

OFFICE OF THE ATTORNEY GENERAL  
CONSUMER PROTECTION DIVISION  
200 ST. PAUL PLACE, 16<sup>TH</sup> 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**

**FORM IS NOT CURRENT - [CLICK HERE FOR CURRENT FORM.](#)**

and completely. Please type or print in ink. If you need more  
on a separate page, number your answer, and attach it to the

If there is no responsive information to a question, please  
n (for example, if you do not have an e-mail address).

m for Principal of Home Builder for each and every principal  
ings Form may ~~cause a delay in registration or denial of the~~  
need extra forms, you may go to the web page at  
complete the Application to Register as a Home Builder,  
me Builder and the Legal Proceedings Form and print it out  
cket when mailing forms back.

s. A renewal application will be mailed to the builder's last  
the registration expires.

ne builder is \$300.00. Payment in full must accompany this  
**check order payable to the Office of the Attorney General.**

**any future changes to the information provided in this  
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): \_\_\_\_\_

4. Registrant's business telephone number: \_\_\_\_\_

5. Registrant's business fax number: \_\_\_\_\_

6. Registrant's business e-mail address: \_\_\_\_\_

7. If the registrant is an individual, the registrant's social security number: \_\_\_\_\_

\_\_\_\_\_

8. If the registrant is a business entity, the registrant's federal employer identification number: \_\_\_\_\_

9. 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
- Howard County

Suburban Washington

- Frederick County
- Montgomery County
- Prince George's County

Southern Maryland

- Calvert County
- Charles County
- St. Mary's County

Western Maryland

- Allegany County
- Garrett County
- Washington County

Upper Eastern Shore

- Caroline County
- Cecil County
- Kent County
- Queen Anne's County
- Talbot County

Lower Eastern Shore

- Dorchester County
- Somerset County
- Wicomico County
- Worcester County

10. 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)

11. An **Information Form for Principal** must be completed for each principal. All builders will have at least 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: \_\_\_\_\_.

12. Does the registrant hold a similar registration or license in another state or jurisdiction?

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 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
_____	_____	_____
_____	_____	_____

If you answer “yes” to any of the questions in items 14-17, you must complete a **Legal Proceedings Form**.

14. 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.

---

---

15. 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**.

---

---

16. 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.

---

---

17. 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 18 and 19 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 18 below to determine if you are exempt from this requirement. If none of the exemptions apply to you, complete Question 19 below to disclose the method(s) used to protect consumer deposits.

18. 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.

19. 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 31, 2005, and the current balance.

Financial Institution	Account Number	Balance on 5/31/05	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.

\_\_\_\_\_

\_\_\_\_\_

- 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.

\_\_\_\_\_

\_\_\_\_\_

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.

---

20. 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.

WarrantyCo. Name: \_\_\_\_\_

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

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

- No
- Yes. If yes, how many? \_\_\_\_\_

(b.) 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.

21. 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: \_\_\_\_\_

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 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: \_\_\_\_\_