

Counties - YOUR business service, please circle. Return this form with all other documents.

## Alabama Counties

<u>Autauga County</u>	<u>Dallas County</u>	<u>Marengo County</u>
<u>Baldwin County</u>	<u>DeKalb County</u>	<u>Marion County</u>
<u>Barbour County</u>	<u>Elmore County</u>	<u>Marshall County</u>
<u>Bibb County</u>	<u>Escambia County</u>	<u>Mobile County</u>
<u>Blount County</u>	<u>Etowah County</u>	<u>Monroe County</u>
<u>Bullock County</u>	<u>Fayette County</u>	<u>Montgomery County</u>
<u>Butler County</u>	<u>Franklin County</u>	<u>Morgan County</u>
<u>Calhoun County</u>	<u>Geneva County</u>	<u>Perry County</u>
<u>Chambers County</u>	<u>Greene County</u>	<u>Pickens County</u>
<u>Cherokee County</u>	<u>Hale County</u>	<u>Pike County</u>
<u>Chilton County</u>	<u>Henry County</u>	<u>Randolph County</u>
<u>Choctaw County</u>	<u>Houston County</u>	<u>Russell County</u>
<u>Clarke County</u>	<u>Jackson County</u>	<u>Shelby County</u>
<u>Clay County</u>	<u>Jefferson County</u>	<u>St. Clair County</u>
<u>Cleburne County</u>	<u>Lamar County</u>	<u>Sumter County</u>
<u>Coffee County</u>	<u>Lauderdale County</u>	<u>Talladega County</u>
<u>Colbert County</u>	<u>Lawrence County</u>	<u>Tallapoosa County</u>
<u>Conecuh County</u>	<u>Lee County</u>	<u>Tuscaloosa County</u>
<u>Coosa County</u>	<u>Limestone County</u>	<u>Walker County</u>
<u>Covington County</u>	<u>Lowndes County</u>	<u>Washington County</u>
<u>Crenshaw County</u>	<u>Macon County</u>	<u>Wilcox County</u>
<u>Cullman County</u>	<u>Madison County</u>	<u>Winston County</u>
<u>Dale County</u>		

**A  
L  
A  
B  
A  
M  
A**

From The Office of The Division of Construction Management

# HOME INSPECTOR APPLICATION



<b>Initial Application</b> <input type="checkbox"/>	<b>Renewal Application</b> <input type="checkbox"/>	<i>For Office Use Only</i>	<b>Date Received</b>	<b>Date Issued</b>
<b>Applicant Name</b> <i>(Please Type or Print in Dark)</i>			<b>Home Inspector License #</b> <i>For Office Use Only</i>	
<b>Street Address or P. O. Box</b>			<b>Apartment #</b>	
<b>City</b>	<b>State</b>	<b>Zip Code</b>	<b>Home Telephone #</b>	
<b>Email Address:</b>				
<b>Social Security No.</b>		<b>Employer I.D. No</b>		
<b>Business Name</b>				
<b>Street Address or P. O. Box</b>			<b>Suite #</b>	
<b>City</b>	<b>State</b>	<b>Zip Code</b>	<b>Business Telephone #</b>	
<b>Applicant is Doing Business as:</b>				
<input type="checkbox"/> Individual Proprietorship	<input type="checkbox"/> L. L. C.	<input type="checkbox"/> Partnership	<input type="checkbox"/> Franchise	<input type="checkbox"/> Corporation
<p>If you checked above that the business is a partnership, you must list the name and address of each partner below</p> <p style="text-align:center"><b>OR</b></p> <p>If you checked above that the business is a corporation, L.L.C., or franchise, you must list the names and address of the corporate officers and the statutory agent for service. (Please place a check mark [✓] by the statutory agent.)</p>				
<b>1.</b>		<b>3.</b>		
<b>2.</b>		<b>4.</b>		

**Insurance Certificate:**

The enclosed insurance certificate must be completed and submitted to our office, as proof of your having obtained the required insurance.

Name of Insurance Company: \_\_\_\_\_ Policy No.: \_\_\_\_\_

Has applicant successfully completed the American Society of Home Inspectors Standards and Ethics Examination? Yes ( ) No ( )

Has applicant successfully completed the National Home Inspector Examination? Yes ( ) No ( )

↓ Please submit copies of required exams to show proof of compliance.

**QUALIFICATIONS:**

To qualify as a home inspector you must meet the qualifications in at least **ONE** of the following categories; in addition, you must provide proof of your qualifications. You only have to qualify in **ONE** category **NOT ALL** categories.

☐ **PLEASE CHECK THE BOX THAT APPLIES TO YOU.**

**Category A -- Professional Membership in One of The Following**

- |   |   |
|---|---|
| <input type="checkbox"/> Inspection Depot                                     | <input type="checkbox"/> Advantage Systems ASP, LLC               |
| <input type="checkbox"/> Inspection Technology Institute                      | <input type="checkbox"/> International Society of Home Inspectors |
| <input type="checkbox"/> American Society of Home Inspectors, Inc. (ASHI)     | <input type="checkbox"/> Housing Inspection Foundation (HIF)      |
| <input type="checkbox"/> National Association of Home Inspectors, Inc. (NAHI) | <input type="checkbox"/> Home Inspection Institute (HII)          |
| <input type="checkbox"/> National Institute of Building Inspectors (NIBI)     | <input type="checkbox"/> American Inspectors Society (AIS)        |
| <input type="checkbox"/> InterNACHI   | <input type="checkbox"/> Home Inspection Institute of America     |

**Category B -- Certification or Approval by One of the Following:**

- |   |   |
|---|---|
| <input type="checkbox"/> International Code Congress                      | <input type="checkbox"/> U.S. Veterans Administration           |
| <input type="checkbox"/> U.S. Department of Housing and Urban Development | <input type="checkbox"/> Council of American Building Officials |

**Category C -- Alabama Licensure on or after 1/1/98 for One of the Following:**

- |  |   |
|--|---|
| <input type="checkbox"/> General Contractor                | <input type="checkbox"/> Registered Professional Engineer |
| <input type="checkbox"/> Registered Professional Architect | <input type="checkbox"/> Residential Home Builder         |

☐ PLEASE SUBMIT A COPY OF CERTIFICATE OR LICENSE AS PROOF OF QUALIFICATIONS FOR A - C.

**Category D -- Education and Work Experience**

- High School Diploma **OR**  GED

In addition to high school requirements, you must have at least one year's experience as a home inspector, and proof of having completed 100 home inspections for compensation (a list of names, addresses, and telephone numbers of the property inspected must be provided).

☐ PLEASE SUBMIT A COPY OF DIPLOMA OR GED CERTIFICATE AS PROOF OF HIGH SCHOOL EDUCATION.

**OATH** -- (Act.2002-517 requires that the applicant submit application under oath.)

I, \_\_\_\_\_, solemnly swear or affirm that I have read the forgoing questions and have personally answered the same fully and honestly and the answers to said questions are true to my knowledge.

\_\_\_\_\_  
Applicant's Signature

(Seal)

Sworn and subscribed to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Notary Public

My Commission Expires:

This application should be mailed, along with the insurance, qualifications, tests compliance and your registration fee of \$300.00 to:

**ATTENTION HOME INSPECTORS REGISTRATION SECTION**  
Department of Finance/Division of Construction Management  
P O BOX 301150  
MONTGOMERY, AL 36130-3054

# HOME INSPECTOR APPLICATION



We are happy to provide you an application and information on **THE ALABAMA HOME INSPECTORS REGISTRATION ACT (2002-517)**. As you are probably already aware, you cannot enforce your contracts as a home inspector unless you have complied with the Act's provisions. It is also a Class A misdemeanor to undertake the business of home inspection without being licensed under this new Act.

Basic information and registration requirements are included in this registration pamphlet. However, if you have further questions or would like a copy of the Act, please call the Home Inspectors Registration Section at 334-242-4802.

## Home Inspector Registration Requirements

- (1). Application – Must be completely filled out, executed under oath and notarized. Include email address.
- (2). Qualifications – in ONE of the categories listed (A, B, C or D) *See application*
- (3). Testing compliance - Standards of Practice and Code of Ethics (ASHI); and the National Home Inspector Examination (NHIE).
- (4). Insurance Certification – **A valid policy number is required (TBA, or BINDERS NOT ACCEPTED as proof of insurance coverage). Insurance certificate MUST include effective coverage dates.**  
General liability for bodily injury and property damage insurance in the sum of not less than:
  - ✓ \$20,000 for injury or damage to property; and
  - ✓ \$50,000 for injury or damage, including death, to any one person; and
  - ✓ \$100,000 for injury or damage, including death, to more than one person.
  - ✓ **\$250,000.00 for errors and omissions insurance coverage**
- (5). Registration Fee - \$300.00, made payable to the **Division of Construction Management**, with money order, cashier's check, commercial check. **Credit cards, cash, and personal or company checks are NOT ACCEPTED.**
- (6). Counties - Business Services.

Please allow 1-2 weeks processing time for COMPLETED APPLICATIONS.

Please mail completed application to:

**ATTENTION: HOME INSPECTORS REGISTRATION SECTION  
Department of Finance / Division of Construction Management  
P. O. BOX 301150  
MONTGOMERY, AL 36130-3054**

## Renewal

License must be renewed **before December 31<sup>st</sup> of the present calendar year**. The annual renewal fee is \$300.00.

## TIPS TO REMEMBER

- ✓ No person shall undertake the business of home inspector unless he/she has complied with the provisions of this Act.
- ✓ No person who is registered/licensed under one name shall engage in business as a home inspector under any other name, unless the other name is also registered.
- ✓ All advertisements, contracts, correspondence, and other documents prepared by a home inspector shall indicate the home inspector's license number, name, and address.
- ✓ **Should the insurance coverage required by this Act cease to be effective, the home inspector must notify the Division of Construction Management immediately. The home inspector's registration/license will be suspended until the insurance is reinstated or replaced.**

## PENALTIES

**Class A Misdemeanor** – The Following shall be deemed guilty of a Class A Misdemeanor:

- ✓ Anyone who undertakes or attempts to undertake the business of home inspection without first registering and obtaining a license.
- ✓ Anyone who knowingly presents or files false information with the Alabama Building Commission when registering as a home inspector.

### **Prohibition Against Enforcement of Action**

- ✓ Anyone who fails to register and obtain a license shall not be able to bring action to enforce the provisions of any contract to provide home inspections.

## DEFINITIONS

### **Home Inspector**

A person who engages in the business of performing home inspections for compensation and, who, in the pursuit of that independent business, undertakes or offers to undertake, or submits a bid to, or contracts or undertakes to inspect, or assume charge, in a supervisory capacity or otherwise, or inspects the condition of, the construction of or erection of a private residence on behalf of another person.

### **Residence**

Any dwelling, from one to four units in design intended principally for residential purposes by one or more individuals.

### **Person**

Any natural person limited or general partnership, association, corporation, or other legal entity, or any combination thereof.

## **COMPLETING THIS FORM**

**Please type or print in dark ink the requested information on the attached form. Mail application and other required documents to be processed to the Div. of Construction Management with cashier's check, bank check or commercial money order (\$300.00). Credit cards, cash, personal and/or company checks ARE NOT ACCEPTED.**