



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

**2019 RENEWAL  
INACTIVE LICENSE APPLICATION**  
(CORPORATIONS, PARTNERSHIPS AND LIMITED LIABILITY COMPANIES)

(Date Stamp)	<b>OFFICE USE ONLY</b>	Check No. _____
		Amount Paid _____

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. \_\_\_\_\_

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 inactive license fee is \$125.00. Make check, cashier's check, certified check, or money 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, 2018.** A \$50.00 late fee must accompany any renewal application postmarked on or after December 1, 2018. **Your 2018 license expires December 31, 2018.**

**NOTICE:** Holding an inactive license does not allow you to engage in any residential construction activity for which a license is required. Inactive licenses must be renewed annually.

(Continued on back)

• • • • • **REQUIRED** • • • • •  
**BOTH SECTIONS 1 AND 2 MUST BE SIGNED.**

**SECTION 1: 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 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, and if granted an inactive license renewal by the Home Builders Licensure Board, I shall abide by all laws relating to residential home builders and the rules adopted by the Board.

Yes  No **I have read and understood the above statement.**

I solemnly swear or affirm that I continue to meet the requirements to serve as the qualifying representative, including but not limited to occupying the required position within the corporation, partnership, or limited liability company.

Yes  No **I have read and understood the above statement.**

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.

Yes  No **I have read and understood the above statement.**

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

Its: \_\_\_\_\_  
Position Held

\_\_\_\_\_  
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 § 30-3-194 (1975) to be used for the purposes described therein.)

**SECTION 2: OATH AND RELEASE FOR CORPORATIONS, PARTNERSHIPS, OR LIMITED LIABILITY COMPANIES (L.L.C.)**

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 an inactive 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: \_\_\_\_\_ Its: \_\_\_\_\_  
Printed Name of Authorized General Partner, Officer, Member, or Manager Position Held

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

**BOTH SECTIONS 1 AND 2 MUST BE SIGNED.**