



Ohio Administrative Code

Rule 1301:16-1-06 Applications for appraisal management company license.

Effective: February 1, 2019

(A) An applicant for an initial or a renewal of an Ohio appraisal management company license may obtain an Ohio appraisal management company license provided the following, including but not limited to, are satisfied:

(1) The applicant completes an application form prescribed by the superintendent to be a licensed appraisal management company in Ohio;

(2) Payment of appropriate fees required by rule 1301:16-1-04 of the Administrative Code; and

(3) On behalf of the appraisal management company, the applicant consents to service of process by means of delivering that process to the companys last known address with the division of real estate and professional licensing by registered mail, return receipt requested. A copy of the service of process shall be delivered to the companys controlling person by registered mail, return receipt requested.

(B) When any notice sent by registered mail is returned because the person fails to claim the notice, the division shall send the notice by ordinary mail to the person at the companys last known address and shall obtain a certificate of mailing. Service by ordinary mail is complete when the certificate of mailing is obtained unless the notice is returned showing failure of delivery.

If any notice sent by registered or ordinary mail is returned for failure of delivery, the division shall either make personal delivery of the notice by an employee or agent of the division or shall cause a summary of the substantive provisions of the notice to be published once a week for three consecutive weeks in a newspaper of general circulation in the county where the last known address of the company is located. When notice is given by publication, a proof of publication affidavit, with the first publication of the notice set forth in the affidavit, shall be mailed by ordinary mail to the person at the person's last known address and the notice shall be deemed received as of the date of the last publication. An employee or agent of the agency may make personal delivery of the



notice upon a person at any time.

Refusal of delivery by personal service or by mail is not failure of delivery and service is deemed to be complete. Failure of delivery occurs only when a mailed notice is returned by the postal authorities marked undeliverable, address or addressee unknown, or forwarding address unknown or expired. A company's last known address is the mailing address of the person appearing in the records of the division.

(C) The signature on any application may be written by hand or be an electronic signature, as defined by division (H) of section 1306.01 of the Revised Code.

(D) Upon notice from the division that an application for initial licensure is incomplete or incorrect as filed, the applicant shall within thirty days of the date of the last such notice submit to the division a corrected application or the additional information requested. Failure to timely submit such corrected application or additional information shall constitute just cause for the superintendent to impose a forfeiture of the application fee pursuant to section 4768.06 of the Revised Code.

(E) If the application fee check or draft instrument remitted by an applicant for licensure is returned to the division unpaid for any reason, that application shall be automatically rejected or approval withdrawn.