



Builder/Remodeler Registration Form

Type of service provided, choose only one: New Home Construction Remodeler Both Services

Section 1: Type of Application

Initial Registration Late Registration (see page 3, Builder/Remodeler Affidavit for details)

Section 2: Company Information

Builder/Remodeler or Company Name (Legal Name). *If sole proprietorship, list the sole proprietor's name and complete the DBA section, if applicable.*

Mailing Address (not a P.O. box)

City

State

Zip Code

Phone

Fax (optional)

Email (optional)

Type of Business (choose one)

Corporation

Joint Venture

Sole Proprietorship

Estate

Limited Liability Company

Trust

General Partnership

Limited Partnership

Doing Business As (DBA)

Street Address (Not a P.O. Box)

City

State

Zip Code

Phone

Fax

Email

Has this company or an affiliate applied for registration with the Texas Residential Construction Commission prior to this application? Yes No

No

Section 3: Agent Information

Primary Designated Agent Name. *If sole proprietorship, list the proprietor's name and information.*

Business Address (Not a P.O. Box)

City

State

Zip Code

Phone

Alternate Phone

Email

Drivers License No. and State

Date of Birth

Social Security Number

Texas Family Code §231.302 requires all applicants to disclose their SSN for enforcement of child support orders. An application without a social security number will be incomplete.

States and counties of residence in the last three years

Other names or alias used

Are you a U.S. Citizen or a lawfully admitted alien? Yes No

Has the primary designated agent applied for registration with the Texas Residential Construction Commission prior to this application? Yes No

OPTIONAL: A secondary agent designation may be made for an additional fee by completing and submitting the Secondary Agent Registration Form.

Builder/Remodeler Registration Form (Continued)

Section 4: Criminal History

Have you (primary designated agent) ever been convicted of, plead guilty to, or entered a plea of nolo contendere (no contest) to a felony charge or to a misdemeanor involving moral turpitude, which generally are crimes involving: theft, deceit, fraud, misrepresentation, intentional violence or sexual offenses? Include deferred adjudications as they require a plea of guilty but do not include traffic tickets. Yes No

If yes, list each occurrence below (Attach additional sheets if needed)

Charge	Date of Conviction or Plea	Jurisdiction
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Has the time for appeal elapsed or the conviction been affirmed on appeal? Yes No

Section 5: Attestations

I, _____, (designated agent name), do attest and affirm that:

I have not had a professional or occupational license or certification refused, denied, revoked, suspended or denied renewal; all information provided on this registration form is true and correct; I am not delinquent in the payment of any child support obligations under a valid court order for child support or as otherwise required by applicable state law and I understand that persons licensed by the State of Texas may be subject to license suspension for failure to make payments under a valid child support order.

I, _____, (designated agent name) authorize the Texas Residential Construction Commission to conduct a criminal background check.

- 1) Have you or an affiliate ever had an application with the commission withdrawn? Yes No
- 2) Have you or an affiliate ever had a certificate of registration with the commission expire? Yes No
- 3) Have you ever had a judgment entered in any jurisdiction against you, your company or an affiliated company? If so, please provide the name of the person for whom the judgment was entered, the year, the court, including county or state and the amount of the judgment.

Explanation: _____

Date	Signature	Printed or Typed Name
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Section 6: Select Type of Fee

- | | |
|-----------------------------------------------------------------|--------------------------------------------------------------------------------------|
| <input type="checkbox"/> Application Fee (non-refundable) \$500 | <input type="checkbox"/> Late Fee (non-refundable) \$500 |
| <input type="checkbox"/> Primary Agent Fee— FREE | <input type="checkbox"/> Secondary Agent Designation Fee \$25 (per additional agent) |

Section 7: Calculate Payment

Application Fee + Secondary Agent Fees (optional) and Late Fee (If Required) = Total Fee TOTAL FEE = \$ _____

Section 8: Payment

- Check (Payable to TRCC) Money Order (Payable to TRCC) Credit Card (Provide information below) 501(c)3

Credit Card Information (Select Card)

- | | | | |
|-------------------------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| <input type="checkbox"/> MasterCard | <input type="checkbox"/> Visa | <input type="checkbox"/> American Express | <input type="checkbox"/> Discover |
| Card Number | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> |

Expiration Date

<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Month	Year

Print name as it appears on card _____ Signature _____

Internal Use Only

Billing Address _____ City _____ State _____ Zip Code _____

Section 9: Submit Form with Payment via Mail, Fax or Hand Delivery

Mail to: P.O. Box 13144, Austin, TX 78711 **Fax to:** (512) 463-9507 **Hand Delivery:** 311 E. 14th St., Suite 200, Austin, TX 78701

For information, visit www.trcc.state.tx.us or call toll free 877-651-TRCC



BUILDER/REMODELER AFFIDAVIT

This form should only be completed by a new Builder/Remodeler as defined below. If you have acted or operated as a Builder/Remodeler since March 31, 2004, do not submit this page with your Builder/Remodeler Registration Form.

The final date for initial Builder/Remodeler registration with the Texas Residential Construction Commission was March 31, 2004. Therefore, if you are a Builder/Remodeler and are currently involved in a residential construction project and have not registered with the commission, your application will be considered a late registration and an additional \$500.00 fee for late filing is required when you submit your initial application. Please note that if you are operating as a Builder/Remodeler, since March 31, 2004, without being registered and do not pay the required late fee in addition to the \$500 application fee, you may be subject to further penalties.

If you are a new Builder/Remodeler in Texas or have **not** acted as a Builder/Remodeler since March 31, 2004, you are only required to pay the initial Builder/Remodeler registration application fee of \$500.00. Please sign the verification below that you have **not** acted or operated as a Builder/Remodeler, including entering into contracts for construction, since the initial registration deadline of March 31, 2004 and attach this document with your Builder/Remodeler Registration Form. Once the commission receives your registration application and sworn statement, your Builder/Remodeler registration application will be processed immediately.

Please note that in either of the above scenarios, if you fail to register and build or remodel, you will be subject to enforcement penalties.

If you have any questions, please call the commission toll-free at 877-651-TRCC.

<i>I swear or affirm that I have not acted or operated as a builder or remodeler.</i>	
_____	_____
Printed Name of Designated Agent	Designated Agent Social Security Number
_____	_____
Signature of Designated Agent	Date of Signature

Company Name (As Noted on Your Builder/Remodeler Registration Application)	