

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.

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 _____, _____
(Month) (Year)

(Notarial Seal)

Signature – Notary Public _____

My Commission Expires: _____