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From The Office of Alabama Building Commission

# 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>	
Street Address or P. O. Box			Apartment #	
City		State	Zip Code	Home Telephone #
<b>Social Security No.</b>			Employer I.D. No	
Business Name				
Street Address or P. O. Box			Suite #	
City		State	Zip Code	Business Telephone #
Applicant is Doing Business as:				
<input type="checkbox"/> <b>Individual Proprietorship</b>	<input type="checkbox"/> <b>L. L. C.</b>	<input type="checkbox"/> <b>Partnership</b>	<input type="checkbox"/> <b>Franchise</b>	<input type="checkbox"/> <b>Corporation</b>
<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**

- Inspection Depot  Advantage Systems ASP, LLC
- Inspection Technology Institute  International Society of Home

Inspectors

- OR  American Society of Home Inspectors, Inc. (ASHI)  Housing Inspection
- International Association of Home Inspectors (IAHI)  Home Inspection Institute
- National Association of Home Inspectors, Inc. (NAHI)  Home Inspection Institute
- National Institute of Building Inspectors (NIBI)  American Inspectors Society
- Home Inspection Institute of America

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

- International Code Congress  U.S. Veterans Administration
- U.S. Department of Housing and Urban Development  Council of American

OR Building Officials

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

- General Contractor  Registered Professional Engineer
- Registered Professional Architect  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 \_\_\_\_\_, \_\_\_\_\_

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  
ALABAMA BUILDING COMMISSION**

# 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 334-242-4810.

Alabama Building Commission

## Registration

- (1). Application – Must be completely filled out, executed under oath and notarized.  
**NO EXCEPTIONS.**
- (2). Qualifications – See application
- (3). Testing compliance - Standards of Practice and Code of Ethics; and the National Home Inspector Examination.
- (4). Insurance Certification - On form provided with this application. Proving that you have obtained 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 Alabama Building Commission, with money order, cashier's check, commercial check. **The Building Commission is unable to accept credit cards, cash, personal or company checks.**

If all documents are found to be in order and the Act's requirements are met, you will be issued a Home Inspection license expiring December 31<sup>st</sup> of the present calendar year.

**Please mail completed application to:**

**ATTENTION: HOME INSPECTORS REGISTRATION SECTION  
ALABAMA BUILDING COMMISSION  
P. O. BOX 301150  
MONTGOMERY, AL 36130-1150**

## 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 Alabama Building Commission in writing immediately. The home inspector's registration/license will be suspended until the insurance is reinstated or replaced. At the time the certificate of insurance is issued, the person applying for the insurance must inform the company that it must provide 30 day advance notice to the Alabama Building Commission if the insurance is to be cancelled.

## 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. Detach and mail (along with any other forms and/or information) to the ALABAMA BUILDING COMMISSION with cashier's check, bank check or commercial money order (\$300.00). (Sorry, the ALABAMA BUILDING COMMISSION is unable to accept credit cards, cash, personal and/or company checks.)**