



H O M E  
B U I L D E R S  
L I C E N S U R E  
B O A R D

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Mailing Address

P. O. Box 303605  
Montgomery, Alabama  
36130-3605

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Street Address

445 Herron Street  
Montgomery, Alabama  
36104

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Telephone

(334) 242-2230

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Fax

(334) 263-1397

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[www.hblb.alabama.gov](http://www.hblb.alabama.gov)

Dear Homeowner:

The Home Builders Licensure Board (the "Board") requires that the homeowner complete the included unlicensed builder information form before this office can begin an investigation. **Please provide the Board with a copy of the contract between you and the builder, front and back copies of cancelled checks, and/or any supporting documentation.** Upon receipt, the matter will be assigned to an investigator, who will contact you when the investigation begins.

The Board takes very seriously its statutory obligation to protect the public from unqualified, incompetent, or dishonest home builders and carefully considers all reports of unlicensed builder activity in the State of Alabama.

The Board may levy and collect administrative fines for violations of the Home Builder Licensure Law. Unlicensed homebuilders are prohibited from enforcing residential construction contracts against the homeowner. Further, engaging in the business of residential homebuilding without a license issued by the Home Builders Licensure Board is a Class A misdemeanor. The statute of limitations for misdemeanors is one (1) year.

Sincerely,

Home Builders Licensure Board

Enclosure: UB Information Form

**For HBLB Official use only**

**UBT:** \_\_\_\_\_

**County:** \_\_\_\_\_

**Assigned to:** \_\_\_\_\_



**HOME BUILDERS  
LICENSURE BOARD**

www.hblb.alabama.gov

# UB INFORMATION FORM

P.O. Box 303605, Montgomery, Alabama 36130-3605 / Overnight Delivery: 445 Herron Street, Montgomery, Alabama 36104  
Telephone (334) 242-2230 / Facsimile (334) 263-1397 / **Email: ub@hblb.alabama.gov**

**HOMEOWNER:**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**Telephone:** \_\_\_\_\_  
\_\_\_\_\_

**Email:** \_\_\_\_\_

**BUILDER:**

**Name:** \_\_\_\_\_

**Company:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Work Site Address (Include County):**

\_\_\_\_\_

**What work was builder hired to perform?**

\_\_\_\_\_

**Date of Contract:** \_\_\_\_\_

**Last day builder on job:** \_\_\_\_\_

**Amount of Contract: \$** \_\_\_\_\_

**Amount paid to builder: \$** \_\_\_\_\_

**Please check the documents provided.**

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Contract                                | <input type="checkbox"/> Liens/Judgment                      | <input type="checkbox"/> Building Permit |
| <input type="checkbox"/> Deed                                    | <input type="checkbox"/> Photographs                         | <input type="checkbox"/> Warranty        |
| <input type="checkbox"/> Blueprints/Plans                        | <input type="checkbox"/> Written Correspondence with Builder |  |
| <input type="checkbox"/> Front & back copies of cancelled checks | <input type="checkbox"/> Other _____                         |  |

**I learned about the Board from:**

- |                                    |   |                                   |   |
|------------------------------------|---|-----------------------------------|---|
| <input type="checkbox"/> Facebook  | <input type="checkbox"/> Inspections Department | <input type="checkbox"/> Internet | <input type="checkbox"/> Licensed Builder |
| <input type="checkbox"/> Newspaper | <input type="checkbox"/> Other _____            |                                   |   |

**Briefly state problem with builder and/or work performed by builder: (Attach additional sheets if necessary)**

\_\_\_\_\_

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**