

Responsible in Charge Severance Form Instructions

For a business wishing to report the severance of a licensee, please fill out the first form titled:

“RESPONSIBLE IN CHARGE/LICENSEE SEVERANCENOTIFICATION FOR HVAC AND REFRIGERATION COMPANIES”

Once the document is received by the Board a notice will be sent to the contractor to change the business name on their license and a cease and desist will be sent to the business.

For a contractor wishing to report their severance from a business, please fill out the first form titled:

“RESPONSIBLE IN CHARGE/LICENSEE SEVERANCENOTIFICATION FOR HVAC AND REFRIGERATION CONTRACTORS”

Once the document is received by the Board a cease and desist will be sent to the business to halt all installation, service or repair of HVAC-R systems until a new licensee is registered.



P.O. Box 305025
Montgomery, Alabama
36130-5025

STATE OF ALABAMA
BOARD OF HEATING, AIR CONDITIONING &
REFRIGERATION CONTRACTORS

Phone: (334) 242-5550
Email: staff@hacr.alabama.gov
www.hacr.alabama.gov

RESPONSIBLE IN CHARGE/LICENSEE SEVERANCE NOTIFICATION FOR HVAC AND REFRIGERATION CONTRACTORS

The Board must be notified immediately of the severance of connection between a company and a qualifying licensee. The company will be notified that they must cease HVAC and/or refrigeration installation, service or repair at the time of such severance and shall no longer use the contractor license number assigned in connection to the licensee below. Board Rule 440-X-3-.08

Please provide the following information:

Former Company Name:	HVAC License #
Responsible in Charge/Licensee Name	Refrigeration License #

I, _____, certify that I am the former responsible in charge for the company
Printed Name
identified above, and upon being duly sworn, hereby state as follows:

As of _____, I no longer qualify said company to perform HVAC or Refrigeration contracting.
Date of Severance

I further understand that I am no longer to engage in the business of HVAC or Refrigeration contracting until such time as
change the business name on my certification.

Signature

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE

_____ DAY OF _____, 20 _____

NOTARY PUBLIC My Commission Expires:

NOTARY SEAL



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RESPONSIBLE IN CHARGE/LICENSEE SEVERANCE NOTIFICATION FOR HVAC AND REFRIGERATION COMPANIES

The Board must be notified immediately of the severance of connection between a company and a qualifying licensee. The company shall cease HVAC and/or refrigeration installation, service or repair at the time of such severance and shall no longer use the contractor license number assigned in connection to the previous qualifying licensee. Board Rule 440-X-3-.08

Please provide the following information:

Company Name:	HVAC License #
Responsible in Charge/Licensee Name	Refrigeration License #

I, _____, certify that I am the owner/legal representative for the company
Printed Name

identified above, and upon being duly sworn, hereby state as follows:

As of _____, the above listed licensee no longer qualifies said company to perform HVAC or Refrigeration
Date of Severance
contracting. I further understand that the company is no longer authorized to engage in the business of HVAC or
Refrigeration contracting until such time as the company is associated with a new qualifying licensee.

Signature

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE

_____ DAY OF _____, 20 _____

NOTARY PUBLIC My Commission Expires:

NOTARY SEAL