



Home Inspector Section

State Office Building, 333 Willoughby Avenue, 9th Floor

PO Box 110806, Juneau, AK 99811-0806

Phone: (907) 465-8443 ★ Fax: (907) 465-2974

Email: license@alaska.gov

Website: [http://commerce.alaska.gov/dnn/cbpl/ProfessionalLicensing/
HomeInspectors.aspx](http://commerce.alaska.gov/dnn/cbpl/ProfessionalLicensing/HomeInspectors.aspx)

HOME INSPECTOR REGISTRATION APPLICATION PACKET

AS 08.18.011 states, in part, that an individual may not perform a home inspection for an existing home or a new home unless that individual is registered as a Home Inspector or an Associate Home Inspector with the Department of Commerce, Community, and Economic Development.

NOTE: It is unlawful to practice as a Home Inspector or an Associate Home Inspector on or after July 1, 2004 unless registered by the department or exempt under AS 08.18.156.

The following must be on file before a registration may be issued:

1. You will need to designate the type of home inspection registration you are applying for. Below is a brief definition of each category:

Existing Home Registration allows you to perform home inspections of previously occupied homes only.

New Home Registration allows you to perform home inspections of new homes (have not previously been occupied) only.

Joint Registration allows you to perform home inspections of new and existing homes.

2. A complete, signed and notarized application, including the Authorization for Release of Records (form 08-4001a).
3. The appropriate fees (make check or money order payable to the "State of Alaska"):
 - \$ 65.00 Nonrefundable Application Fee
 - \$ 235.00 Registration Fee
4. Evidence of a passing score on the applicable examination(s) (see below). **Proof of passing score must be sent directly to the department from the organization that administered the examination.**

NOTE: If it has been **over THREE YEARS** since you passed the required examination(s), your application **must** be accompanied with proof of at least eight contact hours of acceptable continuing competency for the concluding two-year period.

If you are applying for registration for **New Homes OR** for **Joint Registration**:

Examinations required: (All four National Examinations required)

- Residential Building Inspector
- Residential Electrical Inspector
- Residential Mechanical Inspector
- Residential Plumbing Inspector

Exams listed above administered by the International Code Council (ICC)

25442 Network Place, Chicago, IL 60673-1254
Phone: 1-800-786-4452
Fax: 1-866-891-1695
Email: order@iccsafe.org
Website: www.iccsafe.org/certification-exam-catalog

If you are applying for registration for **Existing Homes ONLY**, contact:

- The National Home Inspector Examination (NHIE) offered by the Examination Board of Professional Home Inspectors.

53 Regional Drive, Suite 1, Concord, NH 03301

Phone: (847) 298-7750, Fax: (603) 228-2118

Email: info@homeinspectionexam.org, Website: www.homeinspectionexam.org

NOTE: To ensure the division receives your examination results from NHIE, fax a copy of your score sheet to (603) 228-2118 or send an email to info@homeinspectionexam.org with a request to advise this division of your examination results.

OR

- The National Association of Home Inspectors (NAHI) Certified Real Estate Inspector (CRI) Examination, offered through NAHI, Internet web site: www.nahi.org, telephone: (800) 448-3942.

5. **SURETY BOND (\$10,000.00)**. Either:

- a. a surety bond issued in the name of the applicant by an insurer or other surety company (AS 08.18.071), with the bonding company's power of attorney (and the bond must be signed by both the principal and the surety) (page 4 of this application); or
- b. a Time Certificate of Deposit (must be issued for a period of at least three years before maturity, or if purchased for a shorter period, it must be automatically renewable) issued by a bank or trust company authorized to do business in Alaska (must be physically located in Alaska). The certificate should read, "State of Alaska in Trust for (home inspector) . . ." The original certificate is held by the State and must be accompanied by an Assignment of Negotiable Instrument form (page 5 of this application); or
- c. a cashier's check. Cash will be deposited in a Trust Account established by the State, which does NOT pay interest. A completed, signed, and notarized Assignment of Negotiable Instrument form (page 5 of this application) must accompany the cashier's check.

Important Note: If a Home Inspector fails to fulfill the bonding obligation as set out in AS 08.18.071, the Home Inspector's registration shall be suspended for a period of time the Commissioner determines appropriate. After three suspensions, the Home Inspector's registration may be permanently revoked.

6. **LIABILITY INSURANCE** – A certificate of insurance for public liability and property damage insurance in an amount not less than \$20,000 property damage, \$50,000 injury or death to one person, \$100,000 injury or death to more than one person. Submit a Certificate of Insurance issued by an insurance agency or page 6 of this application.

Exception to Insurance Requirement

In accordance with AS 08.18.071(d), a general contractor or specialty contractor who is in compliance with the surety bond or deposit requirements as laid out in AS 08.18.071(a) and (b), is not required to file another surety bond or increase a deposit with the commissioner when the general contractor or specialty contractor applies to be a registered home inspector. However, if the general contractor or specialty contractor subsequently is neither a general contractor nor a specialty contractor and becomes only a registered home inspector, the home inspector shall provide a surety bond or deposit in lieu of the bond in the manner and amount required for registered home inspectors under this section.

GENERAL INFORMATION

WARNING - Alaska Statute 11.56.200 states that any person who knowingly or intentionally furnishes false or fraudulent information on an application has committed a class A misdemeanor. Any false or misleading information may result in failure to obtain registration as a Home Inspector or subsequent revocation of that registration.

RENEWAL: Registration will expire biennially on June 30 of even-numbered years. Per AS 08.18.031, a registration may not be renewed unless the licensee has complied with the continuing competency requirements. Renewal notices are mailed approximately 60 days prior to the license expiration. It is the licensee's responsibility to ensure renewal of the registration. Please contact the division if you have a change of address. Failure to receive a renewal notice does not excuse nonrenewal.

CONTINUED COMPETENCY REQUIREMENTS - An applicant for renewal of a home inspection registration must complete at least eight hours of acceptable continuing competency activities for the concluding two-year licensing period.

CHANGE OF ADDRESS: A licensee is required to notify this division of any change in mailing address (12 AAC 02.900).

SOCIAL SECURITY NUMBER REQUIREMENT: In accordance with AS 08.01.060 and AS 08.01.100, the department is not authorized to issue or renew a license to a natural person unless the applicant's United States Social Security Number has been provided to the department. If you are a foreign citizen unable to obtain a United States Social Security Number, please contact the division for further instructions.

PAYMENT OF CHILD SUPPORT AND STUDENT LOANS - If the Alaska Commission on Postsecondary Education has determined you are in loan default or if the Alaska Child Support Enforcement Division has determined you are in arrears on child support, you will be issued a nonrenewable temporary license valid for 150 days. Contact Child Support Services at (907) 269-6900 or the Post-Secondary Education office at (907) 465-2962 or 1-800-441-2962 to resolve payment issues.

CASH DEPOSITS - Time Certificates of Deposit and cash deposits remain pledged to and held by the State of Alaska for THREE YEARS after the following:

1. the effective date of a surety bond that replaces the cash bond; or
2. the lapse without renewal, or the revocation, or suspension of the Home Inspector's registration; or
3. the surrender of the license before expiration.*

***NOTE:** The three-year waiting period begins upon the division's receipt of a notarized statement that business operations have ceased. If there is no notarized statement on file, the three-year waiting period begins on the expiration date of the license.

BUSINESS LICENSE - All professional license holders, including Home Inspectors, who are practicing independently, i.e., on a contract basis or who are not considered an "employee", must obtain a business license. If you are unsure if you need a business license please contact the person you are working for or an attorney. Please contact Business Licensing at (907) 465-2550 if you have questions or if you need an application mailed to you.

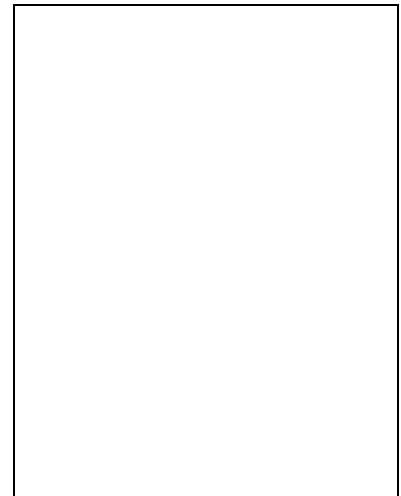


THE STATE of ALASKA

Department of Commerce, Community, and Economic Development
Division of Corporations, Business and Professional Licensing

Home Inspector Section

State Office Building, 333 Willoughby Avenue, 9th Floor
PO Box 110806, Juneau, AK 99811-0806
Phone: (907) 465-8443 * Fax: (907) 465-2974
Email: license@alaska.gov
Website: http://commerce.alaska.gov/dnn/cbpl/ProfessionalLicensing/HomInspectors.aspx



HOME INSPECTOR REGISTRATION APPLICATION

Requesting registration to inspect: (MUST CHECK ONE)

- checkbox New Homes checkbox Existing Homes checkbox Both (Joint Registration)

Make checks payable to the State of Alaska, or use the attached credit card payment form.

- checkbox \$65.00 Nonrefundable Application Fee checkbox \$235.00 Registration Fee

Form with fields: Full Legal Name (Last, First, Middle), Mailing Address (Address, City, State, Zip Code), Daytime Phone, Date of Birth, E-Mail Address, APPLICANT: As required by state law, please provide your United States Social Security Number. It is considered CONFIDENTIAL information and is not for public disclosure. (per AS 08.01.060) Social Security Number

EXAMINATION INFORMATION:

Reminder: If it has been over THREE YEARS since you passed the required examination(s), your application must be accompanied with proof of at least eight contact hours of acceptable continuing competency for the concluding two-year period.

If you are applying for registration to inspect New Homes OR for Joint Registration:

Have you taken and passed the required examinations offered by the International Code Council? checkbox Yes checkbox No

If yes, date(s) taken _____

(Proof of passing scores must be sent directly to the department from the International Code Council)

If you are applying for registration to inspect **Existing Homes ONLY**:

Have you taken and passed (Please indicate which exam you took):

the National Home Inspector Exam (NHIE) – offered through the Examination Board of Professional Home Inspectors (adopted by The American Society of Home Inspectors (ASHI))

OR

the National Association of Home Inspectors (NAHI) Certified Real Estate Inspector (CRI) Exam – offered through NAHI

(Proof of passing score must be sent directly to the department from the organization that administered the examination.)

Please answer the following:

YES NO

- 1. Have you had a professional license denied, revoked, suspended, or otherwise restricted, conditioned, or limited or have you surrendered a professional license, been fined, placed on probation, reprimanded, disciplined, or entered into a settlement with a licensing authority in connection with a professional license you have held in any jurisdiction including Alaska and including that of any military authorities or is any such action pending?
- 2. Have you been convicted of a crime or are you currently charged with committing a crime? For purposes of this question, "crime" includes a misdemeanor, felony, or a military offense, including, but not limited to, driving under the influence (DUI) or driving while intoxicated (DWI), driving without a license, reckless driving, or driving with a suspended or revoked license. "Convicted" includes having been found guilty by verdict of a judge or jury, having entered a plea of guilty, nolo contendere or no contest, or having been given probation, a suspended imposition of sentence, or a fine.
- 3. Within the seven years preceding the date of this application, have you been sentenced for an offense related to forgery, theft in the first or second degree, extortion, or defrauding creditors or for a felony involving dishonesty (AS 08.18.022(4))?
- 4. Have you ever had the authority to perform home inspections revoked in this state or in another jurisdiction (AS 08.18.022(5))?
- 5. Are you the subject of an unresolved criminal complaint or unresolved disciplinary action before a regulatory authority in this state or in another jurisdiction related to real estate or home inspection matters (AS 08.18.022(6))?

If you answered "Yes" to any of the above questions, please explain dates and circumstances on a separate piece of paper, and send any supporting documents that are applicable (court documents, etc.).

CONFIDENTIALTY

The contents of licensing files are generally considered public records. If you believe that the additional information you are attaching to explain a "yes" answer should be considered confidential, state that in the attachment. A request for confidentiality may or may not be granted.

I hereby certify under oath that the information contained on this application is true and complete to the best of my knowledge. I understand that any false or misleading information may result in failure to obtain licensure or subsequent revocation of my license.

Signature of Applicant Date

SUBSCRIBED AND SWORN to before me, a Notary Public in and for the State of _____,
this _____ day of _____, 20 _____.

(NOTARY SEAL)

Notary Public
My Commission Expires: _____

WARNING: Pursuant to 12 AAC 60.050 the division may deny approval to sit for licensing examinations, or revoke a license granted on the basis of false or misleading statements, whether made knowingly or not. An applicant may also be subject to criminal charges for perjury (AS 11.56.200).

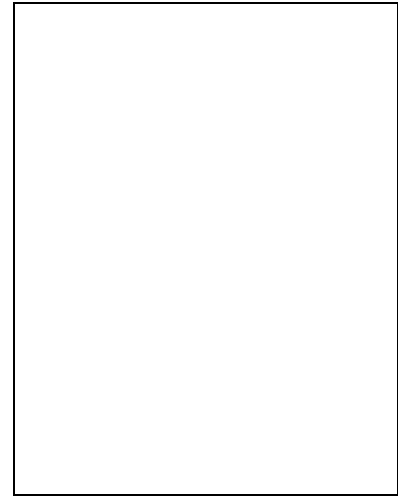


THE STATE of ALASKA

Department of Commerce, Community, and Economic Development
Division of Corporations, Business and Professional Licensing

Home Inspector Section

State Office Building, 333 Willoughby Avenue, 9th Floor
PO Box 110806, Juneau, AK 99811-0806
Phone: (907) 465-8443 ★ Fax: (907) 465-2974
Email: license@alaska.gov
Website: http://commerce.alaska.gov/dnn/cbpl/ProfessionalLicensing/HomeInspectors.aspx



AUTHORIZATION FOR RELEASE OF RECORDS

TO WHOM IT MAY CONCERN:

I, _____, residing at _____

_____, authorize the Alaska Division of Corporations, Business and Professional Licensing and its investigators to examine my medical, employment, education records, and records pertaining to litigation, judgments, suits and/or settlements, and any law enforcement records pertaining to me and discuss them with persons having possession of them. I also expressly permit and authorize the release of all such records pertaining to me to the Alaska Division of Corporations, Business and Professional Licensing and its investigators.

I authorize the division to discuss my records with persons or organizations which are considered appropriate by the division in connection with an official investigation, and to provide copies of my records to those persons or organizations deemed appropriate by the division.

This release also applies to any documents or records which contain information pertaining to psychiatric, drug or alcohol evaluation, diagnosis or treatment received by me and which were prepared or made in conjunction with, or under the authority or guidance of any local, state, or federal law which relates to psychiatric, drug or alcohol evaluation, diagnosis, or treatment.

I request that upon presentation of this release, or a Certified True Copy, that you provide copies of those records to the division and/or its investigators, and/or representatives of the Office of the Attorney General of the State of Alaska.

This authorization is given expressly in connection with my application for a professional license or certification in the State of Alaska.

Home Telephone: _____

Work Telephone: _____

Signature: _____

Date: _____

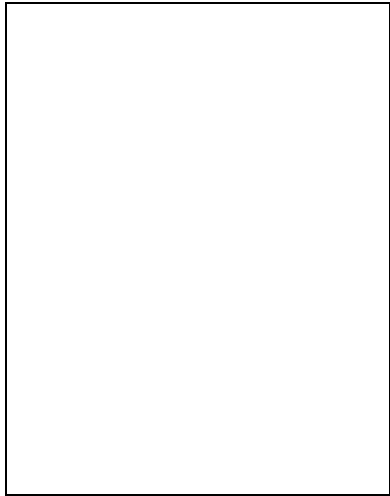


THE STATE of ALASKA

Department of Commerce, Community, and Economic Development
Division of Corporations, Business and Professional Licensing

Home Inspector Section

State Office Building, 333 Willoughby Avenue, 9th Floor
PO Box 110806, Juneau, AK 99811-0806
Phone: (907) 465-8443 * Fax: (907) 465-2974
Email: license@alaska.gov
Website: http://commerce.alaska.gov/dnn/cbpl/ProfessionalLicensing/HomeInspectors.aspx



HOME INSPECTOR SURETY BOND

Required by the Home Inspector Registration Act, AS 08.18

Bond No. _____

KNOW ALL MEN BY THESE PRESENTS that _____ as principal, and _____, a corporation duly authorized to transact surety business in the State of Alaska, as surety, are held and firmly bound to the State of Alaska, in the sum of _____ thousand dollars (\$_____), lawful money of the United States, for the payment of which, well and truly to be made, we and each of us, bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

THE CONDITIONS OF THE ABOVE OBLIGATIONS ARE THAT: Whereas the above bound principal has or is about to obtain a certificate of registration to engage or continue in the business of home inspection in the State of Alaska in accordance with the provisions of AS 08.18 and desires to give bond as required by law.

NOW THEREFORE, if the principal, in compliance with AS 08.18, shall pay all taxes and contributions due the state and political subdivisions of the state, and shall pay all persons furnishing labor or materials or renting or supplying equipment to the principal, and shall pay all amounts that may be adjudged against the principal by reason of negligent or improper work or breach of contract in the conduct of the contracting business or by reason of damage to public facilities occurring in the course of a home inspection project, and shall pay all amounts necessary to satisfy settlements of valid liens and judgments which result from lien foreclosure suits, the above obligation shall be null and void; otherwise, it is to remain in full force and effect.

THE TOTAL LIABILITY HEREUNDER, during the period for which this bond is written shall not exceed the sum of _____ thousand dollars (\$_____).

LIABILITY UNDER THIS BOND commences _____ and shall be continuous until the certificate of registration is revoked or otherwise terminated by the Department of Commerce, Community, and Economic Development or until 30 days after the surety sends written notice of cancellation to the Department of Commerce, Community, and Economic Development, Division of Corporations, Business and Professional Licensing, State of Alaska. The bond shall apply to all liens and liabilities which arise during the effective period of the bond and to which the bond is applicable under law, even if the liens are foreclosed or valid liens settled after the effective period of the bond or the liabilities are enforced after the effective period of the bond.

IN WITNESS WHEREOF, the surety has affixed its hand and seal this ____ day of _____, 20__.

PRINCIPAL (Applicant)

SURETY

Name: _____

Name: _____

Signature: _____

Address: _____

Title: _____

Attorney-in-fact: _____

THIS BOND IS NOT VALID UNTIL SIGNED BY BOTH PRINCIPAL AND SURETY. PLEASE NOTE: Surety's Power of Attorney must be attached.

Agency Name: _____

Address: _____

Division of Corporations, Business and Professional Licensing, P.O. Box 110806, Juneau, Alaska 99811-0806

(Surety's Seal)

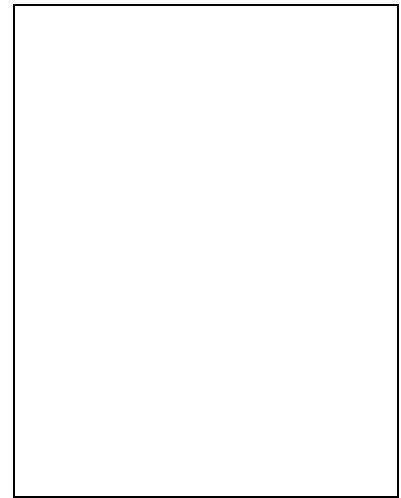


THE STATE of ALASKA

Department of Commerce, Community, and Economic Development
Division of Corporations, Business and Professional Licensing

Home Inspector Section

State Office Building, 333 Willoughby Avenue, 9th Floor
PO Box 110806, Juneau, AK 99811-0806
Phone: (907) 465-8443 * Fax: (907) 465-2974
Email: license@alaska.gov
Website: http://commerce.alaska.gov/dnn/cbpl/ProfessionalLicensing/HomInspectors.aspx



ASSIGNMENT OF NEGOTIABLE INSTRUMENT

12 AAC 22.040: A certificate of deposit or other negotiable instrument filed with the commissioner instead of a bond must be accompanied by an Assignment of Negotiable Instrument signed by BOTH the Home Inspector and bank representative acknowledging transfer to the department.

For Value received, the undersigned assigns and transfers to the State of Alaska, the attached

[] Certificate of Deposit No. _____ [] Other Security No. and type _____

In the amount of _____, issued by:

Bank Name and Address: _____

as and for the Home Inspector's surety bond as required by the laws of the State of Alaska for the registration of _____ (name of Home Inspector).

The undersigned irrevocably constitutes and appoints the State of Alaska by and through its duly authorized agents as its Attorney-in-Fact to do all things necessary and appropriate to effectuate the purposes of this assignment.

It is agreed and understood that this assignment shall remain in full force and effect for the period of time provided by law for actions against the surety bond.

All persons whose names appear on the certificate or passbook account must sign below.

Applicant's Signature _____ Applicant's Signature _____

This is to certify that on this _____ day of _____ 20____, before me, the undersigned, a notary public in and for the State of _____, duly commissioned and sworn, personally appeared _____ to me known to be the person(s) described in and who executed the above and foregoing Assignment of Negotiable Instrument, and he/she/they acknowledged to me that he/she/they signed and sealed it freely and voluntarily for the uses and purposes stated in the assignment.

WITNESS my hand and official seal on the day, month and year written above.

(Notary Seal)

Notary Public
My Commission Expires: _____

By signature below, the issuing institution agrees that only the State of Alaska, upon presentation of written notice, shall cause the release of any and all funds described above.

Bank Representative _____ Date _____

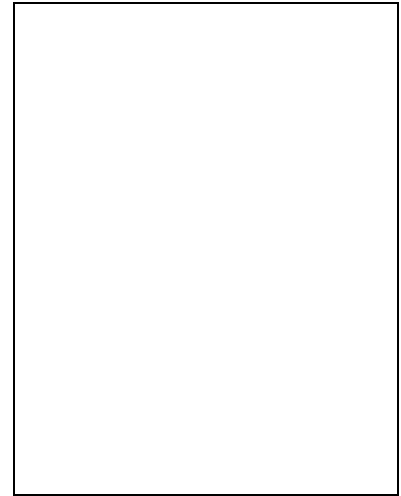


THE STATE of ALASKA

Department of Commerce, Community, and Economic Development
Division of Corporations, Business and Professional Licensing

Home Inspector Section

State Office Building, 333 Willoughby Avenue, 9th Floor
PO Box 110806, Juneau, AK 99811-0806
Phone: (907) 465-8443 ★ Fax: (907) 465-2974
Email: license@alaska.gov
Website: http://commerce.alaska.gov/dnn/cbpl/ProfessionalLicensing/HomeInspectors.aspx



CERTIFICATE OF INSURANCE COVERAGE
Required by the Home Inspector Registration Act AS 08.18

This is to certify that we are a duly authorized casualty insurer eligible to write business in the State of Alaska and have written a public liability policy of not less than the limits required under AS 08.18 on behalf of (name of Home Inspector).

for registration as a Home Inspector under policy number(s) _____

effective from _____ to _____. In the event the above policy is cancelled for any reason, we agree to furnish the Department of Commerce, Community, and Economic Development, Home Inspector Section, at the above address, a NOTIFICATION OF CANCELLATION at least 30 day before the effective date of that cancellation.

Name of Insurance Carrier (not agency)

Address

City State ZIP Code

Signature of Authorized Agent

Date