



KBHI LICENSURE RENEWAL CHECKLIST

1. **Payment included (NONREFUNDABLE)** --\$250.00 *per* licensure year, \$500.00 total if renewing in an even year
2. **2"x2" passport photo**
3. **Applicant Personal Information**
 - a. Complete permanent mailing address (P.O. Box not accepted)
 - b. Telephone Numbers (Home, Work and/or Cell)
 - c. Date of Birth
4. **Proof of Continuing Education**

 - _____ Manufactured Housing
 - _____ Kentucky Law and Regulations
 - _____ Report Writing
 - _____ Standard of Practice
 - _____ Other Board Certified Education
5. **Certificate of Insurance**
 - a. Documentation of Insurance
 - b. Effective date current
 - c. Expiration date current
 - d. Insurance Co. Named KBHI as certificate holder w/ board address
 - e. Minimum General Liability Insurance Coverage is \$250,000
 - f. Home Inspector's Individual Name is under "Insured"
6. **Other state or local license information**
 - a. Information written on 2nd page of application
7. **KY State Police Background Check (performed within the last 90 days)**
 - a. Form available at www.kentuckystatepolice.org
 1. Select "Resources"
 2. Select "Forms"
 3. Select "Background Check Form Page"
8. **Other state background checks (performed within the last 90 days)**-- if lived out of state within the last 5 years
9. **Copy of a Home Inspection Report**
 - _____ Standard of Practice
 - _____ License #
 - _____ Proof of Compensation