

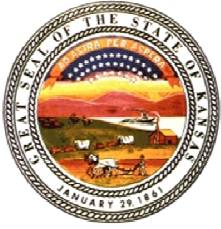
# NOTICE

The Board has proposed cutting the renewal fee for the 2012 calendar year. Any change in the fee structure requires a change in the Rules and Regulations which requires approval by the Department of Administration, Attorney Generals office and the Joint Committee on Rules and Regulations. Until approval for the change is granted the Board will not be collecting renewal fees.

***It is very important however, that you renew your registration by December 31, 2011 to prevent additional fees.***

Please read the registration renewal application instructions and requirements carefully and provide the documents listed. Failure to provide the required documents with the required information will result in the return of your application package and could result in costly delays in the processing of your renewal. DO NOT assume that if the document was accepted last year it will be accepted this year.

Please be aware that **ALL** continuing education credit documents **MUST** contain the approving inspection association. These associations include the American Society of Home Inspectors (ASHI), the InterNational Association of Certified Home Inspectors (interNACHI), and the National Association of Home Inspectors (NAHI). If your documents do not list one of these approving associations it will **NOT** be accepted.



# Kansas Home Inspectors Registration Board

Official use only

App: \_\_\_\_\_  
Ins: \_\_\_\_\_  
Fin: \_\_\_\_\_  
Fee: \_\_\_\_\_  
Edu: \_\_\_\_\_  
Del: \_\_\_\_\_

## Application for Renewal of Home Inspector Registration

Current Registration #: \_\_\_\_\_

Mail to : KHIRB, 2915 S. W. Wanamaker Rd Ste. 100  
Topeka, KS 66614

Name: \_\_\_\_\_ Business Name: \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

E-mail address: \_\_\_\_\_

### ***This application must be complete and include:***

1. The Board has proposed changes to reduce the renewal fee for the 2012 calendar year. The Board will not be collecting renewal fees until the proposed changes are approved. Submit NO money at this time.
2. A certificate of insurance with the applicant as the insured and the **Kansas Home Inspectors Registration Board** as the certificate holder showing current, general liability coverage in the amount of \$100,000 or more.
3. **One of the following shall be provided:**
  - A) a certificate of insurance with the applicant as the insured and the **Kansas Home Inspector Registration Board** as the certificate holder showing current errors and omissions coverage in an amount of \$10,000 or more, **or**,
  - B) an irrevocable letter of credit for not less than \$10,000 issued by a bank which is insured by the FDIC or its successor, such letter of credit must initially be issued for a term of at least one year and may by its terms be automatically renewed at each expiration date for at least an additional one-year term. The letter must provide for at least a 30 days written notice of intention not to renew to the **Kansas Home Inspectors Registration Board or;**
  - C) the maintenance of a minimum balance of \$10,000 in an escrow account in a Kansas financial institution as defined in K.S.A. 16-117, and amendments thereto, 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 by the financial institution within 10 days if the amount in the escrow account falls below the \$10,000 minimum balance. Upon notification, the **Board** shall suspend such registrant's registration as a home inspector until the escrow account minimum balance is restored to greater than or equal to \$10,000. **or;**
  - D) a surety bond in an amount not less than \$10,000, providing that the surety bond may not be terminated without 30 days prior written notice to the **Kansas Home Inspectors Registration Board.**
4. A copy of any training certificates obtained to satisfy the 16 hours of continuing education required each year. The certificate **must include** the name of the education provider, your name, the number of hours obtained and the approving association (ASHI, interNACHI, or NAHI)

*All registrations expire December 31st. All renewal applications received after December 31, 2011 will be subject to a \$50.00 reinstatement fee. For additional information review the Rules and Regulations available at [www.ksinspectors.org](http://www.ksinspectors.org)*

# Application for Renewal of Home Inspector Registration

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Applicants Name \_\_\_\_\_

1. Have you been convicted of a felony or a misdemeanor (other than traffic related) or plead nolo contendere, or no contest, to such charges in the past year? (If yes, provide a summary of the circumstances on the back of this form or use additional pages if necessary)  Yes  No
2. Have you ever had your registration suspended, or revoked?  Yes  No

## Important Notice

The application and required documents **MUST** be received in the same envelope. Incomplete applications or missing documents will result in the return of your application packet and a delay in your renewal. Late renewals will be subject to a reinstatement fee of \$50.00.

**All insurance and bond 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.**

**Due to rollover credits and lack of mandatory verification, inspection association membership renewal letters will no longer be accepted for proof of continuing education credits.**

## 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 2003 supp. 58-4501 etal, the Rules and Regulations of the Kansas Home Inspectors Registration Board, the Standards of Practice as approved by the Board and the Code of Ethics as adopted 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 certify the information contained in this application to be accurate, true 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

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

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date