



INACTIVE LICENSE APPLICATION
(CORPORATIONS, PARTNERSHIPS AND 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

(Date Stamp)	OFFICE USE ONLY	Check No. _____
		Amount Paid _____

INSTRUCTIONS: Please type or print in ink all information. Copies or facsimile transmissions will not be accepted. All questions must be answered completely. The annual inactive license fee is \$125.00. 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 is processed.**

NOTICE: 1) Holding an inactive license does not allow you to engage in any residential construction activity for which a license is required. 2) Your inactive license application must be filed prior to the date your current license expires. Inactive licenses must be renewed annually.

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

SECTION 1: APPLICANT INFORMATION

Business Name _____ License File Number _____

Mailing Address _____

City _____ County _____ State _____ Zip _____

Designated Qualifying Representative's Name _____

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.]

Do you, or any entity of which you are the designated qualifying representative, have any outstanding disciplinary actions before this Board? Yes No

If "YES," provide the name of the homeowner involved: _____

NOTICE: BOTH SECTIONS 2 AND 3 MUST BE SIGNED AND NOTARIZED.

SECTION 2: 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, 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.**

