



HOME BUILDERS LICENSURE BOARD

www.hblb.alabama.gov

P.O. Box 303605 • Montgomery, Alabama 36130-3605 / Overnight Delivery: 445 Herron Street • Montgomery, Alabama 36104 Telephone (334) 242-2230 / Facsimile (334) 263-1397

2014 RENEWAL LICENSE APPLICATION (CORPORATIONS, PARTNERSHIPS & LIMITED LIABILITY COMPANIES)

OFFICE USE ONLY
(Date Stamp)
License Fee \$
Late Fee \$
Total \$
Check No.

Review the information in the box below. If the information is incorrect, please provide the correct information in the space below.

[Empty rounded rectangular box for corrections]

IF THE FORM OF YOUR BUSINESS HAS CHANGED OR IF THE QUALIFYING REPRESENTATIVE HAS CHANGED, DO NOT COMPLETE THIS FORM. YOU MUST CONTACT THE LICENSURE DIVISION FOR THE APPROPRIATE FORM.

List any and all business names/trade names you plan to use to perform residential construction or remodeling:

[Three horizontal lines for business names]

Mailing Address
City County State Zip
Business Phone Cellular Phone
Fax E-mail Address

INSTRUCTIONS: Please type or print in ink all information. Facsimile transmissions will not be accepted. All questions on the front and back of this application must be answered completely. Use additional sheets if necessary. The annual license fee is \$205. Make check, cashier's check, certified check, or money order payable to the Home Builders Licensure Board. Your fee must be paid before your application is processed. The deadline for renewal applications is November 30, 2013. A \$50.00 late fee must accompany any renewal application postmarked* on or after December 1, 2013. Your 2013 license expires December 31, 2013.

NOTICE: Submitting false information for the purpose of obtaining a license is a criminal offense and grounds for license denial. A corporation, partnership or limited liability company license allows you to engage in residential construction only in the name of the company granted the license. A corporation, partnership or limited liability company license allows one person to serve as a designated qualifying representative. Other partners, officers, members, or managers desiring a license should apply for an individual license.

*The term "postmarked" means postmarked by the U.S. Postal Service, not metered.

(Continued on page 2)

SECTION 1:

IF YOU ANSWER "YES" TO ANY OF THE FOLLOWING QUESTIONS, YOU MUST PROVIDE THE REQUESTED DOCUMENTATION AND A FULL EXPLANATION ON A SEPARATE SHEET OF PAPER.

Your application **will not** be processed until **all required documentation** has been received.

- Yes No 1. During the past year, has any partner, officer, member, or manager of this company pled guilty or nolo contendere, or been convicted of a felony?
- Yes No 2. During the past year, was this company or any partner, officer, member, or manager, or any entity of which this company is a successor, declared or placed in bankruptcy?
- If "YES," indicate in the full explanation whether the bankruptcy was filed under Chapter 7, 11 or 13 of the U.S. Bankruptcy Code.
- If the bankruptcy was filed under Chapter 13, provide a schedule of creditors, a payment plan and a history of payments. If the bankruptcy was filed under Chapter 11, provide a reorganization plan. If the bankruptcy was filed under Chapter 7, provide a schedule of creditors.
- If the bankruptcy has been discharged, provide a copy of the discharge order.
- Yes No 3. During the past year, did this company, or any partner, officer, member, or manager, or any entity of which this company is a successor, have any professional or business license revoked or suspended in Alabama or any other state, or have an application for any professional or business license denied in Alabama or any other state?
- If "YES," provide a copy of the revocation, suspension, or denial order with your written explanation.
- Yes No 4. Does the applicant, or the applicant's Designated Qualifying Representative, either individually or as the Designated Qualifying Representative of any other entity, have any outstanding disciplinary actions before this Board?
- If "YES," provide the name of the homeowner involved: _____
- Yes No 5. During the past year, were there any liens for labor or materials filed on any of the work performed by this company, or any partner, officer, member, or manager, or any entity of which this company is a successor?
- If "YES," provide a copy of the lien filing, and the release of lien if the lien has been released, with your explanation.
- Yes No 6. During the past year, have any of the partners, officers, members, or managers of this company changed?
- If "YES," provide the following: a document filed with the probate court naming the current partners of the partnership; or, provide a list of officers of the corporation on corporate letterhead signed by the President or CEO of the corporation; or, provide a copy of the bylaws of the LLC naming the members of the LLC, or the managers, if the LLC is manager-managed.

SECTION 2: BUSINESS-RELATED FINANCIAL INFORMATION

A credit report must be provided directly to the Board's offices by a credit reporting agency.

Disclosure of Social Security Number for the purpose of obtaining business-related financial and credit information and public records search is voluntary. Disclosure requested under *Ala. Code* § 34-14A-7(a)(4).

SECTION 3: CITIZENS and ALIENS LAWFULLY PRESENT

This section to be completed in compliance with *Ala. Code* § 34-14A-7 and *Ala. Code* §§ 31-13-7, 29, which provides that an alien's lawful presence in the United States may be verified through SAVE.

This renewal application **will not** be processed until the **requested documentation** is received by the Board.

This section must be completed by the Designated Qualifying Representative.

(Continued on page 3)

Yes No **1. Are you a citizen of the United States?**

If **“YES,”** please read the declaration below, sign, and provide a legible copy of any one of the documents listed below.
If **“NO,”** see question 2, below.

- 1) Driver’s License or Nondriver’s Identification Card
- 2) Birth Certificate
- 3) Pertinent pages of a valid or expired United States passport (must identify person and show passport number)
- 4) United States naturalization documents or the number of the certificate of naturalization
- 5) Other documents or methods of proof of United States citizenship issued by the federal government pursuant to the Immigration and Nationality Act of 1952, as amended.
- 6) Bureau of Indian Affairs card number, tribal treaty card number, or tribal enrollment number
- 7) Consular report of birth abroad of a citizen of the United States of America
- 8) Certificate of citizenship issued by the United States Citizenship and Immigration Services
- 9) Certification of report of birth issued by the United States Department of State
- 10) American Indian Card with KIC classification, issued by the United States Department of Homeland Security
- 11) Final adoption decree showing the person’s name and United States birthplace
- 12) Official United States military record of service showing the applicant’s place of birth in the United States
- 13) An extract from a United States hospital record of birth created at the time of the person’s birth indicating the place of birth in the United States
- 14) AL-verify
- 15) Valid Uniformed Services Privileges and Identification Card
- 16) Any other form of identification that the Alabama Department of Revenue authorizes . . . to be used to demonstrate or confirm a person’s United States citizenship or lawful presence in the United states, provided that the identification requires proof of lawful presence in the United States as a condition of issuance.

I hereby declare that I am a citizen of the United States of America.

I sign this declaration under penalties of perjury; making a false, fictitious, or fraudulent statement or representation in this declaration is perjury in the second degree pursuant to *Ala. Code* § 13A-10-102.

Printed Name of Designated Qualifying Representative (DQR)
(Must be a General Partner, Officer, Member, or Manager)

Signature of Designated Qualifying Representative (DQR)
(Must be a General Partner, Officer, Member, or Manager)

Yes No **2. If you are *not* a citizen of the United States, are you an alien who is *lawfully present* in the United States?**

If **“YES,”** please read the declaration below, sign, and provide a legible copy of any one of the documents listed below.

- 1) Valid, unexpired Alabama driver’s license
- 2) Valid, unexpired Alabama nondriver identification card
- 3) Valid tribal enrollment card or other form of tribal identification bearing a photograph or other biometric identifier
- 4) Any valid United States federal or state government issued identification document bearing a photograph or other biometric identifier, including a valid Uniformed Services Privileges and Identification Card if issued by an entity that requires proof of lawful presence in the United States before issuance
- 5) Foreign passport with an unexpired United States Visa and a corresponding stamp or notation by the United States Department of Homeland Security indicating the bearer’s admission to the United States
- 6) Foreign passport issued by a visa waiver country with the corresponding entry stamp and unexpired duration of stay annotation or an I-94W form by the United States Department of Homeland Security indicating the bearer’s admission to the United States

Printed Name of Designated Qualifying Representative (DQR)
(Must be a General Partner, Officer, Member, or Manager)

Signature of Designated Qualifying Representative (DQR)
(Must be a General Partner, Officer, Member, or Manager)

(Continued on page 4)

• • • • • **REQUIRED** • • • • •
BOTH SECTIONS 4 AND 5 MUST BE SIGNED.

**SECTION 4: OATH AND RELEASE FOR THE
DESIGNATED QUALIFYING REPRESENTATIVE (DQR)**

I solemnly swear or affirm that I am the person referred to in this application; that the information provided and statements made herein and on the attachments hereto are accurate, complete, and true to the best of my knowledge; that the information provided and statements made on all applications for the applicant named herein and for which I have been the qualifying representative continue to be accurate, complete, and true to the best of my knowledge, except as otherwise reported on this renewal application; and further, that if the Home Builders Licensure Board recognizes me as a qualifying representative, I shall abide by all laws relating to residential home builders and the rules adopted by the Board.

I hereby authorize any individual, company, or institution with whom the applicant has been associated to release to the Home Builders Licensure Board all information and records as are necessary to verify or contradict the information provided in this application.

Printed Name of Designated Qualifying Representative (DQR)
(Must be a General Partner, Officer, Member, or Manager)

Signature of Designated Qualifying Representative (DQR)
(Must be a General Partner, Officer, Member, or Manager)

Social Security Number of Designated Qualifying Representative (DQR)

Provide Last 4 Digits: XXX - XX - _____

(Disclosure mandatory under the Alabama Child Support Reform Act of 1997, Act 97-447, Ala. Code § 30-3-1994 (1997 Cum. Supp.) to be used for the purposes described therein.)

Its: _____
Position Held

**SECTION 5: OATH AND RELEASE FOR CORPORATIONS, PARTNERSHIPS,
OR LIMITED LIABILITY COMPANIES**

I solemnly swear or affirm that I am authorized to execute this application on behalf of the applicant; that I have actual knowledge of the statements made herein and on the attachments hereto and that such statements are accurate, complete, and true to the best of my knowledge; that the statements made on all applications continue to be accurate, complete, and true to the best of my knowledge, except as otherwise reported on this renewal application; and further, that if the applicant is granted a license renewal by the Home Builders Licensure Board, I shall use my best efforts to ensure that the applicant abides by all laws relating to residential home builders and the rules adopted by the Board.

I hereby authorize any individual, company, or institution with whom the applicant has been associated to release to the Home Builders Licensure Board all information and records as are necessary to verify or contradict the information provided in this application.

By: _____
Printed Name of Authorized General Partner, Officer, Member, or Manager

By: _____
Signature of Authorized General Partner, Officer, Member, or Manager

Its: _____
Position Held

BOTH SECTIONS 4 AND 5 MUST BE SIGNED.