

MEMORANDUM

DATE: \_\_\_\_\_

TO: J. Seth Gowan  
Deputy Attorney General  
Home Builders Licensure Board

FROM: Offices Issuing Permits, Business Licenses, or Other Licenses

RE: Confirmation of Timely Renewal

Ala. Code § 41-22-19(b) states: “When a licensee has made **timely and sufficient application** for the renewal of a license or a new license with reference to any activity of a continuing nature, **the existing license does not expire until the application has been finally determined by the agency**, and, in case the application is denied or the terms of the new license limited, until the last day for seeking review of the agency order or a later date fixed by order of the reviewing court.”

Please confirm that the following licensee has timely filed a renewal application with the Home Builders Licensure Board.

Name of Licensee

File Number

\_\_\_\_\_

Please fax response to: \_\_\_\_\_ at \_\_\_\_\_.

Name

Fax number

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**The following is for Board use only.**

- I have reviewed the above file and state herewith that the license renewal application was timely renewed; however, the Board has not taken final action on the application. **Therefore, the license issued for the previous licensure year has not yet expired.**
  
- I have reviewed the above file and state herewith that the license renewal application was not timely filed and the license issued for the previous year has expired.

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Seth Gowan  
Deputy Attorney General  
Home Builders Licensure Board