



Rules of
Department of Commerce and
Insurance
Division 2245—Real Estate Appraisers
Chapter 5—Fees

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**Title 20—DEPARTMENT OF
COMMERCE AND INSURANCE
Division 2245—Real Estate Appraisers
Chapter 5—Fees**

20 CSR 2245-5.010 Payment

PURPOSE: This rule establishes that fees are to be paid by cashier's check, money order or personal check and sets a penalty for unpaid checks. The term of certificates and licenses and the no refund policies are established.

(1) All fees shall be payable to the Missouri Real Estate Appraisers Commission and delivered to the commission.

(2) All certificates and licenses will expire on June 30 of even-numbered years. The commission may prorate continuing education and fees in order to put all licensees on a biennial renewal. Initial certificates and licenses may be prorated on a quarterly basis. The prorated fee shall not be less than one hundred dollars (\$100). That proration shall not apply to expired certificates and license renewal. All renewal applications and fees shall be delivered to the commission office or be postmarked prior to June 30 of even-numbered years.

(3) No certificate or license fee, or portion of the fee, will be refunded should any certificate or license be surrendered, suspended or revoked during the term for which the certificate or license is issued.

(4) To renew a current, valid real estate appraiser certificate or license the licensee shall file an application on a form approved by the commission and pay the prescribed renewal fee to the commission not earlier than one hundred twenty (120) days prior to the expiration date of the certificate or license. Each application for renewal shall be accompanied by evidence in the form prescribed by the commission of having completed the continuing education requirements for renewal specified in this rule.

AUTHORITY: sections 339.509 and 339.513, RSMo 2000. This rule originally filed as 4 CSR 245-5.010. Emergency rule filed Dec. 6, 1990, effective Dec. 16, 1990, expired April 14, 1991. Emergency rule filed April 4, 1991, effective April 14, 1991, expired Aug. 11, 1991. Original rule filed Jan. 3, 1991, effective April 29, 1991. Amended: Filed Aug. 14, 1991, effective Jan. 13, 1992. Amended: Filed July 21, 1992, effective April 8, 1993.*

Amended: Filed Jan. 3, 1994, effective June 6, 1994. Amended: Filed Sept. 30, 1994, effective March 30, 1995. Amended: Filed June 22, 1999, effective Dec. 30, 1999. Amended: Filed April 13, 2001, effective Oct. 30, 2001. Moved to 20 CSR 2245-5.010, effective Aug. 28, 2006. Amended: Filed Nov. 21, 2006, effective July 30, 2007.

**Original authority: 339.509, RSMo 1990, amended 1998 and 339.513, RSMo 1990 amended 1990, 1998.*

20 CSR 2245-5.020 Application, Certificate and License Fees

PURPOSE: This rule sets the fees of original issue and annual fees.

(1) The following fees shall be paid by real estate appraiser applicants and licensees for original application, issuance, and renewal of certificates or licenses:

- (A) Application Fee—to be paid upon original application for certification or licensure to defray the expense of processing and investigating the application \$300
- (B) License/Certification Renewal Fee \$300
- (C) Delinquent Renewal Fee (per month not to exceed a maximum of \$600) \$ 50
- (D) Reissuance of a certificate or license, or replacement of a lost, destroyed, or stolen certificate or license fee \$ 5
- (E) Reissuance of a wallhanging certificate, or replacement of a lost, destroyed, or stolen wallhanging certificate \$ 15
- (F) Temporary Practice Permit (valid for six (6) months) \$150
- (G) Letter of Good Standing (per letter) \$ 10
- (H) Fingerprint Background Check Fee—Determined by the Missouri State Highway Patrol (MSHP) or its approved vendor
- (I) Continuing Education Course Approval Fee (per course) \$ 25
- (J) Continuing Education Course Renewal Fee (per course) \$ 10
- (K) Reinstatement Fee \$300
- (L) Inactive Renewal Fee \$ 50

(2) The following fees shall be paid by appraisal management companies (AMC) for original application, issuance, and renewal of license:

- (A) Initial Application Fee \$350

- (B) License Renewal Fee \$350
 - 1. Federal AMC covered transactions (per appraiser) \$ 25*
- (C) Delinquent Renewal Fee \$100
- (D) Reissuance of a license or replacement of a lost, destroyed, or stolen license \$ 5
- (E) Fingerprint Background Check Fee—Determined by the Missouri State Highway Patrol (MSHP) or its approved vendor
- (F) Appraisal Subcommittee Fee (per appraiser) \$ 25**

(3) The commission will collect the fees outlined in 20 CSR 2245-5.020(2)(B)1. and (F) yearly. The commission will send notification to the licensed AMCs in January of each year which outlines the reporting period and instructions for the collection of said fees.

(4) Fees shall be remitted and received by the office no later than the date specified on the notice to ensure that the commission is able to include the AMC on the national registry submission sent to the Appraisal Subcommittee. Failure to receive said fees by the date specified on the notice will not guarantee the submission of the AMC on the national registry.

(5) All fees are nonrefundable.

* For those AMC's that meet the federal definition of AMC as defined in 12 U.S.C. 3350(11): an additional twenty-five dollars (\$25) multiplied by the number of appraisers who have performed an appraisal for the AMC in connection with a covered transaction during the reporting period shall be remitted.

**Appraisal management companies that are owned and controlled by an insured depository institution as defined in 12 U.S.C. 1813 and regulated by the Office of the Comptroller of the Currency, the Board of Governors of the Federal Reserve System, or the Federal Deposit Insurance Corporation are to remit a check made payable to the Appraisal Subcommittee no later than the date specified on the notice. The amount to be remitted shall be determined by multiplying the number of appraisers who have performed an appraisal for the AMC in connection with a covered transaction by twenty-five dollars (\$25) for each reporting period.

AUTHORITY: sections 339.509, 339.513, and 339.525.4, RSMo 2016. This rule originally filed as 4 CSR 245-5.020. Emergency*



rule filed Dec. 6, 1990, effective Dec. 16, 1990, expired April 14, 1991. Emergency rule filed April 4, 1991, effective April 14, 1991, expired Aug. 11, 1991. Original rule filed Jan. 3, 1991, effective April 29, 1991. Amended: Filed Aug. 15, 1991, effective Jan. 13, 1992. Amended: Filed Jan. 3, 1994, effective June 6, 1994. Emergency amendment filed March 14, 1994, effective March 24, 1994, expired June 5, 1994. Emergency amendment filed March 24, 1995, effective April 3, 1995, expired July 31, 1995. Amended: Filed Jan. 7, 1995, effective June 30, 1995. Amended: Filed Sept. 12, 1996, effective March 30, 1997. Amended: Filed Sept. 1, 1998, effective Feb. 28, 1999. Amended: Filed June 22, 1999, effective Dec. 30, 1999. Amended: Filed April 13, 2001, effective Oct. 30, 2001. Amended: Filed June 25, 2004, effective Feb. 28, 2005. Moved to 20 CSR 2245-5.020, effective Aug. 28, 2006. Amended: Filed Nov. 21, 2006, effective July 30, 2007. Amended: Filed Nov. 15, 2007, effective May 30, 2008. Amended: Filed Aug. 27, 2009, effective Feb. 28, 2010. Amended: Filed Nov. 13, 2012, effective June 30, 2013. Emergency amendment filed March 5, 2018, effective March 15, 2018, expired Sept. 10, 2018. Amended: Filed March 5, 2018, effective Sept. 30, 2018. Amended: Filed Nov. 28, 2018, effective June 30, 2019.

**Original authority: 339.509, RSMo 1990, amended 1998, 2012; 339.513, RSMo 1990, amended 1990, 1998, 2007, 2012; and 339.525, RSMo 1990, amended 1997, 2007, 2012.*