

HBA OF MONROE COUNTY APPLICATION FOR MEMBERSHIP

Contact: _____ Title: _____ Date: _____

Company Name: _____

Business Address: _____
(Street) (City) (State) (Zip)

Phone: _____ Fax: _____ Cell: _____

Website: _____ E-mail: _____

Membership Classification: Builder (Builder must send photocopy of validated Michigan Builders License)
 Associate

Please complete the section below using the codes on the back of this page.

Business Activities (up to two)	\$Volume	Units	# of Employees	Title
_____	_____	_____	_____	_____

Business 1. _____
 References: 2. _____
 3. _____

I agree to abide by the Constitution and By-Laws of this association (HBA of Monroe County), of the National Association of Home Builders (NAHB) of the United States with which it is affiliated, and of the Michigan Association of Home Builders (MAHB). A remittance of **\$250.00** representing my annual membership dues in the association accompanies this application.

 (Signature of Applicant)

Sponsored by: _____ Company: _____

Return this application with attached agreement, questionnaire, validated builders license & \$250.00 remittance to:

HBA of Monroe County
 PO Box 1602
 Monroe, MI 48161-6602

IMPORTANT NOTICE

Dues payments to HBA of Monroe County are not deductible as charitable contributions for federal income tax purposes. However, dues payment may be deductible as ordinary and necessary business expense, subject to an exclusion for lobby activity. Because a portion of your dues is used for lobbying by NAHB, and MAHB \$73.73 is not deductible for income tax purposes.

NAHB MEMBERSHIP INFORMATION REPORTING CODES

Business Activity Codes: Enter the member's most important business activities from the list of codes below (enter up to 2 different codes). Note: For "other" associate (code Z), you must fill in the blank for "Other Business Classification".

Builder Member Classification

- A Single Family Spec/Tract Building
- B1 Single Family General Contracting
- B2 Single Family Custom Building
- C Multifamily Building (Condo/Coop Units)
- D Multifamily Building/Ownership (Rental Units)
- E Multifamily General Contracting
- F Remodeling - Residential
- G Remodeling - Commercial
- H Commercial Building (Own Account)
- I Commercial General Contracting
- J Land Development
- K Manufacturing of Modular/Panelized/Log Homes

Associate Member Classification

- L Accounting
- M1 Architecture
- M2 Engineering
- M3 Planner or Designer
- N Legal Services
- 0 Computer Products and Services
- P1 Commercial Banking/Thrift institution
- P2 Mortgage Banking
- Q Insurance or Tide Company
- R Marketing, Advertising or Public Relations
- S Building Material Manufacturing
- T Property Management
- U Real Estate
- Y Utilities
- Z Other (Specify)

Subcontractors and Specialty Trade Contractors

- W1 Carpentry Work
- W2 Electrical Work
- W3 Masonry, Stone Work, Tile Setting, Plastering
- W4 Landscaping
- W5 Plumbing, Heating and Air Conditioning
- W6 Roofing, Siding and Sheet Metal Work
- W7 Painting and Paper Hanging
- W8 Floor Laying and Other Floor Work
- W9 Concrete Work
- WA Excavation Work
- WC Land Surveyor
- WD Security Systems

Wholesale Dealers/Distributor

- X5 Other Wholesale Dealership (specify)
- X4 Paint/Wall Coverings
- X3 Floor Coverings
- X1 Appliances
- X2 Building Materials/Lumber

Retail Dealers/Distributor

- V1 Appliances
- V2 Building Materials/Lumber
- V3 Floor Coverings
- V4 Paint/Wall Coverings
- V5 Other Retail Dealership (specify)

Annual Dollar Volume:

Enter the member's approximate annual dollar volume of new residential construction/development, using the following codes:

- | | | |
|---------------------------|-------------------------------|-----------------------------|
| 0. Under \$500,000 | 2. \$1 million to \$4,999,999 | 4. \$10 million or over |
| 1. \$500,000 to \$999,999 | 3. \$5 million to \$9,999,999 | 5. No construction activity |

Annual Number of residential dwelling units built in past 12 months:

Enter the member's approximated number of units built using the following codes.

- | | | |
|------------|--------------|---------------|
| 1. 0 units | 3. 11 to 25 | 5. 101 to 500 |
| 2. 1 to 10 | 4. 26 to 100 | 6. Over 500 |

Total Paid Employees:

Enter the total employees in the blanks provided. Include the member in your total figure.

Business Title:

Enter the code that best describes the member's business title, using the following codes:

- | | |
|---|------------------------------------|
| 1. President | 5. Architect, Designer or Engineer |
| 2. VP/General Manager | 6. Financial Manager/Director |
| 3. Construction Superintendent | 7. Owner, Principal or Partner |
| 4. Sales and Marketing Manager/Director | 8. Other (specify) |

HOME BUILDERS ASSOCIATION OF MONROE COUNTY
MEMBERSHIP AGREEMENT

As a member of the Home Builders Association of Monroe County, I pledge allegiance to the following principles:

1. Maintain the highest standards of personal and business conduct as it relates to the Association and the home building industry.
2. Promote and encourage the highest level of ethics within the homebuilding industry.
3. Recognize and discharge my responsibilities to uphold all laws, codes and regulations relating to the industry and the bylaws of the Association.
4. Use only legal and ethical means in all my business activities.
5. Maintain the confidentiality of privileged information entrusted or known to me.
6. Refuse to engage in activities which are detrimental to the reputation of the homebuilding industry.
7. Deal fairly and responsibly with employees, governmental officials, the public and other members of the Association and the industry.
8. Recognize the fiduciary nature of the relationship between myself and the public with whom I deal and other members of the Association as a result of the trust and reliance others place upon me.

This Agreement for members of the HBA of Monroe County has been adopted to promote and maintain the highest standards of service and personal conduct among its members. Adherence to these standards is required for membership in the Association, and serves to assure confidence in the integrity of the Association and its members. Members also agree as a condition of membership, to participate when requested in any proceedings of the Board of Directors and to abide by any decision of the Board resulting from such proceedings.

Signature

Company

Date

MEMBERSHIP QUESTIONNAIRE

Developed October 4, 2001

Associate applicants please answer questions 1 & 2.

Builder applicants please answer all of the questions, and return with a copy of your *Validated Michigan Builders License*.

1. How long have you/your company been doing business under this name? _____

2. Have you/your company, in the past 3 years, operated under a different name? _____
What were the names? _____

If so, with whom were you/your company in partnership/business with? _____
What were your reasons for terminating this relationship? _____

3. Are you presently (circle one) building or remodeling, (circle all that apply) single-family dwellings, multi-family dwellings, or doing commercial work?

4. Do you pay your suppliers or subcontractors as agreed? Yes / No

5. In the past 3 years, have you or any business of which you were a principle, had a lien filed against you by a supplier or subcontractor? If so, please briefly explain the circumstances and the steps you took to have the lien released. _____

6. Do you carry: liability insurance? Yes / No Amount? _____
workers comp? Yes / No

7. Are you presently engaged with a written warranty program on the homes you build? Yes / No
If so, how long is the warranty period? _____
If not, how do you handle call backs? _____
Typically, how long does it take you to do call backs? _____

8. Have you or your company, in the past 3 years, had a licensing complaint filed against you with the State of Michigan Department of Consumer and Industry Services? Yes / No
If yes explain briefly. _____

Intentional falsification of information on this application/questionnaire shall lead to termination of membership. Attached is our Membership Agreement, please read it carefully and sign it if you can abide by the agreement. The HBA of Monroe County holds its members to a high standard and is serious in the enforcement of the agreement.

Signature

Date