



LICENSE REQUIREMENTS FOR LIMITED LICENSE

A residential home builder who contracts directly with a homeowner to perform construction that requires on a single trade and that does not affect the structural integrity of the residence, when the total cost of the undertaking exceeds \$10,000, is required to hold a residential home builders license; however, rather than holding a residential home builders license without limitation, he or she may hold a residential home builders license **with limitation (a limited license)**.

LICENSE FORMS

The extent to which a residential home builder may engage in the residential home building business depends upon the form of the license held. Licenses will be issued only to individuals, partnerships, corporations, limited liability companies, and non-profit organizations.

DESIGNATED QUALIFYING REPRESENTATIVE

1. Individuals applying for a license personally must satisfy all of the licensure requirements including experience and ability.
2. Partnerships, corporations, limited liability companies, and non-profit organizations must designate a qualifying representative who must satisfy the experience and ability requirements for licensure. The Designated Qualifying Representative (DQR) must be a general partner if the applicant is a partnership, an officer if the applicant is a corporation, a member if the applicant is a member-managed limited liability company, or a manager if the applicant is a manager-managed limited liability company.

INSTRUCTIONS

1. APPLICATION

All applicants must file an accurate, complete and notarized application for license with the Board. **No copies will be accepted.**

2. BUSINESS-RELATED FINANCIAL REQUIREMENTS

All applicants must order a business-related credit report, including a public records search, to be submitted directly to the Board by a credit reporting agency. An applicant whose application is pending for more than 90 days may be required to file an updated credit report. An order form is enclosed for your convenience.

3. FEES

The annual license fee is **\$250.00**. A **non-refundable \$100.00** new license application processing fee must also accompany applications for a new license. Please make checks, in the amount of **\$350.00** payable to the Home Builders Licensure Board. The Board accepts personal or company checks, cashier's checks, certified checks, or money orders for all new applications. The Board does not accept cash payments. **All fees must be paid before the application is processed.** Upon written request, the annual license fee will be refunded in the event an application is rejected or denied.

4. EXPERIENCE AND ABILITY

All applicants will be required to satisfy the experience and ability requirement prior to licensure, as set out in Section 3 on the application for a new limited license for individuals and in Section 4 on the application for new limited license for corporations. Attach all documentation required on the application.

APPLICATION CHECKLIST

All Applications

- Check, cashier's check, certified check, or money order in the amount of \$350.00 made payable to Home Builders Licensure Board enclosed. The Board does not accept cash payments or credit cards.
- Ordered Business-Related Credit Report
- Attach proof of citizenship.
- Attach current or recent Alabama business license as a contractor. The license must list the applicant's name or listed trade name.

Corporate Applications ONLY

- Application completed, signed and notarized. (**Corporation, partnership and limited liability company applications must have signatures notarized in both Sections 7 and 8.**)
- Attach Certificate of Compliance from the Alabama Department of Revenue if a corporation, limited liability company, or limited partnership.
- Attach Certificate of Existence from the Alabama Secretary of State if a foreign (out-of-state) corporation, limited liability company, or limited partnership.
- Attach documentation as required in Section 2: Designated Qualifying Representative of a corporate application.

NOTICE

Conducting business through a corporation, partnership, or limited liability company that does not hold an Alabama Home Builders License is a violation of the law.

INDIVIDUAL LICENSEES: You may engage in residential homebuilding only in your individual capacity or through a licensed entity of which you are an employee, partner, officer, member or manager. If you are conducting business through a corporation, partnership, or limited liability company that does not hold an Alabama Home Builders License, you are in violation of the law.

DESIGNATED QUALIFYING REPRESENTATIVE: You may engage in residential home building only through the entity that holds the Alabama Home Builders License. If you wish to engage in residential home building either individually or through another entity that does not hold an Alabama Home Builders License, you must obtain a license either individually or on behalf of the unlicensed entity. If you are conducting business through an unlicensed entity, you are violating the Home Builders Licensure Law.

There are penalties and injunctions applicable to unlicensed builders:

- Pursuant to Ala Code § 34-14A-14, any person who undertakes or attempts to undertake the business of residential homebuilding without a valid license is guilty of a Class A misdemeanor.
- The Board may stop the construction work of any person or entity that undertakes or attempts to undertake the business of residential homebuilding without a valid license.
- A residential homebuilder who is required to be licensed, but who does not hold a State of Alabama Home Builders License, may not bring or maintain legal action to enforce a contract for residential construction.



NEW LIMITED LICENSE APPLICATION (INDIVIDUAL)

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

INSTRUCTIONS: Please type or print in ink all information. Do not send copies or facsimile transmissions.

ALL QUESTIONS MUST BE ANSWERED COMPLETELY. Use additional sheets if necessary. Make check, cashier's check, certified check, or money order for \$350.00 (\$250.00 license fee plus \$100.00 non-refundable new license application processing fee) 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) Holding an individual license does not allow you to engage in residential construction through an unlicensed corporation, partnership, or limited liability company.
Yes No I have read and understood the above statements.

SECTION 1: APPLICANT INFORMATION

Full Name

Social Security Number

(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

Business Phone Cellular Phone

Fax E-mail Address

Check if above information is the same for Physical Address.

Physical Street Address

City County State Zip

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



If you plan to conduct business as a corporation, partnership or limited liability company (LLC), DO NOT COMPLETE THIS FORM. You must contact the licensure division for the appropriate forms.

Blank lines for listing business names/trade names.

SECTION 2: 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. Within the past 7 years, have you pled guilty or nolo contendere, or been convicted of a felony?
- Yes No 2. Within the past 7 years, were you or any company of which you were a partner, officer, member, or manager declared or placed in bankruptcy?
- If “**YES,**” indicate in the full explanation whether the bankruptcy was filed under **Chapter 7, 11 or 13** of the U.S. Bankruptcy Code.
- If the bankruptcy was filed under **Chapter 13**, provide a schedule of creditors, a payment plan and a history of payments. If the bankruptcy was filed under **Chapter 11**, provide a reorganization plan. If the bankruptcy was filed under **Chapter 7**, provide a schedule of creditors. If the bankruptcy has been **discharged**, provide a copy of the discharge order.
- Yes No 3. Within the past 7 years, did you or any company of which you were a partner, officer, member, or manager 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 4. Do you, or any entity of which you are the Designated Qualifying Representative, have any outstanding disciplinary actions before this Board?
- If “**YES,**” provide the name of the homeowner involved: _____
- Yes No 5. Are there any liens filed against yourself, or the work of any company of which you are a partner, officer, member, or manager?
- 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 6. Within the past 7 years, have you, or any company of which you were either a partner, officer, member, or manager been identified by this Board as an unlicensed builder?

SECTION 3: EXPERIENCE AND ABILITY

You must affirm and provide the following to satisfy the experience and ability requirements for licensure:

I currently hold or held on or before one (1) year prior to the date this application was submitted, a business or occupational license as a **contractor** issued by a municipality, township, or county in this state.

Yes No I have read and understood the above statement.

Attach a copy of the Alabama business or occupational contractor’s license issued to you by a municipality, township, or county in this state.

If you do not hold the required business license, please contact the Licensure Division regarding alternate methods of satisfying the Experience and Ability requirement.

SECTION 4: BUSINESS-RELATED FINANCIAL INFORMATION

A credit report, including a public records search, must be submitted directly to the Board by a credit reporting agency. Disclosure of Social Security Number for the purpose of obtaining business-related financial and credit information and public records search is voluntary. Disclosure required under Ala. Code §34-14A-7(a)(4).

SECTION 5: CITIZENS AND ALIENS LAWFULLY PRESENT

This section to be completed in compliance with *Ala. Code §34-14A-7* and *Ala. Code § 31-13-7,29*, which provides that an alien's lawful presence in the United States may be verified through SAVE. This section must be completed by the designated qualifying representative.

This application will not be processed until the requested documentation is received by the Board.

Yes No 1. Are you a citizen of the United States?

If "YES", please read the declaration below, sign, and provide a legible copy (front and back, as applicable) of any ONE of the documents listed here.

If "NO", see Question 2 below.

- 1) Driver's License or Nondriver Identification Card
- 2) Birth Certificate indicating birth in the United States
- 3) Valid or expired United States Passport
- 4) United States Certificate of Naturalization
- 5) Other documents or methods of proof of United States citizenship issued by the federal government pursuant to the Immigration and Nationality Act of 1952, as amended
- 6) Bureau of Indian Affairs Card, Tribal Treaty Card or Tribal Enrollment Number
- 7) Consular report of birth abroad of a citizen of the United State of America
- 8) Certificate of Citizenship issued by the United States Citizenship and Immigration Services
- 9) Certification of report of birth issued by the United States Department of State
- 10) American Indian Card with KIC classification, issued by the United States Department of Homeland Security
- 11) Final adoption decree showing the person's name and United States birthplace
- 12) Official United States military record of service showing the applicant's place of birth in the United States
- 13) An extract from a United States hospital record of birth created at the time of the person's birth indicating the place of birth in the United States
- 14) AL-verify
- 15) Valid Uniformed Services Privileges and Identification Card
- 16) Any other form of identification that the Alabama Department of Revenue authorizes...to be used to demonstrate or confirm a person's United States citizenship or lawful presence in the United States, provided that the identification requires proof of lawful presence in the United States as a condition of issuance.

I hereby declare that I am a citizen of the United States of America.

I sign this declaration under penalties of perjury; make a false, fictitious, or fraudulent statement or representation in this declaration is perjury in the second degree pursuant to *Ala. Code §13A-10-102*.

Printed Name of Citizen-Applicant

Signature of Citizen-Applicant

Yes No 2. If you are not a citizen of the United States, are you an alien who is lawfully present in the United States?

If "YES", please read the declaration below, sign, and provide a legible copy (front and back, as applicable) of a valid, unexpired Alabama Driver's License or Alabama Nondriver Identification Card AND a legible copy (front and back, as applicable) of ONE of the documents listed below:

- 1) United States Citizenship and Immigration Services (CIS) Card (Resident Alien Card), Document and Number
- 2) Student and Exchange Visitor Information System (SEVIS) Identification, Document and Number (Form I-20 or Form DS-2019)
- 3) Certificate of Naturalization, Document and Number
- 4) Passport from Country-of-Origin, Document and Number
- 5) Arrival and Departure Record (Form I-94), Document and Number
- 6) VISA, Document and Number

I hereby declare that I am an alien lawfully present in the United States of America.

I sign this declaration under penalties of perjury; make a false, fictitious, or fraudulent statement or representation in this declaration is perjury in the second degree pursuant to *Ala. Code §13A-10-102*.

Printed Name of Alien Lawfully Present-Applicant

Signature of Alien Lawfully Present-Applicant

SECTION 6: OATH AND RELEASE FOR INDIVIDUALS

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; and further, that if granted a license 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 hereby authorize any individual, company, or institution with whom I have 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 Individual Applicant

Signature of Individual Applicant

County of _____)

State of _____)

Signed and sworn to before me this _____ day of _____, _____.
(Month) (Year)

Signature - Notary Public _____

(Notarial Seal)

My Commission Expires: _____

Credit Report Order Form
Holloway Credit Solutions, LLC

Post Office Box 230609 ♦ Montgomery, AL 36123

Phone (800) 264-2700 ext. 1310 / (334) 396-1310 ♦ Fax (800) 489-0067 / (334) 396-1350

For faster processing you may fill out this application online at www.hollowaycredit.com!

Please fax this application with your credit card payment or mail it with your check in the enclosed postage paid envelope.

The credit report fee is \$35.00 for all applicants.

Type of Application:

Individual

Corporation or LLC

Partnership

File Number: _____

OR

New Applicant

Applicant Information:

Name _____

(If the license is for a corporation, LLC or a partnership, use company name)

Mailing Address _____

City _____ State _____ Zip _____

Business Phone (_____) _____ Fax (_____) _____

E-mail address _____

List any other names you do business under _____

If you hold the license as an INDIVIDUAL, provide the following information.

Name _____ Social Security Number (optional) _____

Address _____ City _____ State _____ Zip _____

If you hold the license as a CORPORATION or LLC, provide the following information.

Officer / Member _____ Title _____

Officer / Member _____ Title _____

If you hold the license as a PARTNERSHIP, provide the following information.

Information about additional partners may be attached on a separate sheet.

Number of partners _____

Check here if your partnership is LESS than one year old.

Name _____ Social Security Number (optional) _____

Address _____ City _____ State _____ Zip _____

Name _____ Social Security Number (optional) _____

Address _____ City _____ State _____ Zip _____

By submitting this form, you authorize Holloway Credit Solutions, LLC ("HCS") to obtain credit reports as needed or required by the State of Alabama, Home Builders Licensure Board. You also authorize HCS to contact additional references to provide us with information regarding their credit experience with you or your company. HCS shall not be liable to you or your company for any loss resulting from said reports and their preparation, including but not limited to loss of business or contracts from information contained in the reports. HCS shall use all reasonable efforts to make sure that all the information within the reports is accurate in accordance with the terms of this agreement. HCS will provide you, your company and/or each partner with a copy of the report along with an information sheet to help you interpret the information on the report and how to handle any discrepancies.

Signature _____ Title _____ Date _____

Method of Payment

Please select the method of payment you prefer. Payment must be received to release your report.

If paying by credit card, to avoid duplication of charge do not mail application after faxing.

American Express

VISA

MasterCard

Check or Money Order

Cardholder's Name _____ Billing Address _____

Account Number _____ Card Verification Number _____ Expiration Date _____