, State, ZIP code

In the event DOL requests such records and appraisals, I can be contacted at:

(Area code) Phone number Email

Mailing address (Address or PO Box, City, State, ZIP code)

I understand that I must:

- maintain a detailed record of each service request received and a complete copy of each completed appraisal report performed as part of any request? Yes No
- keep these records and appraisals for a minimum of 5 years or at least 2 years after final disposition of any judicial proceeding related to any assignment? Yes No
- provide these records and appraisals to the Department of Licensing (DOL) upon demand according to the laws and regulations that governed my license? Yes No
- include the original license issued by DOL with this Affidavit? Yes No

I declare under penalty of perjury under the law of Washington that the foregoing is true and correct.

Date and place

TYPE or PRINT Name of designated controlling person
X
Signature of designated controlling person