

OFFICE OF THE ATTORNEY GENERAL
CONSUMER PROTECTION DIVISION
200 ST. PAUL PLACE, 16TH FLOOR, BALTIMORE, MARYLAND 21202
Phone: 410-576-6573 Toll Free: 877-259-4525 Fax: 410-576-6566

**APPLICATION TO REGISTER AS A HOME BUILDER
IN THE STATE OF MARYLAND**

Please answer each question clearly and completely. Please type or print in ink. If you need more space for any question, please answer on a separate page, number your answer, and attach it to the application.

Every question must have a response. If there is no responsive information to a question, please write NONE or N.A. after the question (for example, if you do not have an e-mail address).

Failure to include the Information Form for Principal of Home Builder for each and every principal or, when required, the Legal Proceedings Form may cause a delay in registration or denial of the registration request. Should you need extra forms, you may go to the web page at www.oag.state.md.us/homebuilder and complete the Application to Register as a Home Builder, Information Form for Principal of Home Builder and the Legal Proceedings Form and print it out for inclusion with your registration packet when mailing forms back.

The registration will last for two years. A renewal application will be mailed to the builder's last known address at least 60 days before the registration expires.

The fee for initial registration as a home builder is \$800.00. Payment in full must accompany this application. **Make the check or money order payable to the Office of the Attorney General. This payment is non-refundable.**

You must provide this office with any future changes to the information provided in this application within 10 working days of the changes taking effect.

1. (a.) Full legal name of the registrant (the individual or business applying to register):

(b.) Trade name(s), if any: _____

2. Registrant's type of business; please check the correct response.

Corporation

Limited Liability Corporation

Partnership

Sole Proprietor

3. Registrant's business address: _____
(City, State, Zip & County)

Mailing address (if different): _____

Registrant's business telephone number: _____

Registrant's business fax number: _____

Registrant's business e-mail address: _____

4. If the registrant is a business entity, the registrant's federal employer identification number: _____

5. If the registrant is an individual, the registrant's social security number: _____

6. Does the registrant participate in a new home warranty security plan?

No

Yes. If yes, please list the names and addresses of any such warranty companies.

Warranty Co. Name: _____

Address: _____

7. Since January 1, 2001, have any claims been paid by the home warranty plan on your behalf ?

No

Yes. If yes, how many? _____

8. Since January 1, 2001, has a home warranty plan refused to allow you to participate in its plan or revoked or in any way limited your participation in its plan?

No

Yes. If yes, provide detailed information as an attachment.

9. Please list the name of the insurance carrier, the amount of the coverage, and the policy number of the general liability coverage required under § 4.5-302 of the Maryland Home Builder Registration Act.

Insurance Carrier: _____

Policy Number: _____

Amount of Coverage: _____

10. Please check the box next to each Maryland county in which the applicant intends to build homes.

Baltimore Region

- Anne Arundel County
- Baltimore City
- Baltimore County
- Carroll County
- Harford County

Western Maryland

- Allegany County
- Garrett County
- Washington County

Upper Eastern Shore

- Caroline County

- Howard County
- Suburban Washington
- Frederick County
- Montgomery County
- Prince George's County
- Southern Maryland
- Calvert County
- Charles County
- St. Mary's County

- Cecil County
- Kent County
- Queen Anne's County
- Talbot County
- Lower Eastern Shore
- Dorchester County
- Somerset County
- Wicomico County
- Worcester County

11. Please check the box next to each type of new home that the registrant sells in Maryland (check all that apply).

- condominiums** (residential dwelling units sold to purchasers as condominiums)
- custom homes** (a home constructed for the buyer's residence on land currently or previously owned by the buyer)
- other new homes** (homes that are built on the site and sold to purchasers with the land, including homes on which the buyer will have to pay a ground rent)
- industrialized buildings** (a home manufactured in its entirety or in substantial part offsite)
- mobile homes** (a home built on a permanent chassis that is designed to be used as a dwelling with or without a permanent foundation)

12. Does the registrant hold a similar registration or license in another state or jurisdiction, including a Maryland Home Improvement Commission license?

- No
- Yes. If yes, please list the state(s) and/or other jurisdiction(s) in which the registrant holds a similar registration or license and include the license number.

State/Jurisdiction	License Number
_____	_____
_____	_____
_____	_____

13. Has the registrant had a similar registration or license, including a Maryland Home Improvement Commission license, denied, suspended, revoked, or had renewal denied in another state or jurisdiction?

No

Yes. If yes, please list the state, date, and reason for denial, suspension or revocation.

State	Date	Reason
_____	_____	_____
_____	_____	_____

Sales Representatives must be registered with the Home Builder Registration Unit. A sales representative is an individual who is employed by the registrant and has primary responsibility on behalf of a home builder for interacting with a consumer with respect to the purchase of a new home. More information regarding the licensing requirement for sales representatives is available at www.oag.state.md.us/homebuilder or by contacting the Home Builder Registration Unit.

14. Does the registrant use sales representatives?

No. The registrant does not employ sales representatives.

No. The registrant uses an independent real estate broker not employed by the home builder with whom the home builder contracts for the sale of new homes. However, an employee of the home builder must register, even if the employee holds a real estate license.

No. The registrant exclusively is an installer or retailer of mobile homes or industrialized buildings intended for residential use.

No. The Sales Representative is an employee or officer for a non-profit organization with at least a 2-year record in the State as a developer of affordable housing for persons with low to moderate incomes for homes constructed or rehabilitated by the nonprofit organization.

Yes. If Yes, please list the information about the sales representative below.

Sales Representatives Name: _____

Home Builder Sales Representative Number - HBSR#: _____

If you answer "yes" to any of the questions in items 15-18, you must complete a **Legal Proceedings Form**.

15. Does the registrant have any unsatisfied or other pending judgments, arbitration awards or tax liens?

No

Yes. If yes, please list each of the unsatisfied judgment(s), arbitration award(s) or tax lien(s) existing against the registrant and complete a **Legal Proceedings Form** for each.

16. Has the registrant ever filed for bankruptcy or been the subject of a bankruptcy or insolvency proceeding?

No

Yes. If yes, please list the bankruptcy or insolvency proceeding, and complete a **Legal Proceedings Form**.

17. Does the registrant have any lawsuits and/or arbitration proceedings involving consumers that were pending or filed on or after January 1, 2001?

No

Yes. If yes, please list the lawsuit(s) and/or arbitration proceeding(s) and complete a **Legal Proceedings Form** for each.

18. Does the registrant have any lawsuits or criminal proceedings that were pending or filed on or after January 1, 2001 that relate to the registrant's activities as a builder?

No

Yes. If yes, please list the lawsuit(s) and/or criminal proceeding(s) and complete a **Legal Proceedings Form** for each.

Items 19 and 20 ask the registrant to disclose the procedure used for handling deposits. If the registrant:

- sells or builds single-family homes that are not completed at the time the contract of sale is signed, and
- the purchaser is obligated to pay any sum of money to the registrant before the home is completed and the property is transferred to the purchaser,

the registrant is required by law to secure consumer deposits in an escrow account **or** with a surety bond **or** letter of credit. See Question 19 below to determine if you are exempt from this requirement. If none of the exemptions apply to you, complete Question 20 below to disclose the method(s) used to protect consumer deposits.

19. The requirement for securing consumer deposits in an escrow account or with a surety bond or letter of credit does not apply to the registrant for the following reason:

- Not applicable because the purchaser is not obligated to pay any sum of money before the home is completed.
- Not applicable because all sums of money in the nature of deposits, escrow money, or binder money are paid to a licensed real estate broker and held in the escrow account of the broker.
- Not applicable because the registrant builds homes on the home buyer's land and does not receive any money or consideration in advance of completion of labor or the receipt of materials that totals in excess of 5 percent of the home contract price.

20. If the registrant is required to secure consumer deposits, please check the box next to the method that the registrant uses to secure the money paid by the purchaser:

- Holds the money in an escrow account segregated from all other funds of the builder. For each account, please list the financial institution, the account number, the balance as of May 31st, and the current balance.

Financial Institution	Account Number	Balance on 5/31	Current Balance
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

- Maintains a corporate surety bond in the amount set forth in § 10-302 of the Real Property Article. Please give the name of the issuer, number and the amount of the Surety Bond.

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- Maintains an irrevocable letter of credit issued by a Maryland bank in the form and amount set forth in § 10-303 of the Real Property Article. Please list the name of the issuer, number and the amount of the Letter of Credit.
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You are required to submit your Surety Bond and/or Letter of Credit to this office. If you have not already done so or if it has changed, please attach your original Bond or Letter of Credit to this application. You must immediately advise the Home Builder Registration Unit if you open any new escrow accounts, close any existing escrow accounts, add or delete any entities covered by your bond or letter of credit, or make any changes to the bond or letter of credit.

Information Form for Principal must be completed for each principal. All builders will have atleast one principal. Under the Act, "principal" means:

- (a) a sole proprietor, officer, director, general partner, or limited liability company manager of the applicant;
- (b) a person with at least 10 percent ownership in either the applicant or a subsidiary of an applicant; or
- (c) parents, spouses, and children with a combined 10 percent ownership in the applicant or a subsidiary of the applicant.

Please state the number of **Information Forms for Principals** that are part of this application: _____.

OATH OF HOME BUILDER REGISTRANT

I, _____, _____
(Name) (Title)

hereby certify, upon personal knowledge and under penalty of perjury, that the information provided in this application and all of its attachments is complete, accurate and true. I further certify that I am a principal of the applicant and authorized to submit this Application on behalf of:

(Business name)

I understand that by signing this oath I am authorizing the Office of the Attorney General to obtain any information from my financial institution concerning the escrow accounts indicated.

I also understand that I am under a continuing obligation to notify the Consumer Protection Division of any future changes to the information provided in this application within 10 working days of the changes taking effect.

Dated: _____

Signature: _____

10/15/10