

## Instructions for Completing the Authorized Inspector Application Form

1. Answer each question on this form and assemble the documentation requested. You may include additional documentation you would like AHFC to consider.
2. It is your responsibility to ensure your application and all documentation is complete. AHFC is not responsible for notifying you of deficiencies in your application or for assisting with its completion.
3. Sign and date the application.
4. Make a complete copy of your application and attachments to keep for your personal records. AHFC will not make copies of the application package for you.
5. Deliver the signed application and requested documentation to AHFC as follows:

By mail: AHFC Administrative Services Procurement  
PO Box 101020  
Anchorage, Alaska 99510-1020

By e-mail: [submittals@ahfc.us](mailto:submittals@ahfc.us)

## AHFC-Authorized Inspector Application PUR-102 & Minimum Construction Standards

**Choose one:**

- I have never been an AHFC-authorized Inspector; this is a new application.
- I am currently an AHFC-authorized Inspector and am applying to renew my authorization.
- I was previously an AHFC-authorized Inspector but my authorization is not active at this time. I am reapplying to renew my authorization.

Full Name (first, middle, last):	
Physical Address:	Telephone:
Mailing address:	E-mail address:

**Inspector Business Information**

Business Name:	Alaska Business License #
Type of Business:	# Years in Business:
Business Physical address:	Business Mailing address:

**Applicant Disclosure:**

1. Have you ever been investigated for or have you ever been the subject of an allegation related to forgery, theft in the first or second degree, extortion, misrepresentation, dishonesty, or fraud?

- YES
- NO

*If you answer "YES" you must attach a written explanation to this application that includes the dates of the investigation or allegation, the names of the parties involved, a statement of the accusations against you, and the final disposition of the matter.*

2. Have you ever had any license or certificate of any kind (occupational certificate or otherwise) revoked or suspended, or have you in any way been sanctioned by, or is any charge or complaint now pending against you, before any licensing, certification or other regulatory agency or body, public or private?

- YES
- NO

*If you answer "YES" you must attach a written explanation to this application that includes the date(s) of the proceedings, the name, address, and telephone number of the agency or body where the proceedings took place, a statement of the accusations against you, and the final disposition of the matter.*

3. Are you now being investigated for any alleged misconduct or other alleged grounds for discipline by any licensing, certification or other regulatory body (occupational certification or otherwise)?

- YES  
 NO

*If you answer "YES" you must attach a written explanation to this application that includes the name, address, and telephone number of the agency or licensing body that is conducting the investigation and a statement of the accusations against you.*

4. Have you ever had a fidelity bond, performance bond, payment bond, or other bond related to your business activities cancelled for any reason?

- YES  
 NO

*If you answer "YES" you must attach a written explanation to this application that includes the name, address and telephone number of the surety and a statement of the reasons the bond was cancelled.*

5. Have you ever had your authority to perform home inspections or building analysis revoked?

- YES  
 NO

*If you answer "YES" you must attach a written explanation to this application that includes the name, address, and telephone number of the official that revoked your authority, a statement of the reasons the authority was revoked, and a statement of whether the authority has been, or may be, reinstated.*

**Applicant Experience:**

1. Have you attached adequate information to this application to prove you have successfully completed the minimum education, training, and experience requirements to become an AHFC-authorized inspector?  
 YES

**You must answer "YES" and attach the required documentation.**

**Documents Required:**

- Alaska Business License
- Professional Inspector License for New Home.
- Certificate of completion of the current 2018 ICC R3 plans examiner IRC exam
- Certificate of completion of the current 2018 ICC IECC with Alaska specific amendments exam

2. Please indicate in the boxes below if you wish to have your contact information listed on the following **public list:**  
 AHFC Authorized New Construction Inspector  
 **Do not** include me on the AHFC Authorized New Construction Inspector List

***By signature below, the Applicant:***

*Shall indemnify, hold harmless and defend AHFC and the State, their officers, agents and employees from all liability, including costs and expenses, for all actions or claims resulting from injuries or damages sustained by any person or property arising directly or indirectly as a result of any error, omission, or negligent act of the Inspector, its contractors, or anyone directly or indirectly employed by or otherwise associated with the Inspector in any manner during the Inspector's performance of inspections to be submitted to AHFC.*

*Acts in an independent capacity and is not an employee, agent or contractor of AHFC. Under this Agreement, the Applicant is authorized to perform services on behalf of AHFC for customers and programs of AHFC.*

*Acknowledges and agrees that AHFC, at its sole discretion, may complete a background investigation of the Applicant at any time, in order to verify information related to this application; including, but not limited to, the Applicant's personal identification, education, criminal history, work history, and character.*

*Will directly supervise all on-site inspections submitted to AHFC. All inspections must be performed in accordance with the standards and procedures set forth in 15 AAC 150.035.*

*Understands and agrees by signing this agreement that they are solely responsible for acting in accordance with this application and that AHFC has the authority to hold me accountable for my performance as an Inspector. Inspector agrees to participate in any additional trainings and/or certifications required by AHFC. Renewal or termination of this application is based on adherence to and acceptance of the terms and conditions and all other requirements and responsibilities bestowed upon an Inspector by this application, AHFC program guidelines, and applicable regulations found at 15 AAC 150.030. AHFC may at any time make changes to the requirements of an authorized inspector and require applicant to reapply or renew the application under the new requirements.*

*Will timely provide AHFC with appropriate information should any new issue arise that might be related to questions #1 through #5 under the section entitled "Applicant Disclosure".*

*Acknowledges and agrees that failure to comply with any of the above listed terms and conditions will constitute grounds for disciplinary action, suspension, or termination of this AHFC Authorized New Construction Inspector Application.*

**By my signature below, I certify the information I provided on and in connection with this form is true and correct to the best of my knowledge. I also understand that any false statements or deliberate omissions on this form may subject me to legal actions for fraudulent misrepresentation.**

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

\_\_\_\_\_  
Date Signed