

LICENSE REQUIREMENTS FOR LIMITED LICENSE

A residential home builder who contracts directly with a home owner to perform construction that requires only a single trade and that does not affect the structural integrity of the residence, when the total cost of the undertaking exceeds \$10,000, is required to hold a residential home builders license; however, rather than holding a residential home builders license without limitation, he or she may hold a residential home builders license **with limitation (a limited license)**.

ACCORDING TO ALA. CODE § 34-14A-2:

“One who constructs a residence or structure for sale or who, for a fixed price, commission, fee, or wage, undertakes or offers to undertake the construction or superintending of the construction, or who manages, supervises, assists, or provides consultation to a homeowner regarding the construction or superintending of the construction, of any residence or structure which is not over three floors in height and which does not have more than four units in an apartment complex, or the **repair, improvement, or reimprovement** thereof, to be used by another as a residence when the cost of the undertaking exceeds ten thousand dollars (\$10,000). Nothing herein shall prevent any person from performing these acts on his or her own residence or on his or her other real estate holdings. Anyone who engages or offers to engage in such undertaking in this state shall be deemed to have engaged in the business of residential home building.”

ACCORDING TO ALA. ADMIN. CODE R. 465-X-1-.01(10):

“The term **“repair, improvement, or reimprovement”** as used in Code of Ala. 1975, § 34-14A-2(10) shall mean engaging in the business of residential homebuilding by contracting directly with a homeowner to perform construction on a residence or structure, when the cost of the undertaking exceeds \$10,000, and when the construction does not affect the structural integrity of a residence or structure, and does not involve more than one trade. Repair, improvement, or reimprovement does not include construction activities performed by persons who are otherwise licensed and regulated by the State of Alabama and who are operating within the scope of their respective licenses on behalf of clients.”

ACCORDING TO ALA. ADMIN. CODE R. 465-X-3-.04(2):

Licenses may be issued with or without limitation. The extent to which a residential home builder may engage in the residential homebuilding business depends upon the type of license held.

A residential home builder who holds a current and valid residential home builders license **with limitation** may only engage in the business of residential home building, as referred to in Ala. Code § 34-14A-2(10), when the scope of the construction is limited to the **repair, improvement, or reimprovement**, as such term is defined herein, of a residence or structure.

LICENSE FORMS

The extent to which a residential home builder may engage in the residential home building business depends upon the form of license held. Licenses will be issued only to individuals, partnerships, corporations, limited liability companies, and non-profit organizations.

(Continued on back)

DESIGNATED QUALIFYING REPRESENTATIVE

1. **Individuals** applying for a license personally must satisfy all of the licensure requirements including experience and ability.
2. **Partnerships, corporations, limited liability companies, and non-profit organizations** must designate a qualifying representative who must satisfy the experience and ability requirements for licensure. The Designated Qualifying Representative (DQR) must be a general **partner** if the applicant is a partnership, an **officer** if the applicant is a corporation, a **member** if the applicant is a member-managed limited liability company, or a **manager** if the applicant is a manager-managed limited liability company.

INSTRUCTIONS

1. APPLICATION

All applicants must file an accurate, complete and notarized application for license with the Board.

2. BUSINESS-RELATED FINANCIAL REQUIREMENTS

All applicants must order a business-related credit report, including a public records search, to be submitted directly to the Board by a credit reporting agency. An applicant whose application is pending for more than 90 days may be required to file an updated credit report. An order form is enclosed for your convenience.

3. FEES

The annual license fee is \$250.00. A non-refundable \$100.00 new license application processing fee must also accompany applications for a new limited license. Please make checks in the amount of \$350.00 payable to the Home Builders Licensure Board. The Board accepts personal or company checks, cashier's checks, certified checks, or money orders. The Board does not accept cash or payments by credit card. **All fees must be paid before the application is processed.** Upon written request, the annual license fee will be refunded in the event an application is rejected or denied.

4. EXPERIENCE AND ABILITY

All applicants will be required to satisfy the experience and ability requirement prior to licensure, as set out in Section 3 on the application for a new limited license for individuals and in Section 4 on the application for a new limited license for corporations. Choose one means by which you will satisfy the requirement, and attach the documentation required on the application, i.e., building permit(s), home owner affidavits, current license issued by a jurisdiction in this state which requires testing, contracts, or a business/occupational contractor's license issued by a municipality, township, or county in this state.

APPLICATION CHECKLIST

- Application Completed, Signed and Notarized
(Corporation, partnership and limited liability company applications must have signatures notarized in both Sections 7 and 8.)
- Check, cashier's check, certified check, or money order in the amount of \$350.00 made payable to Home Builders Licensure Board enclosed. The Board does not accept cash payments or credit cards.
- Ordered Business-Related Credit Report
- Attach Certificate of Good Standing from the Alabama Department of Revenue if a corporation, limited liability company, or limited partnership.
- Attach Certificate of Existence from the Alabama Secretary of State if a foreign (out-of-state) corporation, limited liability company, or limited partnership.
- Attach a copy of the Articles of Incorporation, Partnership Agreement, or Articles of Organization, WHICH HAVE BEEN FILED WITH THE PROBATE JUDGE, if a corporation, limited liability company, or limited partnership. Additionally, if applying as a corporation, attach a separate listing of officers, i.e., copy of signed minutes, amendment to articles, or other signed document reflecting the current officers.

| | | |
|--------------|------------------------|-------------------|
| (Date Stamp) | OFFICE USE ONLY | Check No. _____ |
| | | Amount Paid _____ |

INSTRUCTIONS: Please type or print in ink all information. Do not send copies or facsimile transmissions.
ALL QUESTIONS MUST BE ANSWERED COMPLETELY. Use additional sheets if necessary. **Make check, cashier's check, certified check, or money order for \$350.00 (\$250.00 license fee plus \$100.00 non-refundable new license application processing fee) payable to the Home Builders Licensure Board. The Board does not accept cash or payments by credit card. All fees must be paid before the application will be processed.**

NOTICE: Submitting false information for the purpose of obtaining a license is a criminal offense and grounds for license denial. Holding an individual license does not allow you to engage in residential construction through an unlicensed corporation, partnership, or limited liability company.

SECTION 1:

Full Name _____ Social Security Number _____
(Disclosure mandatory under the Alabama Child Support Reform Act of 1997, Act 97-447, Ala. Code § 30-3-194 (1997 Cum. Supp.) to be used for the purposes described therein.)

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

Street Address _____

City _____ County _____ State ____ Zip _____

Mailing Address _____

City _____ County _____ State ____ Zip _____

Business Phone (_____) _____ Cellular Phone (_____) _____

Fax (_____) _____ E-mail Address _____

SECTION 2:

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.**

- Yes No 1. Within the past 7 years, have you pled guilty or nolo contendere, or been convicted of a felony?
 Yes No 2. Within the past 7 years, were you or any company of which you were a partner, officer, member, or manager 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. Within the past 7 years, did you or any company of which you were a partner, officer, member, or manager 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.

(Continued on page 2)

SECTION 2: *Continued from page 1*

Yes No 4. Do you, or any entity of which you are the Designated Qualifying Representative, have any outstanding disciplinary actions before this Board?

If "YES," provide the name of the homeowner involved: _____

Yes No 5. Are there any liens for labor or materials filed on any of your work or the work of any company of which you are a partner, officer, member, or manager?

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. Within the past 7 years, have you, or any company of which you were either a partner, officer, member, or manager been identified by this Board as an unlicensed builder?

SECTION 3: EXPERIENCE AND ABILITY

You must provide one or more of the following to satisfy the experience and ability requirements for licensure:

1. Within the year prior to May 31, 2011, I have performed a single trade non-structural construction activity on at least one (1) residence in this state and the contract price for the work exceeded \$10,000.

(You may claim to have performed a single trade non-structural construction activity ONLY if the building permit for the project was issued in your name or the name of the corporation, partnership, or limited liability company for which you were an officer, partner, member, or manager. You must provide a copy of the permit. If the building permit was issued in a name other than your own, or if no building permit was issued, you must submit the enclosed affidavit to the Board signed by the owner of the residence, attesting that you were responsible for the construction activity.)

Address _____ City _____ County _____

Date construction activity began: ____/____/____ Date construction activity complete: ____/____/____

OR

2. Within the five (5) years prior to May 31, 2011, I have performed a single trade non-structural construction activity on at least five (5) residences in this state and the contract price for the work of each job exceeded \$10,000.

(You may claim to have performed a single trade non-structural construction activity ONLY if the building permit for the project was issued in your name or the name of the corporation, partnership, or limited liability company for which you were an officer, partner, member, or manager. You must provide a copy of the permit. If the building permit was issued in a name other than your own, or if no building permit was issued, you must submit an enclosed affidavit to the Board for each of the five (5) jobs, signed by the owners of the residences, attesting that you were responsible for the construction activities.)

i. Address _____ City _____ County _____

Date construction activity began: ____/____/____ Date construction activity complete: ____/____/____

ii. Address _____ City _____ County _____

Date construction activity began: ____/____/____ Date construction activity complete: ____/____/____

iii. Address _____ City _____ County _____

Date construction activity began: ____/____/____ Date construction activity complete: ____/____/____

iv. Address _____ City _____ County _____

Date construction activity began: ____/____/____ Date construction activity complete: ____/____/____

v. Address _____ City _____ County _____

Date construction activity began: ____/____/____ Date construction activity complete: ____/____/____

OR

3. I am currently licensed as a residential home builder by a jurisdiction in this state which requires an examination (testing experience and ability) for such licensure.

Attach a copy of the current year license.

OR

(Continued on page 3)

4. I am currently licensed as a residential home builder by a jurisdiction in this state and my construction business generated gross revenues of \$50,000 or more in the previous calendar year.

Attach copies of the executed contracts generating such revenues.

OR

5. I currently hold or held, on or before one (1) year prior to the date this application was submitted, a business or occupational license as a contractor issued by a municipality, township, or county in this state.

Attach a copy of the business or occupational contractor’s license issued to you by a municipality, township, or county in this state.

SECTION 4: BUSINESS-RELATED FINANCIAL INFORMATION

A credit report, including a public records search, must be submitted directly to the Board 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 5: 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 section must be completed by the designated qualifying representative.

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

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 Applicant

Signature of Applicant

(Continued on page 4)

SECTION 5: CITIZENS AND ALIENS LAWFULLY PRESENT

(Continued from page 3)

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

I hereby declare that I am an alien lawfully present in 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 Applicant

Signature of Applicant

SECTION 6: OATH AND RELEASE FOR INDIVIDUALS

I solemnly swear or affirm that I am the person referred to in this application; that the information provided and the statements made herein and on the attachments hereto are accurate, complete, and true to the best of my knowledge; and further, that if granted a license by the Home Builders Licensure Board, 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 I have 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 Individual Applicant

Signature of Individual Applicant

County of _____)

State of _____)

Signed and sworn to before me this _____ day of _____, _____ .
(Month) (Year)

Signature – Notary Public _____

(Notarial Seal)

My Commission Expires: _____



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

NEW LIMITED LICENSE APPLICATION (CORPORATIONS, PARTNERSHIPS & LIMITED LIABILITY COMPANIES)

OFFICE USE ONLY (Date Stamp) Check No. Amount Paid

INSTRUCTIONS: Please type or print in ink all information. Do not send copies or facsimile transmissions. ALL QUESTIONS IN EVERY SECTION MUST BE ANSWERED COMPLETELY.

NOTICE: Submitting false information for the purpose of obtaining a license is a criminal offense and grounds for license denial.

SECTION 1:

Please designate appropriate business form: Corporation Partnership Limited Partnership LLC

A copy of the articles of incorporation, partnership agreement or articles of organization must be attached. If applying as a corporation, attach a copy of signed minutes or an amendment to the articles listing the officers of the corporation.

Business Name

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

Federal Tax Employer ID Number State Tax ID Number

Street Address

City County State Zip

Mailing Address

City County State Zip

Business Phone Cellular Phone

Fax E-mail Address

If the applicant is a limited partnership or LLC, when and where was the agreement filed?

Date County State

If the applicant is a corporation, when and where was it incorporated?

Date County State

Where is the principal office of the business?

Street Address

City State Zip

If the applicant is a corporation, limited partnership or LLC, is it in good standing with the Alabama Department of Revenue?

If "YES," provide a copy of the Certificate of Good Standing issued by the Alabama Department of Revenue.

If the applicant is a foreign (out-of-state) corporation, limited partnership or LLC, has it received the Certificate of Authority issued by the Secretary of State's office to transact business in Alabama?

If "YES," provide a copy of the Certificate of Authority issued by the Secretary of State of Alabama.

(Continued on page 2)

Revised 8/15

SECTION 2: DESIGNATED QUALIFYING REPRESENTATIVE

You must provide the following information for the general partner, officer, member, or manager who will serve as the designated qualifying representative.

Name _____ Social Security# _____ Title _____
(Disclosure mandatory under the Alabama Child Support Reform Act of 1997, Act 97-447, Ala. Code § 30-3-194 (1997 Cum. Supp.) to be used for the purposes described therein.)

Address _____ Years with Company _____

Does the designated qualifying representative currently hold an individual home builders license or serve as a designated qualifying representative of a corporation, partnership, or limited liability company licensed by this agency? Yes No

If "YES," list name _____ and file number _____

You must provide the following information for other partners, officers, members, or managers.

Name _____ Social Security# _____ Title _____
(Disclosure Voluntary*)
Address _____ Years with Company _____

Name _____ Social Security# _____ Title _____
(Disclosure Voluntary*)
Address _____ Years with Company _____

Name _____ Social Security# _____ Title _____
(Disclosure Voluntary*)
Address _____ Years with Company _____

SECTION 3:

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.

- Yes No 1. Within the past 7 years, has any partner, officer, member, or manager of this company pled guilty or nolo contendere, or been convicted of a felony?
- Yes No 2. Within the past 7 years, 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. Within the past 7 years, 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. Are 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. Within the past 7 years, has this company, or any partner, officer, member, or manager of this company, been identified by this Board as an unlicensed builder?

(Continued on page 3)

SECTION 4: EXPERIENCE AND ABILITY

The Designated Qualifying Representative must provide one or more of the following to satisfy the experience and ability requirements for licensure:

1. Within the year prior to May 31, 2011, I have performed a single trade non-structural construction activity on at least one (1) residence in this state and the contract price for the work exceeded \$10,000.

(You may claim to have performed a single trade non-structural construction activity ONLY if the building permit for the project was issued in your name or the name of the corporation, partnership, or limited liability company for which you were an officer, partner, member, or manager. You must provide a copy of the permit. If the building permit was issued in a name other than your own, or if no building permit was issued, you must submit the enclosed affidavit to the Board signed by the owner of the residence, attesting that you were responsible for the construction activity.)

Address _____ City _____ County _____

Date construction activity began: ____/____/____ Date construction activity complete: ____/____/____

OR

2. Within the five (5) years prior to May 31, 2011, I have performed a single trade non-structural construction activity on at least five (5) residences in this state and the contract price for the work of each job exceeded \$10,000.

(You may claim to have performed a single trade non-structural construction activity ONLY if the building permit for the project was issued in your name or the name of the corporation, partnership, or limited liability company for which you were an officer, partner, member, or manager. You must provide a copy of the permit. If the building permit was issued in a name other than your own, or if no building permit was issued, you must submit an enclosed affidavit to the Board for each of the five (5) jobs, signed by the owners of the residences, attesting that you were responsible for the construction activities.)

i. Address _____ City _____ County _____

Date construction activity began: ____/____/____ Date construction activity complete: ____/____/____

ii. Address _____ City _____ County _____

Date construction activity began: ____/____/____ Date construction activity complete: ____/____/____

iii. Address _____ City _____ County _____

Date construction activity began: ____/____/____ Date construction activity complete: ____/____/____

iv. Address _____ City _____ County _____

Date construction activity began: ____/____/____ Date construction activity complete: ____/____/____

v. Address _____ City _____ County _____

Date construction activity began: ____/____/____ Date construction activity complete: ____/____/____

OR

3. I am currently licensed as a residential home builder by a jurisdiction in this state which requires an examination (testing experience and ability) for such licensure.

Attach a copy of the current year license.

OR

4. I am currently licensed as a residential home builder by a jurisdiction in this state and my construction business generated gross revenues of \$50,000 or more in the previous calendar year.

Attach copies of the executed contracts generating such revenues.

OR

5. I currently hold or held, on or before one (1) year prior to the date this application was submitted, a business or occupational license as a contractor issued by a municipality, township, or county in this state.

Attach a copy of the business or occupational contractor's license issued to you by a municipality, township, or county in this state.

SECTION 5: BUSINESS-RELATED FINANCIAL INFORMATION

A credit report on the entity, including a public records search, must be submitted directly to the Board from a credit reporting agency. Any entity whose application is pending for more than 90 days may be required to file an updated credit report.

* 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).

(Continued on page 4)

SECTION 6: 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 section must be completed by the designated qualifying representative.

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

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 Applicant

Signature of Applicant

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

I hereby declare that I am an alien lawfully present in 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 Applicant

Signature of Applicant

(Continued on page 5)

NOTICE: BOTH SECTIONS 7 AND 8 MUST BE SIGNED AND NOTARIZED.

SECTION 7: OATH AND RELEASE FOR DESIGNATED QUALIFYING REPRESENTATIVE (DQR)

I solemnly swear or affirm that I am the person referred to in this application; that the information provided and the statements made herein and on the attachments hereto are accurate, complete, and true to the best of my knowledge; 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)

Its: _____

Position Held

County of _____)

State of _____)

Signed and sworn to before me this ____ day of _____, _____
(Month) (Year)

Signature – Notary Public _____ (Notarial Seal)

My Commission Expires: _____

SECTION 8: 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; and further, that if the applicant is granted a license 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.

Printed Name of Authorized General Partner, Officer, Member, or Manager

Signature of Authorized General Partner, Officer, Member, or Manager

Its: _____

Position Held

County of _____)

State of _____)

Signed and sworn to before me this ____ day of _____, _____
(Month) (Year)

Signature – Notary Public _____ (Notarial Seal)

My Commission Expires: _____

NOTICE: BOTH SECTIONS 7 AND 8 MUST BE SIGNED AND NOTARIZED.



AFFIDAVIT

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

INSTRUCTIONS:

The Homeowner must complete all blanks by typing or printing in ink the requested information. This affidavit must be notarized by a notary public.

STATE OF ALABAMA)
) AFFIDAVIT
COUNTY OF _____)

My name is _____ and I am over the age of nineteen years.

I am a resident of _____ County, Alabama, and my current address is:

_____, Alabama _____
[Zip code]

From _____, _____, through _____, _____,
[month construction began] [year] [month construction ended] [year]

I was the owner of the residence located at the following address:

_____, Alabama _____
[Zip code]

On _____, _____, _____ I entered into a contract with _____
(Month) (Date) (Year) (the "Builder")

to perform a single trade, non-structural construction activity on the residence described above.
The contract price for the construction activity on this residence was in excess of \$10,000.00.
The Builder performed all work necessary to successfully complete the construction activity pursuant to the terms of our contract.

The construction activity was completed on _____, _____, _____ .
(Month) (Date) (Year)

Signature of Residence Owner

STATE OF ALABAMA)
COUNTY OF _____)

Before me, the undersigned, a notary public in and for said county and state, personally appeared _____
_____, whose name is signed to the foregoing affidavit and who is known to me, and who
being by me first duly sworn, acknowledged before me that the facts contained in the foregoing affidavit are true and correct to the
best of his/her information, knowledge and belief.

SWORN TO and SUBSCRIBED before me on this the _____ day of _____, _____.

Notary Public

(SEAL)

My Commission Expires: _____

Year 2016 Credit Report Order Form

Holloway Credit Solutions, LLC

Post Office Box 230609 ♦ Montgomery, AL 36123

Phone (800) 264-2700 ext. 1310 / (334) 396-1310 ♦ Fax (800) 489-0067 / (334) 396-1350

For faster processing you may fill out this application online at www.hollowaycredit.com!

Please fax this application with your credit card payment or mail it with your check in the enclosed postage paid envelope.

The credit report fee is \$35.00 for all applicants.

Type of Application:

Individual

Corporation or LLC

Partnership

File Number: _____

OR

New Applicant

Applicant Information:

Name _____
(If the license is for a corporation, LLC or a partnership, use company name)

Mailing Address _____

City _____ State _____ Zip _____

Business Phone (_____) _____ Fax (_____) _____

E-mail address _____

List any other names you do business under _____

If you hold the license as an INDIVIDUAL, provide the following information.

Name _____ Social Security Number (optional) _____

Address _____ City _____ State _____ Zip _____

If you hold the license as a CORPORATION or LLC, provide the following information.

Officer / Member _____ Title _____

Officer / Member _____ Title _____

If you hold the license as a PARTNERSHIP, provide the following information.

Information about additional partners may be attached on a separate sheet.

Number of partners _____

Check here if your partnership is LESS than one year old.

Name _____ Social Security Number (optional) _____

Address _____ City _____ State _____ Zip _____

Name _____ Social Security Number (optional) _____

Address _____ City _____ State _____ Zip _____

By submitting this form you authorize Holloway Credit Solutions, LLC ("HCS") to obtain credit reports as needed or required by the State of Alabama, Home Builders Licensure Board. You also authorize HCS to contact additional references to provide us with information regarding their credit experience with you or your company. HCS shall not be liable to you or your company for any loss resulting from said reports and their preparation, including but not limited to loss of business or contracts from information contained in the reports. HCS shall use all reasonable efforts to make sure that all the information within the reports is accurate in accordance with the terms of this agreement. HCS will provide you, your company and/or each partner with a copy of the report along with an information sheet to help you interpret the information on the report and how to handle any discrepancies.

Signature _____ Title _____ Date _____

Method of Payment

Please select the method of payment you prefer. Payment must be received to release your report.

If paying by credit card, to avoid duplication of charge do not mail application after faxing.

American Express

VISA

MasterCard

Check or Money Order

Cardholder's Name _____ Billing Address _____

Account Number _____ Card Verification Number _____ Expiration Date _____



OMAS SURTEES
Commissioner

DEPARTMENT OF REVENUE

Montgomery, Alabama 36132
(www.ador.state.al.us)

CYNTHIA UNDERWOOD
Assistant Commissioner
LEWIS A. EASTERLY
Secretary

NOTICE TO NEWLY QUALIFIED COMPANIES

Under Alabama Code Section 40-14A-22(a), any company that comes into existence, qualifies or registers to do business, or commences doing business in Alabama must file an initial Alabama Business Privilege Tax return within two and one-half months of the date of qualification; no extension of time to file is available on the initial return. Forms and detailed instructions are available at the Alabama Department of Revenue website link: http://www.ador.state.al.us/incometax/bpt_index.htm.

If you have questions concerning the Alabama Business Privilege Tax return, you may contact a Department representative at (334) 353-7923. For questions concerning other types of taxes that your company may need to file, such as, Sales and Use Tax, Withholding Tax, etc., please contact the Department's Central Registration Unit at (334) 242-1170 for additional information.

**NOTICE FROM HOME BUILDERS LICENSURE BOARD
PRIVILEGE TAX RETURN MUST BE FILED WITH ALABAMA DEPT. OF
REVENUE BEFORE 2 1/2 MONTHS IN ORDER FOR YOU TO GET THE
CERTIFICATE OF GOOD STANDING. OUR BOARD WILL NOT REVIEW AN
APPLICATION WITHOUT THIS DOCUMENT. MAKE SURE YOU REQUEST
THIS CERTIFICATE IN THE COMPLETE COMPANY NAME.**

NOTICE

Conducting business through a corporation, partnership, or limited liability company that does not hold an Alabama Home Builders License is a violation of the law.

INDIVIDUAL LICENSEES: You may engage in residential homebuilding only in your individual capacity or through a licensed entity of which you are an employee, partner, officer, member or manager. If you are conducting business through a corporation, partnership, or limited liability company that does not hold an Alabama Home Builders License, you are in violation of the law.

DESIGNATED QUALIFYING REPRESENTATIVE: You may engage in residential home building only through the entity that holds the Alabama Home Builders License. If you wish to engage in residential home building either individually or through another entity that does not hold an Alabama Home Builders License, you must obtain a license either individually or on behalf of the unlicensed entity. If you are conducting business through an unlicensed entity, you are violating the Home Builders Licensure Law.

There are penalties and injunctions applicable to unlicensed builders:

- Pursuant to Ala Code § 34-14A-14, any person who undertakes or attempts to undertake the business of residential homebuilding without a valid license is guilty of a Class A misdemeanor.
- The Board may stop the construction work of any person or entity that undertakes or attempts to undertake the business of residential homebuilding without a valid license.
- A residential homebuilder who is required to be licensed, but who does not hold a State of Alabama Home Builders License, may not bring or maintain legal action to enforce a contract for residential construction.

NOTICE FOR CORPORATIONS, LIMITED LIABILITY COMPANIES, OR LIMITED LIABILITY PARTNERSHIPS

If you are a **foreign (out of state)** corporation, limited liability company (LLC), or limited liability partnership (LLP) you must provide a **Certificate of Existence** from the Alabama Secretary of State's office. You may order this certificate online at www.sos.alabama.gov or you may contact their office at (334)242-5324.

If you are a corporation, limited liability company (LLC), or limited liability partnership (LLP), you must provide a **Certificate of Good Standing** from the Alabama Department of Revenue (ADOR). **Required for in-state and out-of-state companies.**

To request the **Certificate of Good Standing**, you must to do the following:

1. If you have not already done so, if you are a corporation, LLC or LLP, you must register your company with the Alabama Secretary of State's office. You may register online at www.sos.alabama.gov or you may contact their office at (334)242-5324.
2. If you have formed a corporation, LLC, or LLP, you must file the appropriate **Business Privilege Tax form** with ADOR. You may download this form at: www.ador.alabama.gov (**e-Services Section**) or contact the Business Privilege Tax Division at (334)242-9800.
3. Order the **Certificate of Good Standing** from ADOR. You may order this certificate online at www.ador.alabama.gov (**e-Services Section**) or you may contact ADOR at (334)353-7944. **IMPORTANT: Make sure certificate is ordered in your complete Company name.**

NOTICE: In order to request and provide a Certificate of Good Standing from the Alabama Department of Revenue (ADOR), you must within 2 ½ months of the date the corporation was qualified pay the Alabama Business Privilege Tax before the 2 ½ month ADOR requirement.