Business Name Change Form Instructions

Per your request, please find the enclosed Business Name Change form. Please complete this form (2 pages) and include:

- 1. If a **corporation or LLC**, an amended, recorded copy of your Certificate of Formation.
 - If a **partnership**, an amended listing of partners.
- 2. Your current original Home Builders licensure certificate and card so that we may void and reprint license in the new company name.

Mailed completed, signed and notarized Business Name Change Form along with the above requested documents to: Home Builders Licensure Board, P.O. Box 303605, Montgomery, AL 36130-3605 OR 445 Herron Street, Montgomery, AL 36104 (for overnight delivery).

Contact our office if you have questions at 1-800-304-0853.



SECTION 1:

BUSINESS NAME CHANGE FORM

(CORPORATIONS, PARTNERSHIPS & LIMITED LIABILITY COMPANIES)

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

You **MUST** attach the amended and recorded Certificate of Formation (for corporations and LLCs) or a notarized affidavit of the current partners stating name change (for Partnerships).

License/File No.:			_		
Previous Business Na	me				
As shown on existir	ng license)				
NEW Business Nan	ne				
Please designate appi	opriate business form: 🗌 C	Corporation	☐ Partnership	Limited Par	tnership 🗌 LLC
Street Address					
City		County		State	Zip Code
Mailing Address					
City	Cou	unty		State	Zip Code
Business Telephone	()			Fax ()	
E-mail					
adopted by the Board I hereby authoriz	l. e any individual, compan	y, or institu	ition with whom	the applicant ha	dential home builders and the rules been associated to release to the ontradict the information provide
	Printed Name of Designated	l Qualifying I	Representative (Mus	st be a General Par	tner, Officer, Member, or Manager)
	Signature of Designated Qu	ualifying Repi	resentative (Must be	e a General Partne	r, Officer, Member, or Manager)
	[ts:				
				(Position He	ld)
Signed and	sworn to before me this	day of _	(Month) (Year)
(Notarial Seal)		Signatu	ure – Notary Public	<u> </u>	
		Mv Co	mmission Expires:_		

BOTH SECTIONS 2 AND 3 MUST BE SIGNED AND NOTARIZED.

SECTION 3: 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; 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.

	By:	
	,	Printed Name of Authorized General Partner, Officer, Member, or Manager
	By:	
		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,,
(Notarial Seal)		Signature – Notary Public
		My Commission Evniros