



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

OFFICE USE ONLY

(Date Stamp)

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. Use additional sheets if necessary. Make check, cashier's check, certified check, or money order for \$300.00 (\$150.00 license fee plus \$150.00 non-refundable application processing fee for an expired license) payable to the Home Builders Licensure Board. The Board does not accept cash or payments by credit card. All fees must be paid before the application will be processed.

NOTICE: 1) Submitting false information for the purpose of obtaining a license is a criminal offense and grounds for license denial. 2) A corporation, partnership, or limited liability company license allows you to engage in residential construction only in the name of the company granted the license. 3) A corporation, partnership, or limited liability company license allows one person to serve as the designated qualifying representative. 4) Partners, officers, members, or managers desiring a license should apply for an individual license.

[ ] Yes [ ] No I have read and understood the above statements.



For a corporation, partnership, or limited liability company applicant to be considered an applicant holding an expired license, the applicant must hold an expired corporation, partnership, or limited liability company license with the same designated qualifying representative as the applicant applying for reactivation.

SECTION 1: APPLICANT INFORMATION

Please designate appropriate business form: [ ] Corporation [ ] Partnership [ ] Limited Partnership [ ] LLC

Business Name \_\_\_\_\_

Federal Tax Employer ID Number \_\_\_\_\_ State Tax ID Number \_\_\_\_\_

Previous License Number \_\_\_\_\_ Year License Expired \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Business Phone ( \_\_\_\_\_ ) \_\_\_\_\_ Cellular Phone ( \_\_\_\_\_ ) \_\_\_\_\_

Fax \_\_\_\_\_ E-mail Address \_\_\_\_\_

[ ] Check if above information is the same for Physical Address.

Physical Address \_\_\_\_\_

City \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Principal Office Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

List any and all business names/trade names you plan to use to perform residential activity:



If you plan to conduct residential construction as any other corporation, partnership or limited liability company (LLC) in addition to the business named on this application, you must contact the licensure division for further instruction.

## SECTION 2: DESIGNATED QUALIFYING REPRESENTATIVE (DQR)

You must provide the following information for the general partner, officer, member, or manager who will serve as the designated qualifying representative.

Full Name \_\_\_\_\_

Social Security# \_\_\_\_\_


(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.)

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Cellular Phone ( \_\_\_\_\_ ) \_\_\_\_\_ Email Address: \_\_\_\_\_

Yes  No Is the designated qualifying representative (DQR) of the corporation, partnership or limited liability company named above the same person who served as the DQR when the license was last active?

 **If NO, this entity is not eligible to reactive an expired license.** Contact the Licensure Division for the appropriate forms.

## SECTION 3: APPLICANT BACKGROUND AND BUSINESS HISTORY

IF YOU ANSWER "YES" TO ANY OF THE FOLLOWING QUESTIONS, YOU MUST PROVIDE THE REQUESTED DOCUMENTATION AND A FULL EXPLANATION ON A SEPARATE SHEET OF PAPER.

Yes  No 1. Since this license was last active, has any partner, officer, member, or manager of this company pled guilty or nolo contendere or been convicted of a felony?

Yes  No 2. Since this license was last active, did this company, or any partner, officer, member, or manager or any entity of which this company is a successor, have any professional or business license revoked or suspended in Alabama or any other state, or have an application for any professional or business license denied in Alabama or any other state?

**If "YES,"** provide a copy of the revocation, suspension, or denial order with your written explanation.

Yes  No 3. Does the applicant, or the applicant's designated qualifying representative, either individually or as the designated qualifying representative of any other entity, have any outstanding disciplinary actions before this Board?

**If "YES",** provide the name of the homeowner involved: \_\_\_\_\_

Yes  No 4. Since this license was last active, were there any liens filed against this company, or any partner, officer, member, or manager, or any entity of which this company is a successor?

**If "YES,"** provide a copy of the lien filing, and the release of lien if the lien has been released, with your explanation.

Yes  No 5. Since this license was last active, has this company, or any partner, officer, member, or manager of this company, been identified by the Board as an unlicensed builder?

## SECTION 4: BUSINESS-RELATED FINANCIAL INFORMATION

You must submit documentation provided by your insurance agent or surety stating that your roofers bond has been renewed for the current license year. **A credit care receipt or online confirmation receipt is not acceptable.** The new expiration date must be December 31<sup>st</sup> of the current license year.

**NOTICE: BOTH SECTIONS 5 AND 6 MUST BE SIGNED.**

**SECTION 5: 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 the 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 here 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 and 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)

\_\_\_\_\_  
Signature of Designated Qualifying Representative [DQR] (Must be a General Partner, Officer, Member, or Manager)

Social Security Number of 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.)

\_\_\_\_\_  
Position Held

**SECTION 6: OATH AND RELEASE FOR CORPORATIONS, PARTNERSHIPS, OR LIMITED LIABILITY COMPANIES**

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 information provided and 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 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.

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 Authorized General Partner, Officer, Member, or Manager

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

\_\_\_\_\_  
Position Held

**NOTICE: BOTH SECTIONS 5 AND 6 MUST BE SIGNED.**