



# APPLICATION FOR MEMBERSHIP

Please complete entire application

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Official Website: www.hbasjv.com

Date: \_\_\_\_\_

Firm: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ FAX: \_\_\_\_\_ E-mail: \_\_\_\_\_

Principals: \_\_\_\_\_

Number of Years in Business: \_\_\_\_\_

Representative Name: \_\_\_\_\_

*Check must accompany application. I would like to apply for:*

**BUILDER** Membership \$400.00 - Residential Buildings, Multi-Family Builders, Commercial Builders and Developers. In addition to Local Membership, Member is also automatically enrolled in the National Association of Home Builders (NAHB) and the Indiana Builders Association (IBA).

Builder members must agree to participate in the Indiana Quality Assurance Builder Standards program.

**ASSOCIATE** Membership \$400.00 - Providers of Products and Services to the industry including Suppliers, Sub-Contractors, Manufacturers, Financial Institutions, Architects, Designers and Builders with less than five (5) completed homes. In addition to Local Membership, Member is automatically enrolled in the National Association of Home Builders (NAHB) and the Indiana Builders Association (IBA).

In making this application, I agree:

- 1) To abide by the Constitution and any By-Laws of this Association and all amendments thereof.
- 2) To observe the Code of Ethics and Event Policy of the Association as printed on the back of this application; and in the event of termination of membership in this Association to immediately discontinue use of its insignia in any form.
- 3) To authorize the Local HBA to conduct such investigation of the applicant's activities and the information contained herein, as supplied by the applicant, in determining the applicant's financial ability, technical competence and history of fair customer service.
- 4) To authorize the Local HBA to seek comments regarding this application from its general membership.
- 5) To a one year probationary membership, reviewable upon the anniversary date of this application by the Board of Directors.

SPONSORED BY (FOR HBA) \_\_\_\_\_ APPLICANT SIGNATURE \_\_\_\_\_  
AN ASSOCIATION OF LEADING RESIDENTIAL BUILDERS AND SUPPLIERS IN ST. JOSEPH COUNTY  
*An affiliate of National Builders Association and Indiana Builders Association*

# APPLICATION FOR MEMBERSHIP

**DIRECTIONS FOR COMPLETION:** ALL Applicants please complete Section 1, and Member Identification Form on facing page. BUILDER MEMBER applicants please complete Section 2; ASSOCIATE MEMBER applicants please complete Section 3.

## SECTION 1 (For both BUILDER and ASSOCIATE application):

Has your firm ever been a member of a Home Builder Association? \_\_\_\_\_ If Yes, please list Association: \_\_\_\_\_  
Please describe your firm's type of business: \_\_\_\_\_

### FINANCIAL REFERENCES (Business Accounts):

Financial Institution: \_\_\_\_\_ Type of Account: \_\_\_\_\_  
Contact: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Address: \_\_\_\_\_

## SECTION 2 (For BUILDER application only):

Number of homes built past year: \_\_\_\_\_ Current year: \_\_\_\_\_ Price Range: \_\_\_\_\_

Please list two current HBA Builder and/or City/County Building Commissioner References:

1. Name: \_\_\_\_\_ Address: \_\_\_\_\_ Telephone: \_\_\_\_\_  
2. Name: \_\_\_\_\_ Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

BUSINESS REFERENCES (Please list 3 supplier and/or subcontractor references):

1. Name: \_\_\_\_\_ Address: \_\_\_\_\_ Telephone: \_\_\_\_\_  
2. Name: \_\_\_\_\_ Address: \_\_\_\_\_ Telephone: \_\_\_\_\_  
3. Name: \_\_\_\_\_ Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

CUSTOMER REFERENCES (Please list 5 most recent):

1. Name: \_\_\_\_\_ Address: \_\_\_\_\_ Telephone: \_\_\_\_\_  
2. Name: \_\_\_\_\_ Address: \_\_\_\_\_ Telephone: \_\_\_\_\_  
3. Name: \_\_\_\_\_ Address: \_\_\_\_\_ Telephone: \_\_\_\_\_  
4. Name: \_\_\_\_\_ Address: \_\_\_\_\_ Telephone: \_\_\_\_\_  
5. Name: \_\_\_\_\_ Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

## SECTION 3 (For ASSOCIATE application only):

CUSTOMER/BUSINESS REFERENCES (Please list 3 customers and 3 business references):

1. Name: \_\_\_\_\_ Address: \_\_\_\_\_ Telephone: \_\_\_\_\_  
2. Name: \_\_\_\_\_ Address: \_\_\_\_\_ Telephone: \_\_\_\_\_  
3. Name: \_\_\_\_\_ Address: \_\_\_\_\_ Telephone: \_\_\_\_\_  
1. Name: \_\_\_\_\_ Address: \_\_\_\_\_ Telephone: \_\_\_\_\_  
2. Name: \_\_\_\_\_ Address: \_\_\_\_\_ Telephone: \_\_\_\_\_  
3. Name: \_\_\_\_\_ Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Please provide a brief resume of personal and/or corporate history in the home building industry:

\_\_\_\_\_  
\_\_\_\_\_

## NAHB MEMBER IDENTIFICATION (ID) CODING INSTRUCTIONS

The NAHB Member Identification (ID) Code is made up of ten data blocks which are explained below. It is separate from the six-digit NAHB Membership number assigned to each member. The ID Code is designed for use by NAHB and its affiliated state and local Associations to provide services which respond to the changing needs of our membership. Please note as in the examples below. If the requested data for a particular block is not applicable, enter a dash (-). Also, If you don't know the exact answer for a particular block, please give your best estimate. In order for an Associate member to receive the Builder Magazine they must be classified with an occupation code ranging from (A-Z). A "Z" or "other" classification code must also be further defined by writing the members specific occupation in the space provided. Any Associate member not classified as outlined will not receive a copy of the Builder Magazine.

### Membership Classification:

1st block  Enter the primary business activity code (a-z) from the following selection including any sub-codes:

#### Occupation Codes

##### Builder Member Classification

Code	Description
A	Single Family Builder Speculative (Detached and Attached)
B	Single Family Builder Custom
C	Multifamily Builder – Sale units
D	Multifamily Builder/Owner – Rental Units (Own account)
E	Multifamily Contractor – Rental or Sale Units (Other Investors)
F	Remodeler – Residential
G	Remodeler – Commercial
H	Commercial Builder (Own Account)
I	Commercial Contractor (Other Investors)
J	Land Developer
K	Home and Building Manufacturer

##### Associate Member Classification

L	Accounting
M	Architects, Planners Designers, Engineers
N	Attorneys
O	Computer Products and Services
P	Financial Services
Q	Insurance and Title Companies
R	Marketing, Advertising and Public Relations
S	Product Manufacturers and Representatives
T	Property Management
U	Real Estate Brokers and Agents
	<b>Retail Dealers/Distributors</b>
V1	Appliances
V2	Building Materials/Lumber
V3	Floor Coverings
V4	Paint/Wall Coverings
V5	All Other Retail Dealers

##### Subcontractors and

##### Specialty Trade Contractors

W1	Carpentry
W2	Electrical
W3	Flooring
W4	Landscaping
W5	Plumbing, Heating and Air Conditioning
W6	Roofing and Siding
W7	All Other Subcontractors
	<b>Wholesale Dealers/Distributors</b>
X1	Appliances
X2	Building Materials
X3	Floor Coverings
X4	Paint/Wall Coverings
X5	All Other Wholesale Dealers
Y	Utilities
Z	All Other _____

(Please Specify)

2nd and 3rd block   Using the above Business Activity Codes, code the second and third business activity, including sub codes if applicable.

4th block  Enter the members annual dollar volume of all construction/development. Choose from the following list of codes:

#### Code Description

1	Under \$1 million	3	\$5 million to \$10 million
2	\$1 million to \$5 million	4	Over \$10 million

5th block  Enter the members annual number of residential dwelling units. Choose from the following list of codes:

#### Code Description

1	0 Units	4	25 to 100 Units
2	1 to 10 Units	5	101 to 500 Units
3	11 to 25 Units	6	Over 500 Units

6th thru 9th blocks   Enter the members total number of paid employees, including the member.

10th block  Using the following list of Title Codes, enter the member's business title:

#### Code Description

A	President/CEO/Owner/ Principal/Partner	E	Architect/Designer/Engineer
B	VP/General Manager	F	Financial Manager
C	Construction Superintendent	G	Other Management Personnel
D	Sales and Marketing Manager	H	Non Managerial Personnel
		I	Other _____

(Please Specify)

Example #1: Bill Adams is a home builder and land developer. He is also the owner of a real estate company. Adams has a total of 19 employees in both his companies. Last year he built 11 homes with a total sales value of \$900,000 and he developed 17 building lots for himself and other builders for a total market value of \$500,000. Bill Adams NAHB Membership ID Code would be

B	J	U	2	3	-	-	2	0	A
1	2	3	4	5	6-9			10	

Example #2: Adelle Boyd is the owner of an architectural/design firm with 8 employees on her payroll. Last year her firm also converted an old school building into 8 apartments with a total market value of \$475,000. Adelle Boyd's NAHB Membership ID Code would be

M	I	-	1	2	-	-	-	9	A
1	2	3	4	5	6-9			10	

Example #3: Tom Jones is the owner of a retail appliance store with 10 employees. Tom Jones NAHB Membership ID Code would be

V	1	-	-	-	-	-	-	1	1	A
1	2	3	4	5	6-9			10		



## HOME BUILDERS ASSOCIATION OF ST. JOSEPH VALLEY

# CODE OF ETHICS

WE AS MEMBERS OF THE NATIONAL ASSOCIATION OF HOME BUILDERS BELIEVE AND AFFIRM THAT:

Home ownership can and should be within reach of every American family.

American homes should be well-designed, well-constructed and well-located in attractive communities with educational, recreational, religious and shopping facilities accessible to all.

American homes should be built under the free enterprise system.

*To achieve these goals, we pledge allegiance to the following principles and policies:*

Honesty is our guiding business policy.

High standards of health, safety and sanitation shall be built into every home.

Members shall deal fairly with their respective employees, subcontractors and suppliers.

As members of a progressive industry, we encourage research to develop new materials, new building techniques, new building equipment and improve methods of home financing, to the end that every purchaser may get the greatest value possible for every dollar.

All sound legislative proposals affecting our industry and the people we serve shall have our informed support.

We hold inviolate the free enterprise system and the American Way of Life. We pledge our support to our associates, our local, state and national associations and all related industries concerned with the preservation of legitimate rights and freedoms.

***We assume the responsibilities freely and solemnly, mindful that they are part of our obligation as members of the National Association of Home Builders.***

### **PANORAMA OF HOMES/BUILDERS SHOWCASE EVENT POLICY:**

Association members, participating in the event or not, shall not use the phrase "PANORAMA OF HOMES," "BUILDERS SHOWCASE" or "SHOWCASE" in connection with any form of advertising or promotion activity outside of the Association-sponsored event. Members will show further courtesy by not conducting an open house during event hours, unless that open house is normally part of your firm's open house schedule. To participate in an event, individuals understand that they must be Association members in good standing, prior to lot selection dates.