



Kansas Home Inspector Registration Board

Official use only	
App: _____	Fee: _____
Ins: _____	Edu: _____
Fin: _____	Test: _____
PoS: _____	Reg. #: _____

Application for Initial Home Inspector Registration

**Mail to : Kansas Home Inspector Registration Board
2915 SW Wanamaker Rd., Ste 100 Topeka, 66614**

Last Name _____ First _____ Middle Initial _____

Date of Birth _____ (Must be at 18 years of age) Home Address _____

City _____ State _____ Zip _____ Home Phone (____) _____

Mailing Address _____ City _____ State _____ Zip _____

Company Name _____

Company Address _____ City _____

State _____ Zip _____ Contact Phone # (____) _____

* Fax (____) _____ * Mobile Phone # (____) _____ E-mail _____

* Web Site _____ (* Optional items)

I certify that I have graduated High School or received the state recognized equivalent (GED) Yes No

1. Have you ever been convicted of a criminal offense, either by a civilian or military court, or plead nolo contendere, or no contest, to such charges? (If yes, provide a summary of the circumstances on a separate sheet) Yes No
2. Is there any criminal charges now pending against you other than minor traffic violations? (If yes, provide a summary of the circumstances on a separate sheet) Yes No

If you answer **YES** to either question: Provide the date, offense(s) or pending charge(s), court location(s) and case number(s). Also **ATTACH** a copy of the charges, any order of conviction, sentencing, and any release from probation of parole. You must disclose all felonies and misdemeanors. Driving under the influence and similar offenses; driving on a suspended or revoked license; and driving without insurance are **NOT** minor traffic infractions and **MUST** be reported.

Certification and Release

As a registered home inspector in the state of Kansas I understand that I must adhere to the statutes in K.S.A. 2008 Supp. 58-4501 and amendments thereto the Rules and Regulations of the Kansas Home Inspector Registration Board, the Standard of Practice and the Code of Ethics as approved by the Board. At all times, while acting as a home inspector I will conduct myself with the degree of care that a reasonably prudent home inspector would exercise under the circumstances.

I authorize any individual, company or institution with whom I have been associated to furnish the Kansas Home Inspector Board with any information concerning my qualifications for professional registration as a Home Inspector in Kansas. I authorize release of any information which they have on record or otherwise possess, and release the individual, company or institution from all liability for any damage whatsoever incurred by me as a result of their furnishing such information.

I certify under penalty of perjury that the information contained in this application is true, correct and complete. I understand that falsifying information in this application could cause this application to be rejected or my registration to be revoked.

Signature of Applicant _____

Date _____

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Instructions For Application Completion

NOTE: ALL REQUIRED DOCUMENTATION MUST BE SUBMITTED IN THE SAME PACKET, INCOMPLETE PACKETS WILL NOT BE PROCESSED.

1. Include your check payable to the Kansas Home Inspector Registration Board based on the following schedule:
If you are registering between; January 1, and June 30, the fee is \$100.00
July 1, and September 30, the fee is \$75.00
October 1, and the end of the year the fee is \$50.00
2. A copy of a certificate of insurance for general liability in an amount of not less than \$100,000. (Note: The policy must contain provisions that written notification shall be provided to the State of Kansas at least 10 business days prior to termination of the policy and the certificate holder must be listed as Kansas Home Inspector Registration Board at 2915 SW Wanamaker Rd Ste 100 Topeka KS 66614)
3. Provide **One** of the following; (please send the cover sheet only or only the pages that list coverage amounts, and other pertinent information, the whole policy is not needed)
 - a) A policy of Errors and Omissions in an amount of not less than \$10,000. (Note: The policy must contain provisions that written notification shall be provided to the Kansas Home Inspector Registration Board at 2915 SW Wanamaker Rd Ste 100 Topeka KS 66614) at least 10 business days prior to termination of the policy) **or**
 - b) An irrevocable letter of credit by a bank which is insured by the federal deposit insurance corporation or its successor if such letter of credit is initially issued for a term of at least one year and by its terms is automatically renewed at each expiration date for at least an additional one-year term unless at least 30 days prior written notice of intention not to renew is provided to the Kansas Home Inspector Registration Board at 2915 SW Wanamaker Rd Ste 100 Topeka KS 66614) **or**
 - c) A statement from a Kansas financial institution as defined in K.S.A. 16-117, and amendments thereto, verifying an escrow account of not less than \$10,000 has been established and provided that the escrow account shall maintain the minimum balance through the term of the registrant's registration as a home inspector. The board shall be notified in writing at Kansas Home Inspector Registration Board at 2915 SW Wanamaker Rd Ste 100 Topeka KS 66614) by the financial institution within 10 business days if the amount in the escrow account falls below the \$10,000 minimum balance. **or**
 - d) A surety bond in an amount not less than \$10,000. Each registered home inspector electing to provide the Board a surety bond as a condition of registration, shall file with the board a surety bond in the amount of not less than \$10,000 per year. Such bond shall be issued by a corporate surety authorized to do business in this state. The surety bond shall state the effective date and the expiration date. The registered home inspector shall be named as principal. The bond shall be to the Kansas Home Inspector Registration Board at 2915 SW Wanamaker Rd Ste 100 Topeka KS 66614) and shall be conditioned upon the registered home inspector faithfully performing all contracts entered into and complying with all provisions of this act and acts amendatory thereof and supplemental thereto and following all rules and regulations governing the profession. Regardless of the number of claims made against the bond or the number of years the bond remains in force, the aggregate liability of the surety shall in no event exceed the amount of the bond. The bond may be terminated at any time by the surety upon sending 30 days notice in writing to the principal, the obligee and the board;

NOTE: All insurance and bonds documents, letters of credit, escrow accounts, etc. MUST be in the name of the INSPECTOR. The company name may be listed, but the inspector is being registered NOT the company.

4. Applicants who **have been** actively engaged in the home inspection business **prior to July 1, 2007** and have completed at least 50 fee paid inspections must:
 - a) Provide proof of such activity by providing documentation which includes verification by published date on the document. This can be by national association roster, advertising receipt, vendor invoice, continuing education certificate, etc. The document must contain the Inspectors name and the qualifying date. The Board may ask for a list of inspections completed to verify compliance with the number of inspections completed portion of this section.
5. Inspectors who **have not** been actively engaged in the home inspection business **prior to July 1, 2007** must provide the following additional documents:
 - a) Certificate showing that no more than 12 months prior to the application date, you have successfully completed and passed an exam as approved by the board. The approved tests are the National Home Inspection Exam and the test provided by the National Association of Home Inspectors.
 - b) Certificate showing you have successfully completed and passed a course of study containing at least 80 hours of classroom and field training offered by an educational provider approved by the board.