



Real Estate Appraiser Board
Appraisal Management Company
Application User Guide

Table of Contents

Appraisal Management Company Application

Introduction	3
Basic Information	3
Business Information	6
Questions	10
Upload Documents	12
Attestation	15
Payment	15

Appraisal Management Company Application

1. In the **Introduction** step, read the information carefully, then click “**Next**”.

RLD Intake

- Introduction
- Basic Information
- Business Information
- Questions
- Upload Documents
- Attestation
- Payment
- Confirmation

Introduction

Thank you for starting your application for a license with the New Mexico Regulation and Licensing Department. This licensing portal will guide you through the licensing requirements and allow you to save your work and return to your application if you do not complete it all at one time.

This application will confirm that each individual applying meets all requirements for licensure set by either state statute or rules governing the profession. These licensing requirements, along with continuing education, regular renewals, and compliance monitoring assist to safeguard the profession and certify that licensees meet minimum education, training, and health and safety standards to ensure public trust.

If you have further questions regarding licensure or the Regulation and Licensing Department Boards and Commissions Division, please visit the website at www.rld.nm.gov/boards-and-commissions/. Each Board and Commission have their own webpage with specific requirements for licensure, continuing education, renewals, public meeting information, and a direct phone number and email to their respective administrator and other support staff who can be reached for help.

If you are ready to apply, please click the Next button to begin your application.

 warning.png

Please ensure that you are applying for the correct license, permit or exam approval. Incorrect applications or those submitted in error may result in delays or additional application fees. Please note all fees are non-refundable even if the application is denied or withdrawn.

[Save for later](#)

[Next](#)

2. On the **Basic Information** page, verify that all information is valid and up to date.

Basic Information

Carefully verify that all contact information is current and correct.

Communication regarding licensing and renewals may be sent through email, and any official legal communication regarding complaints and discipline will be sent to the mailing address on file. It is required that every applicant and licensee maintain a current email and mailing address with the board where mail is checked regularly.

Name changes or other updates to your personal information cannot be processed on this page. Any such changes must be made by clicking on the 'My Profile' button below.

Note: If you change any profile information, you will need to restart your application, so that your application reflects your updates.

[My Profile](#)

▼ Applicant Information

* First Name Middle Name * Last Name

Any other name(s)

* Phone Number

* Email Address

▼ Mailing Address

* Mailing Street

* Mailing City

* Mailing State

Mailing County (If in New Mexico)

* Mailing Zip

* Mailing Country

[Save for later](#)

[Previous](#)

[Next](#)

- a. If your information is **Not Up to Date**, select the **“My Profile”** button at the top left to update your information.

- Pre-Screening
- Introduction
- Basic Information**
- Jurisprudence Exam
- Questions
- Upload Documents
- Attestation
- Payment
- Confirmation

Basic Information

Carefully verify that all contact information is current and correct.

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Name changes or other updates to your personal information cannot be processed on this page. Any such changes must be made by clicking on the 'My Profile' button below.

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My Profile

Applicant Information

* First Name	Middle Name	* Last Name

- i. Select the **“Edit”** button at the bottom right of the page.

My Profile

Person Information

* First Name

Middle Name

* Last Name

Have you ever used another name under which records relating to your application, education, training or experience may be filed?

Race

Ethnicity

Preferred Language

Are you a New Mexico Resident ?

Date of Birth

Gender

Primary Phone No

Business Phone No

Identifier Type

Identifier Number

Mailing Address

Mailing Street

City

State/Province

Country

Zip Code

County (If in New Mexico)

Edit

- ii. Enter in all relevant updated data and select “**Save**” at the bottom right when completed, then return to your application and click “**Next**”.

My Profile

Person Information

*First Name Middle Name *Last Name

Have you ever used another name under which records relating to your application, education, training or experience may be filed?

*Race *Ethnicity *Preferred Language *Are you a New Mexico Resident?

*Date of Birth *Gender

*Primary Phone No Business Phone No

*Identifier Type *Identifier Number

Mailing Address

*Mailing Street

*City State/Province

Country *Zip Code County (If in New Mexico)

Cancel Save

- b. If your information is **Up to Date**, select the “**Next**” button at the bottom right of the page.

* Mailing Street

* Mailing City * Mailing State

Mailing County (if in New Mexico) * Mailing Zip

* Mailing Country

Save for later Previous Next

3. In the **Business Information** sections, you will be able to provide your company, personnel, and controlling person information.
- Use the text boxes to enter your **Business Name** exactly as it should appear on your printed license. Then use the **Type of Ownership** dropdown to select your company's structure. After that, choose whether you are applying with a "**Multi State AMC**" or "**Single State AMC**" using the radio buttons next to your response.

RLD Intake

- Introduction
- Basic Information
- Business Information**
- Questions
- Upload Documents
- Attestation
- Payment
- Confirmation

Business Information

* Business Name

Please update the Business Name as it should appear on printed license.

* Type of Ownership

* Type of the Appraisal Management Company

☒ Multi State AMC
☐ Single State AMC

- Using the appropriate text field, enter the **NM State Tax CRS ID Number**, **Federal Tax ID Number**, **Phone Number**, **Email Address**, and any **DBA under the AMC** (with multiple entries separated by a comma).

If the company oversees a panel of 16 or more certified or licensed appraisers to perform appraisals in connection with covered transactions in one state within a given year, company qualifies as Single State Appraisal Management Company.

If the company oversees a panel of 25 or more certified or licensed appraisers to perform appraisals in connection with covered transactions in more than one state within a given year, company qualifies as Multi State Appraisal Management Company.

* NM State Tax CRS ID Number

* Federal Tax ID Number

* Phone Number

* Email Address

List all entities doing business as (DBA) under the Appraisal Management Company? (List multiple entries separated by comma)

- c. Next, use the “**Add New**” button to begin entering the **Personnel Information** of each of your company’s owners, officers, and individuals with 10% or higher financial interest in the AMC.

* Specify details for each owner, officer or anyone who has 10% (or higher) financial interest in the Appraisal Management Company. If company is Sole Proprietorship, you must enter minimum 1 entry.

If you need to view, edit or delete any records, click the down arrow under action for that specific record.

Name	Title	Date of Birth	Phone Number	Email	Address	
						Add New

- d. Enter the **First Name**, **Last Name**, **Title**, **Phone**, and **Email** into the corresponding text boxes. Then use the dropdown to select the **Title** of your personnel entry. Finally, enter the **Date of Birth** in **MM/DD/YYYY** format, or use the **Calendar** icon to choose the date in the full calendar view. Use the appropriate text fields to enter the Personnel’s **Mailing Street Address**, **City**, **State**, **Zip**, and **Country**. Click “**Save**” to complete the entry and return to the **Business Information** section of your application.

* Email Address

Personnel Information

* First name

* Last name

* Title

* Date of Birth



Phone

* Email

* Mailing Street Address

* Mailing City

* Mailing State

* Mailing Zip

* Mailing Country

Cancel

Save

- e. Enter your AMC's **Physical** and **Mailing Address Street, City, Zip,** and **Country** into text fields and use the **State** dropdown under both the **AMC Physical Address** and **AMC Mailing Address** sections. Then select whether the "**Physical**" or "**Mailing**" address will be used for the Appraisal Sub Committee (ASC) registry.

▼ Appraisal Management Company Physical Address

Appraisal Management Company could be physically located anywhere in United States

* Street

* City

* Zip

* State

* Country

▼ Appraisal Management Company Mailing Address

Please note that the license will be sent to this address.

* Street

* City

* Zip

* State

* Country

* Which of these following addresses would you like Board to use for the Appraisal Sub Committee(ASC) registry?

☒ Physical
☐ Mailing

- f. Enter the AMC's Designated **Controlling Person's Name, Title, Phone, and Email** into the corresponding text boxes. Under the Mailing Address portion, enter the Controlling Person's **Street, City, Zip, and Country** into text fields and use the **State** dropdown to complete the section. Then, answer whether the **Controlling Person** will be the **Employee in Charge** for the AMC by clicking the **"Yes"** or **"No"** radio buttons next to your response.

▼ Designated Controlling Person Information

* Name	* Title
* Phone	* Email

▼ Mailing Address

* Street	* City
* Zip	* State
* Country	
US	

* Is the Designated Controlling Person going to act as the Employee in Charge (EIC) for the Appraisal Management Company stated in the application?

☐ Yes
☒ No

Each Appraisal Management Company must designate one Employee in Charge (EIC) person who will be the main contact for all communications between AMC and the board.

- g. If you selected **"No"**, repeat step f. under the **Employee in Charge (EIC) Information** portion of the **Business Information** page.

▼ Employee in Charge (EIC) Information

* Name	* Title
* Phone	* Email

▼ Mailing Address

* Street	* City
* Zip	* State
* Country	
US	

Save for later

Previous

Next

- h. Once all sections of the **Business Information** page are complete and correct, click **"Next"** to proceed.

4. In the **Questions** section, you will answer questions about your licensure and background. Please complete each section of this page, as they are all required to proceed.
- a. Answer whether the AMC has been licensed in New Mexico in the past by clicking the “**Yes**” or “**No**” radio buttons next to your response. If you select “**Yes**”, two text fields will populate for you to enter the **AMC Business Name** and **AMC License Number**.

- ☒ Introduction
- ☒ Basic Information
- ☒ Business Information
- ☒ **Questions**
- ☐ Upload Documents
- ☐ Attestation
- ☐ Payment

Questions

* Has Appraisal Management Company already been licensed in New Mexico before?

☒ Yes
☐ No

If this is your initial application to apply as an Appraisal Management Company in New Mexico, please select No; otherwise select Yes.

* AMC Business Name

* AMC License Number

- b. Read questions 2 through 8 and additional notes thoroughly, then select the “**Yes**” response under each question. Questions with only one response are a licensure requirement set by your Board/Commission. If you are unable to answer the question truthfully, you may need to contact your Board to inquire about meeting this license type’s requirements. Then enter the **Number of Appraisers** who performed appraisals in connection with a covered transaction in the state of New Mexico into the number field under question 2.

* Do you certify that Employee in Charge(EIC), designated Controlling Person(CP), and each person who is an owner, officer or anyone who has 10% or more financial interest in the Appraisal Management Company have submitted a background check using the ORI#NM9202762?

☒ Yes

Specified employee(s)/owner(s) must complete the required background check process before you could proceed with the application. You have to upload receipt(s) of background check in document upload section later in the application. You may save your application and continue once employee(s)/owner(s) have completed this process. You can refer to the instructions by [clicking the link](#).

* From 7/1/20XX to 6/30/20XX of the previous calendar year, how many appraisers performed appraisals in connection with a covered transaction in the state of New Mexico?

*You will be charged ASC Registry Fee which will be equivalent to \$25*Number Specified.*

* Do you certify that all appraisers added to the panel hold a New Mexico license and are in good standing as an appraiser?

☒ Yes

* Do you certify that the company evaluated all appraisers within the renewal period to ensure that the real estate appraisal services are being conducted in accordance with the Uniform Standards of Professional Appraisal Practices (USPAP) and board rules?

☒ Yes

* Do you certify that the Appraisal Management Company maintain files containing each of the following:

- a. Detailed record of each appraisal.
- b. List of all non-taxable transaction certificates issued.
- c. Detailed record of the process and criteria in place to review work of appraisers.
- d. Written procedures for contracting with and paying appraisers.
- e. List of all appraisers who performed an appraisal in connection with a transaction secured by a consumer's principal dwelling or by an underwriter of or other principal in the secondary mortgage markets.

☒ Yes

* Do you certify that the company has attained a surety bond of \$25,000 to transact business in New Mexico?

☒ Yes

You will be required to upload Proof of Surety Bond on document upload page, later in the application.

* Do you certify that the designated Controlling Person and each owner, officer or anyone who has 10% (or higher) financial interest in the Appraisal Management Company has duly filed the 'Service of Process' Form?

☒ Yes

You will be required to upload 'Service of Process' Form(s) on document upload page, later in the application. Document can be downloaded by [clicking the link](#).

* Do you certify that the designated Employee in Charge (EIC) for the company has successfully completed an AQB approved 15 hour USPAP course - or 7 Hours USPAP Update course?

☒ Yes

- c. Read the remaining questions carefully and then select your response by clicking “**Yes**” or “**No**” in the radio button next to the response you are choosing. If you select “**Yes**”, an additional text field will populate for you to **Provide Any Relevant Details**, and the **License Number and Statuses** into the relevant field. You will have an opportunity to upload **Supporting Documents** in a later section of the application.

* Has this Appraisal Management Company, designated Controlling Person, Employee in Charge, owners, or officers who have 10% (or higher) financial interest in the Appraisal Management Company ever had an application or license in this profession denied, suspended, revoked, surrendered, or had any other form of discipline or disciplinary action by a licensing board in another state or jurisdiction?

☐ Yes
☒ No

* Has the designated Controlling Person (CP), Employee in Charge (EIP), owners, or officers who have 10% (or higher) financial interest in the Appraisal Management Company ever been convicted of a felony offense in any jurisdiction that would be considered a disqualifying criminal conviction, as outlined in NMAC 16.62.13.18 (A)

☐ Yes
☒ No

* Is any of the designated Controlling Person (CP), Employee in Charge (EIP), owners, or officers who have 10% (or higher) financial interest in the Appraisal Management Company currently more than thirty days in arrears in payment of amounts required to be paid pursuant to an outstanding judgment and order for child support in New Mexico or any other state?

☒ Yes
☐ No

An appraisal management company which submits an application for an initial license or renewal of a license is not eligible for issuance of the license if any of the designated Controlling Person (CP), Employee in Charge (EIP), owners, or officers who have 10% (or higher) financial interest in company is not in compliance with a judgment and order for support or subpoenas or warrants relating to paternity or child support proceedings.

* Provide any relevant details below. It is also recommended that you upload any supporting documentation on the document upload page, later in this application.

Save for later

Previous

Next

- d. Once all sections of the **Question** page are complete and correct, click “**Next**” to proceed.

5. In the **Uploaded Documents** section, click the blue **“Upload”** icon to begin selecting the document to upload. All fields marked with a red asterisk (*) are mandatory for your application.

Introduction

Basic Information

Business Information

Questions

Upload Documents

Attestation

Payment

Confirmation

Upload Documents

Document Name	Document Description	Upload a New File	Uploaded Files	Delete
* Proof of Surety Bond	Proof of \$25K Surety Bond			
* Proof of USPAP Course	Proof of AQB approved 15 hour USPAP course - or 7 Hours USPAP Update course for the Employee In Charge.			
* Service of Process Form(s)	Service of Process Form(s) completed and notarized by designated Controlling Person and each owner, officer or anyone who has 10% (or higher) financial interest in the Appraisal Management Company.			
* Receipt(s) of Background Check	Receipt(s) of Background Check for Employee in Charge(EIC), designated Controlling Person(CP), and each person who is an owner, officer or anyone who has 10% or more financial interest in the Appraisal Management Company			
Other Supporting Documents	Any supporting documents that could assist in review of the application.			

[Save for later](#)
[Previous](#)
[Next](#)

- a. Select the **“Upload Files”** button to open the file directory of your computer.

Upload

Please attach a copy of the required document.

Note that:

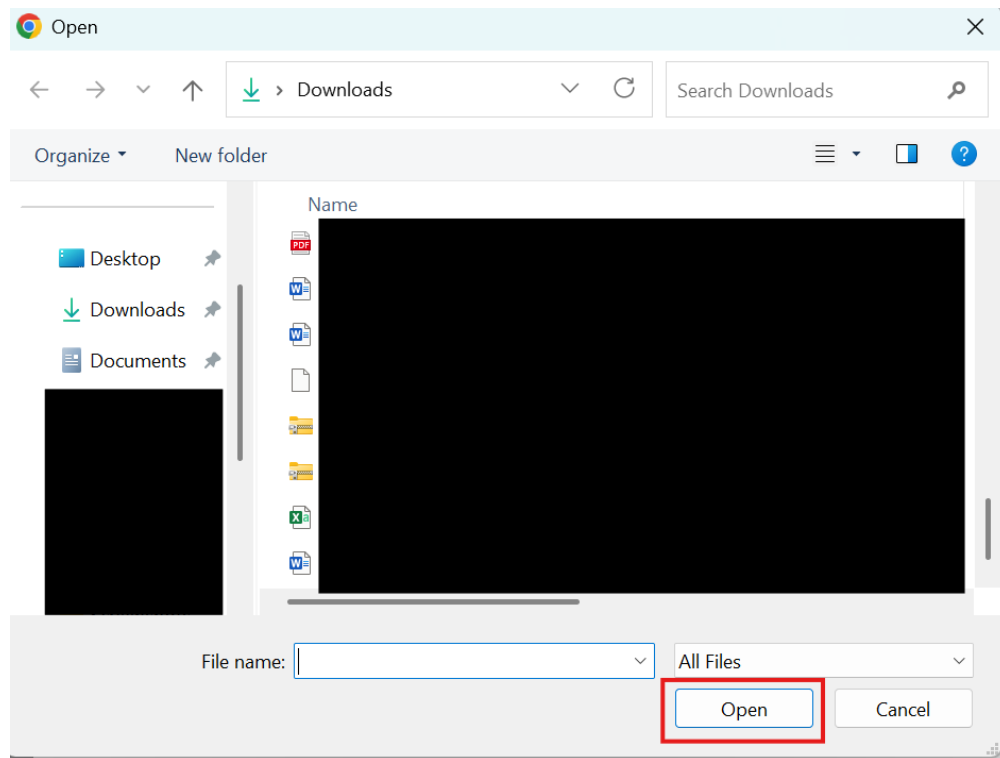
1. File size should not exceed 10MB.
2. File extensions will be accepted only if type doc, docx, pdf, png, tiff, jpg, jpeg, hrt, csh.
3. Documents may be uploaded as individual files or as a single merged file on the next page.

 Upload Files

or drop files

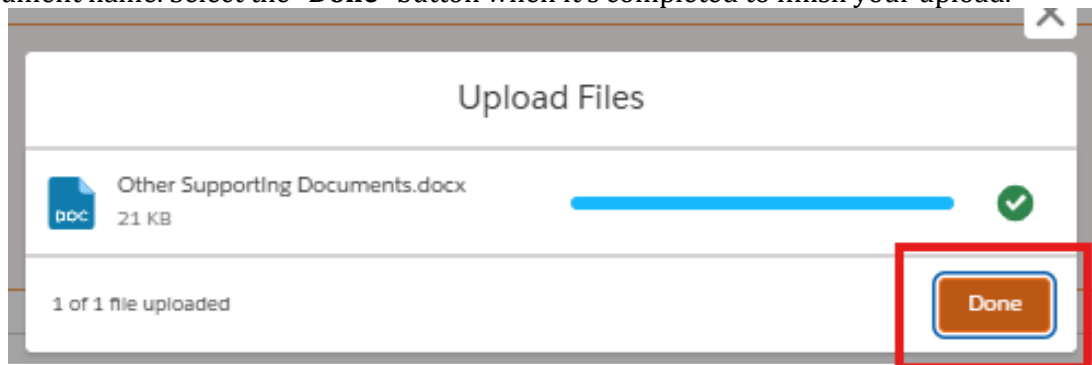
Close

- b. Select the appropriate document requested by your Board from your files, and then select “**Open**” to upload it to your application.



Note: The document must be under 10MB, and of a supported file type (.doc, .docx, .pdf, .png, .tiff, .jpg, jpeg, txt, csv). If you experience issues, we recommend clearing your cache and cookies for the site and then trying to upload the documents again. If the secondary window does not appear when you click the upload button, you may need to enable pop-ups in your web browser as well.

- c. The file will notify you when it has finished uploading with a green check mark to the right of the document name. Select the “**Done**” button when it’s completed to finish your upload.



d. You will be able to see your document added and can then select the “Close” option.

Upload

Please attach a copy of the required document.

Note that:

- 1. File size should not exceed 10MB.
- 2. File extensions will be accepted only of type doc, docx, pdf, png, jpg, jpeg, tiff, csv.
- 3. Documents may be uploaded as individual files or as a single merged file on the next page.

[Upload Files](#)
Or drag files

Other Supporting Documents.docx

Close

e. You will be able to see the documents in each section once you have completed an upload. If you would like to remove any uploaded documents, you can click the red “Trash Can” icon to delete it from your application.

Upload Documents

Document Name	Document Description	Upload a New File	Uploaded Files	Delete
* Proof of Surety Bond	Proof of \$25K Surety Bond		Your Document Name	
* Proof of USPAP Course	Proof of AQB approved 15 hour USPAP course - or 7 Hours USPAP Update course for the Employee In Charge.		Your Document Name	
* Service of Process Form(s)	Service of Process Form(s) completed and notarized by designated Controlling Person and each owner, officer or anyone who has 10% (or higher) financial interest in the Appraisal Management Company.		Your Document Name	
* Receipt(s) of Background Check	Receipt(s) of Background Check for Employee in Charge(EIC), designated Controlling Person(CP), and each person who is an owner, officer or anyone who has 10% or more financial interest in the Appraisal Management Company		Your Document Name	
Other Supporting Documents	Any supporting documents that could assist in review of the application.			

Save for later

Previous

Next

f. Repeat step 5 of this guide until all required documents (*) have been uploaded. Then click the “Next” button to proceed.

6. On the **Attestation** page, review the statement on the screen. Then select the **checkbox** to certify your agreement. After, **enter your name** and select the **“Next”** button at the bottom right.

RLD Intake

- Introduction
- Basic Information
- Business Information
- Questions
- Upload Documents
- Attestation**
- Payment
- Confirmation

Attestation

▼ Application Attestation

I, the undersigned attest that all information provided in the application is true, to the best of the my knowledge; I am authorized to bind the applicant company; the applicant warrant that I will provide all benefits required by law to be provided by employers to employees; and shall abide by all laws applicable to Appraisal Management Companies in the State of New Mexico, including without limitation, the Real Estate Appraisal Management Registration Act, NMSA 1978, Sections 47-41-1 through 23, and all rules promulgated pursuant thereto.

☒

* Applicant Name Date

Enter Full Name Here 12/08/2025

Save for later

Previous **Next**

7. On the **Payment** page, review the notice before making any selections.

RLD Intake

- Introduction
- Basic Information
- Business Information
- Questions
- Upload Documents
- Attestation
- Payment**
- Confirmation

Payment

Select your mode of payment and click "Pay and Submit" to input your payment information. Payments made with a Visa or Mastercard will be charged a 2.5% transaction fee. This is a fee imposed directly by the bank, and no portion of the fee is paid to or collected by the RLD. Payments made by e-check will not result in any transaction fee.

Note: Only select 'Operating Transfer' if your fee will be paid by another New Mexico state agency and you have received formal confirmation from the agency that it is transferring the funds to RLD through an operating transfer. Renewals will not be approved until an operating transfer is confirmed by RLD. If this option is selected, users can bypass the fee payment.

* Mode of Payment

The amount to be paid is \$ (Application Fee \$ + ASC Registry Fee \$)

Please click the **Pay & Submit** button to proceed with the payment.

Save for later

Previous **Pay and Submit**

Note: Military Applications DO NOT require payment.

- Select a **Mode of Payment** then the **"Pay and Submit"** button. When selecting either **Credit Card (Visa or Mastercard)** or **E-Check** as your payment method, a new tab will open directing you to the **CyberSource Payment Gateway** screen. Please disable any pop-up blockers to ensure the page opens correctly in the new tab.

RLD Intake

- Introduction
- Basic Information
- Business Information
- Questions
- Upload Documents
- Attestation
- Payment**
- Confirmation

Payment

Select your mode of payment and click "Pay and Submit" to input your payment information.
Payments made with a Visa or Mastercard will be charged a 2.5% transaction fee. This is a fee imposed directly by the bank, and no portion of the fee is paid to or collected by the RLD. Payments made by e-check will not result in any transaction fee.

Note: Only select 'Operating Transfer' if your fee will be paid by another New Mexico state agency and you have received formal confirmation from the agency that it is transferring the funds to RLD through an operating transfer. Renewals will not be approved until an operating transfer is confirmed by RLD. If this option is selected, users can bypass the fee payment.

* Mode of Payment

The amount to be paid is \$ (Application Fee \$ + ASC Registry Fee \$)

Please click the **Pay & Submit** button to proceed with the payment.

[Save for later](#) [Previous](#) [Pay and Submit](#)

Note: Payments are processed through a separate system, and your credit card info is not stored or saved by RLD. Cybersource is a SoNM billing platform, and this is not phishing or other malware. Upon payment completion, you will receive a payment receipt to the email address you have entered in the Payment Gateway.

- Fill out all fields in the **Billing Information** and **Payment Information** portions, then **Review** the transaction information before paying. Click the **"Next"** button to proceed through the entire payment process. Once your payment is completed, you may close your tab with Cybersource where you processed your payment.

Billing Payment Review Receipt

Billing Information

* Required field

First Name *

Last Name *

Company Name

Address Line 1

City

Country/Region
United States of America

State/Province
New Mexico

Zip/Postal Code

Phone Number *

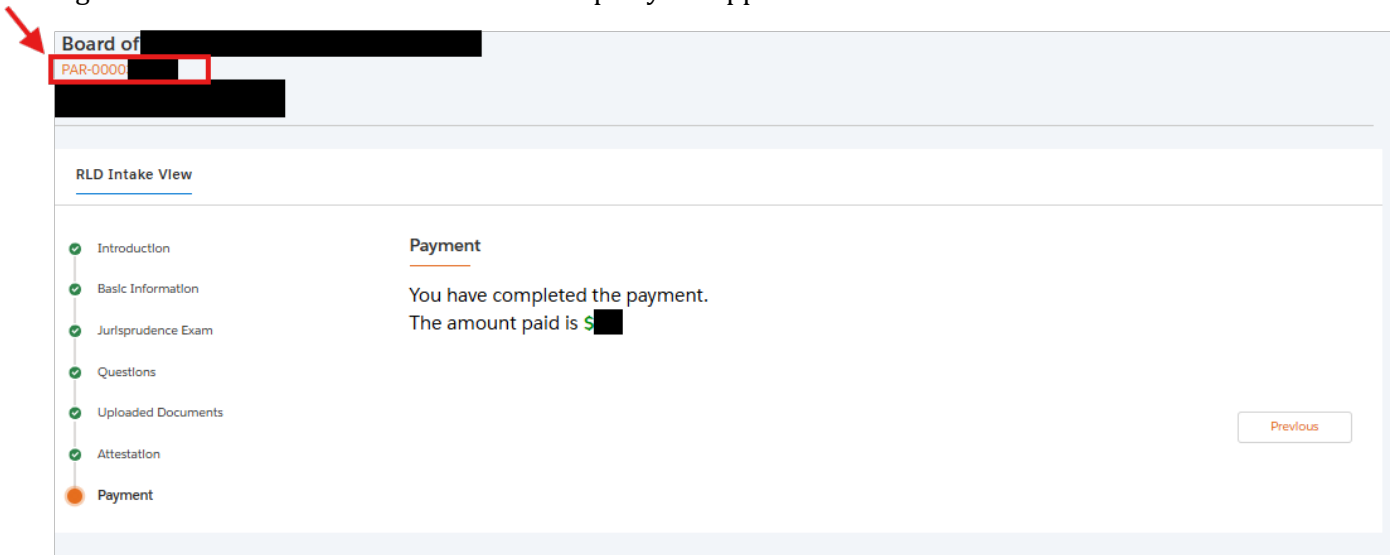
Email *

[Cancel Order](#) [Next](#)

Your Order

Total amount \$

8. Your application is now complete and will be submitted for approval. To check the status of your application, please contact your board or division directly. Please be sure to reference your application number, which begins with **PAR-** and can be found at the top of your application.



Board of [REDACTED]
PAR-0000 [REDACTED]

RLD Intake View

- Introduction
- Basic Information
- Jurisprudence Exam
- Questions
- Uploaded Documents
- Attestation
- Payment**

Payment

You have completed the payment.
The amount paid is \$ [REDACTED]

[Previous](#)

9. On the **Home Page**, the application will appear under **My Applications** with **Submitted** status.

Licenses & Applications

My Applications

Application ID	License Type	Application Type	Applied Date	Status	Action
PAR-0000 [REDACTED]	[REDACTED]	New	10/7/2025	Draft	
PAR-0000 [REDACTED]	[REDACTED]	New	7/29/2025	Draft	
PAR-0000 [REDACTED]	[REDACTED]	New	7/28/2025	Submitted	View Review Checklist

[View All](#)