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

2015 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 or the BOX IS EMPTY, please provide the correct contact information in the space below.

License File No. _____

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:

_____

_____

_____

_____

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 will be processed.*** **The deadline for renewal applications is November 30, 2014.** A $50.00 late fee must accompany any renewal application postmarked* on or after December 1, 2014. **Your 2014 license expires December 31, 2014.**

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.

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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 copy of the corporation minutes or bylaws showing the appointment or election of officers with the officers' names; 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).

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• • • • • REQUIRED • • • • •
BOTH SECTIONS 3 AND 4 MUST BE SIGNED.

SECTION 3: 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 4: 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 3 AND 4 MUST BE SIGNED.