

# Which Membership Application Should I Complete?

All applicants applying for membership in the HBA of Lexington are required to complete the questionnaire below to direct them to the appropriate Membership Application. The form must be submitted at the time of application.

1. Would you desire or expect homeowners to contact your company for either home building or general remodeling or renovation improvements to their home (not specific to a trade or line-item replacement)?

YES \_\_\_\_\_ NO \_\_\_\_\_ Applicant's Initial \_\_\_\_\_



2. Does your current company manage all aspects of building or remodeling projects, including financial, scheduling and supervising of other trades?

YES \_\_\_\_\_ NO \_\_\_\_\_ Applicant's Initial \_\_\_\_\_



3. Is your company registered with a local jurisdiction as a General Contractor (*as opposed to a specialty or "trades" contractor*)?

YES \_\_\_\_\_ NO \_\_\_\_\_ Applicant's Initial \_\_\_\_\_



4. Does your company regularly pull building or remodeling permits requiring structural building inspections?

YES \_\_\_\_\_ NO \_\_\_\_\_ Applicant's Initial \_\_\_\_\_



5. Does your company either build new homes or add/subtract conditioned space (heated or cooled square footage) to existing structures?

YES \_\_\_\_\_ NO \_\_\_\_\_ Applicant's Initial \_\_\_\_\_



If you answered **YES to 3 or more questions**, proceed to question 6.

If you answered **YES to 2 or fewer questions**, complete application for **Associate Membership**



6. Have you completed at least five (5) building or remodeling projects in the last 3 years (*not necessarily under the name of the current firm applying for Membership*)?

YES \_\_\_\_\_ NO \_\_\_\_\_ Applicant's Initial \_\_\_\_\_



If you answered **YES** to question 6, complete **Application for Professional Builder or Remodeler Membership**.

If you answered **NO** to question 6, complete **Application for Associate Builder or Remodeler Membership**



The undersigned respectfully applies for Registered Builder Membership in the Home Builders Association of Lexington.

Applicant's Name \_\_\_\_\_  
 Home Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Firm Company Name \_\_\_\_\_  
 Company Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone ( ) \_\_\_\_\_ Mobile ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_  
 E-mail \_\_\_\_\_ Web Address \_\_\_\_\_  
 LFUCG Contractors ID# \_\_\_\_\_ **Copy of Certificate MUST be attached to application.**

**Chief Executive Officer:**

Name \_\_\_\_\_  
 List all principals or corporation officials:  
 Name/Position \_\_\_\_\_  
 Name/Position \_\_\_\_\_  
 Name/Position \_\_\_\_\_  
 Name/Position \_\_\_\_\_

Type of Business Organization:  
 a Corporation  c Partnership   
 b Sole Proprietorship  d Other   
 Name(s) under which you build:  
 \_\_\_\_\_  
 \_\_\_\_\_

If applicant has previously been a member of HBAL, state company name or entity of previous membership and reason for membership lapse:  
 \_\_\_\_\_  
 \_\_\_\_\_

Number of years in residential construction \_\_\_\_\_  
 Duties and responsibilities during this period:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

How long have you been in the construction business under your own name? \_\_\_\_\_ years  
 Is your principal income at present derived from the building of dwelling units and related real estate activities?  
 Yes  No   
 If yes, state nature of business:  
 \_\_\_\_\_  
 \_\_\_\_\_

Number of building projects completed:  
 in last 3 years: \_\_\_\_\_ in last 12 months: \_\_\_\_\_

**Name of Insurance Carriers:**

Insurance Carrier _____	Account# _____
<b>Worker's Compensation Coverage</b>	<b>Company</b>
Address _____	City _____ State _____ Zip _____
Agent _____	Telephone ( ) _____
<b>General Liability Coverage</b>	<b>Company</b>
Address _____	City _____ State _____ Zip _____
Agent _____	Telephone ( ) _____

Workers Compensation and General Liability Coverage is **required** for membership in the Home Builders Association of Lexington. A Certificate showing coverage amounts as indicated in letter D item #2 of the Registered Builder Agreement portion of this application must be submitted with your application.

**Names of Principal Bank or Financial Institutions (include loan account numbers) with which you have recently placed loans:**

a Bank (**Business Checking/Savings Account**) \_\_\_\_\_ Account# \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Contact \_\_\_\_\_ Telephone ( ) \_\_\_\_\_  
 b Lending Institution (**Construction Financing**) \_\_\_\_\_ Account# \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Contact \_\_\_\_\_ Telephone ( ) \_\_\_\_\_

## BUSINESS REFERENCES:

Please supply names & addresses of your PRINCIPAL heating, plumbing, lumber, electrical, contractors/suppliers & other persons or companies who are familiar with your work & how you conduct your business (i.e., mortgage company, drywall, concrete suppliers, etc.)

<b>a</b>	<b>LUMBER</b>	# years	Phone ( )
	Address _____	City _____	State _____ Zip _____
<b>b</b>	<b>CONCRETE</b>	# years	Phone ( )
	Address _____	City _____	State _____ Zip _____
<b>c</b>	<b>MATERIALS</b>	# years	Phone ( )
	Address _____	City _____	State _____ Zip _____
<b>d</b>	<b>CONCRETE/MASONRY</b>	# years	Phone ( )
	Address _____	City _____	State _____ Zip _____
<b>e</b>	<b>PLUMBING</b>	# years	Phone ( )
	Address _____	City _____	State _____ Zip _____
<b>f</b>	<b>ELECTRICAL</b>	# years	Phone ( )
	Address _____	City _____	State _____ Zip _____
<b>g</b>	<b>HEATING/COOLING</b>	# years	Phone ( )
	Address _____	City _____	State _____ Zip _____
<b>h</b>	<b>OTHER</b>	# years	Phone ( )
	Address _____	City _____	State _____ Zip _____

List names and addresses of six (6) people you have completed building projects for that are not less than six months or more than three (3) years old.

<b>1</b>	Name _____	Settlement Date _____
	Address _____	City _____ State _____ Zip _____
<b>2</b>	Name _____	Settlement Date _____
	Address _____	City _____ State _____ Zip _____
<b>3</b>	Name _____	Settlement Date _____
	Address _____	City _____ State _____ Zip _____
<b>4</b>	Name _____	Settlement Date _____
	Address _____	City _____ State _____ Zip _____
<b>5</b>	Name _____	Settlement Date _____
	Address _____	City _____ State _____ Zip _____
<b>6</b>	Name _____	Settlement Date _____
	Address _____	City _____ State _____ Zip _____

In what phase of building have you been involved?

- a.** Plan and design work:  
 Yes       No
- b.** On site supervision:  
 Yes       No
- c.** Financing:  
 1. Payment of accounts:  
 Yes       No  
 2. Obtaining construction or permanent financing:  
 Yes       No
- d.** Purchase of Materials:  
 Yes       No
- e.** Contracting of subs:  
 Yes       No
- f.** List present or past trade background i.e. carpentry, plumbing, etc.:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Have you ever been suspended from FHA or VA?

- Yes       No

If yes, briefly explain circumstances:

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

Have you ever been a party to any litigation, judgment or bankruptcy proceedings within the last five years?

- Yes       No

If yes, explain briefly:

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

List any other educational background:

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

## REGISTERED BUILDER AGREEMENT

I hereby make application for Registered Builder Membership and certify the previous statements are true and correct and reference may be made to the persons named.

I agree to be governed by the Articles of Incorporation and By-Laws of this Association, to promote the objects of the Association and to abide by the Code of Ethics.

I agree that should I wish to withdraw, I will pay all dues and indebtedness due the Association and tender resignation in writing to the Board of Directors. I further understand that in the event of acceptance of my membership in the Home Builders Association of Lexington, I shall be entitled to full use and benefit of all materials of the Registered Builder Program and may under the name registered with the Home Builders Association of Lexington, use the benefits of the Home Builders Association of Lexington.

I further understand and agree that the use of any trademark, sign or insignia connected with the Association under my membership as a Registered Builder is a privilege exclusive to members of the Association and should I, for any reason, resign or no longer be a member of the Association, I agree to return any trademarks, signs or insignias connected with membership in the Association and further agree not to use said material in any manner whatsoever. I further understand and agree that as a condition to my acceptance as a member of the HBAL, I am bound by this agreement to subscribe to the additional conditions below:

- A. As a Registered Builder Member who undertakes building homes I shall, prior to commencement of such construction, provide each customer with a contract that shall be fair and equitable to both parties and conduct my business and relationships with my customers in the highest standards of a professional business person, providing each customer, upon request, with a complete set of job specifications, contracts and price, and my workmanship shall be of a standard generally acceptable within the industry. \_\_\_\_\_ **Initial**
- B. As a Registered Builder, I shall issue to each customer or owner, a one-year limited warranty dated from the final inspection or occupancy of the owner- whichever occurs first. This one-year limited warranty shall at least include the provisions set forth in the HBAL's Home Owners Limited Warranty. \_\_\_\_\_ **Initial**
- C. As a Registered Builder Member, I agree to advertise myself as such and may continue to do so only while in good standing with the Association. \_\_\_\_\_ **Initial**
- D. I agree to carry insurance covering the following items: \_\_\_\_\_ **Initial**
  - 1. Worker's Compensation Insurance
  - 2. General Liability Insurance of not less than these amounts:
    - a. \$1,000,000 per occurrence
    - b. \$2,000,000 aggregate
- E. As a Registered Builder Member, I agree to be bound by the Code of Ethics, Constitution and By-Laws of the Association and the Registered Builder Program and agree to conciliate all disputes between myself and the public, in accordance with procedures as set forth by the Board of Directors. \_\_\_\_\_ **Initial**
- F. I understand that should a complaint be made to the Association against me for non-compliance with these requirements, or where a controversy exists, the complaint shall be assigned to the Professional Standards and Registration Committee for its considerations and recommendations. \_\_\_\_\_ **Initial**
- G. Failure on the part of a Builder to comply with the directives of the Professional Standards and Registration Committee, could result in a recommendation to the Board of Directors that said Builder be suspended or expelled, thereby depriving him/her to use the name Registered Builder Member in his/her operation whose membership is disaffiliated. \_\_\_\_\_ **Initial**
- H. Any member who disaffiliates his/her membership with the Home Builders Association of Lexington for any reason, voluntarily or involuntarily, automatically relinquishes his/her rights to the Registered Builder Program, its insignias and privileges. \_\_\_\_\_ **Initial**
- I. In the event the Registered Builder feels aggrieved by a decision of the Professional Standards and Registration Committee, such Builder shall have the right to a review of the record by the Board of Directors. A formal request for a review must be filed with the Association within thirty (30) days after the notification of the decision of the Professional Standards and Registration Committee. The Board of Directors shall then review the record. The Board of Directors may, by a majority vote, take such action including reprimand, suspension, or expulsion, as it may deem to be in the best interest of the Association. Any member, whose membership is terminated by the Home Builders Association of Lexington for any reason, voluntarily or involuntarily, automatically relinquishes rights to the Registered Builder Program, its insignia and privileges and cannot be considered for membership again under this program for a period of five (5) years. \_\_\_\_\_ **Initial**
- J. All Registered Builders must obtain eight(8) credit hours or prorated professional educational hours based upon time of membership acceptance of appropriate professional education each year. These credits may be obtained in several ways: attendance at NAHB, HBAL or other industry conventions, or HBAL approved seminars. \_\_\_\_\_ **Initial**
- K. Registered Builder must attend HBAL New Member Orientation Seminar within one (1) year from date of membership acceptance. \_\_\_\_\_ **Initial**
- L. Registered Builder must attend one code training course within one (1) year of membership acceptance. \_\_\_\_\_ **Initial**
- M. Registered Builder will provide current insurance certificate at renewal time and upon request of Professional Standards & Registration Committee, agree to furnish current credit report and five(5) supplier references. \_\_\_\_\_ **Initial**

### BUILDER DUES SCHEDULE

Our dues classification for the next year is checked below, based on our gross sales for the past 12 months:

Dollar Volume	Annual Dues	Initial Processing Fee	Amount Due
0-500,000	\$750.00	+	\$100 = \$850 _____
500,000-1,000,000	\$850.00	+	\$100 = \$950 _____
Over 1,000,000	\$1050.00	+	\$100 = \$1150 _____
5,000,000 +	\$1250.00	+	\$100 = \$1350 _____

**ONE YEAR'S DUES PLUS A NON-REFUNDABLE PROCESSING FEE OF \$100 MUST ACCOMPANY THIS APPLICATION.**

Dues are paid annually per NAHB anniversary date.

Dues for membership in the National Association of Home Builders and the Home Builders Association of Kentucky are included in the above dues, and shall be paid by this Association from its treasury at the rates fixed and under the terms stated in the By-Laws of those Associations (or amendments thereto currently in effect.)

**New applicants for Registered Builder Membership must meet the following requirements:**

- a. Have an acceptable credit report.
- b. Have two (2) Registered Builder Sponsors who have personal knowledge of the applicants business integrity and construction activity.
- c. Have been in the construction business for a period of one (1) year.
- d. Have controlled and supervised all phases, including the financial and "on-site" responsibilities of a minimum of six (6) building projects.
- e. Whose principal income is derived from the building of dwelling units and/or related real estate activities.
- f. Submit name of Principal Bank and/or Financial Institutions where you have recently placed loans.
- g. Submit names of six (6) previous customers for purposes of reference.
- h. Submit names of seven (7) principal contractors/suppliers for purposes of reference.
- i. Appear before the Professional Standards and Registration Committee for a personal interview.
- j. Meet all educational requirements contained in paragraph J of the Registered Builder Agreement. The Professional Standards and Registration Committee may waive this requirement in the event a new member has equivalent educational training within the calendar year of membership acceptance.

**Automatic basis for denial of membership:**

- a. Three or more negative home owner references
- b. Credit Bureau negative credit history
- c. Five or more negative business references
- d. Unresolved issues as related to previous HBAL membership

In consideration of the promise to comply with the conditions set forth above by the applicant Builder, the Home Builders Association of Lexington shall issue an official HBAL form of recognition and assign a National Association of Home Builders Company ID Number.

I certify that I have read the By-Laws of the HBAL and Code of Ethics and agree to abide by them. I further certify that, to the best of my knowledge, all information contained herein is true and accurate.

I hereby authorize and give permission to the financial institutions and business references listed on this application to release the information that is requested by the Home Builders Association of Lexington.

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Builder

\_\_\_\_\_  
Date

\_\_\_\_\_  
Corporate Officer

\_\_\_\_\_  
Firm Name

**A COPY OF YOUR CERTIFICATE OF INSURANCE SHOWING WORKER'S COMPENSATION AND GENERAL LIABILITY COVERAGE AND A COPY OF LFUCG CONTRACTOR'S REGISTRATION CERTIFICATE MUST ACCOMPANY THIS APPLICATION.**

**Two Registered Builder Sponsors must sign below:**

\_\_\_\_\_  
HBAL Application Sponsor (Spike Credits)

\_\_\_\_\_  
Executive Vice President

\_\_\_\_\_  
HBAL Builder Member Sponsor

\_\_\_\_\_  
HBAL Builder Member Sponsor

Approved by the Home Builders Association of Lexington, this \_\_\_\_\_ day of \_\_\_\_\_

**NAHB MEMBER IDENTIFICATION (I.D.) CODING INSTRUCTIONS**

1. Select up to 3 classifications in order of importance. \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

**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 Accounts)
- E** Multifamily Contractor - Rental or Sale Units (Other Investors)

**Code Description**

- F** Remodeler - Residential
- G** Remodeler - Commercial
- H** Commercial Builder (Own Account)
- I** Commercial Contractor (Other Investors)
- J** Land Developer

2. Enter the annual dollar volume of all construction/development. Choose from the following list of codes.

**Code Description**

- 1** Under \$1 million
- 2** \$1 million to \$5 million

**Code Description**

- 3** \$5 million to \$10 million
- 4** Over \$10 million

3. Enter the annual number of residential dwelling units. Choose from the following list of codes.

**Code Description**

- 1** 0 units
- 2** 1 to 10 units
- 3** 11 to 25 units

**Code Description**

- 4** 25 to 100 units
- 5** 101 to 500 units
- 6** over 500 units

4. Enter the total number of paid employees, including the member. \_\_\_\_\_



# Membership Satisfaction Guarantee Agreement

The Home Builders Association of Lexington (HBAL) is so certain that you will be satisfied with your membership that the Association offers a satisfaction guarantee on your first year of membership\* for all HBA members. The Association stands by the fact that member involvement is crucial to a successful membership experience. Therefore, if you are not completely satisfied with your membership investment and have fulfilled the requirements below, we will return HBAL's portion of your membership dues. A signed copy of this agreement must be received by the HBAL Office no later than after receipt of your membership confirmation letter in order to participate in the program.

## MEMBER INVOLVEMENT REQUIREMENTS FOR MEMBERSHIP GUARANTEE

### First year Associate Members must attend:

- New Member Orientation
- Annual Associates Barbeque
  - *May be substituted with Installation of Officers Reception/Salute to the Stars event*
- A minimum of two (2) Member Mingles
- A minimum of two (2) Council Meetings as a guest
- One (1) Committee Meeting

### First year Builder/Remodeler Members must attend:

- New Member Orientation
- Annual Associates Barbeque
  - *May be substituted with Installation of Officers Reception/Salute to the Stars event*
- A minimum of two (2) Member Mingles
- A minimum of two (2) Builder Workshops
- A minimum of two (2) Council Meetings as a guest
- One (1) Committee Meeting
- Builder 360 and Table Top Event held afterward



\* This excludes the portion of your dues that is paid to the state (HBAK) and national (NAHB) associations

*I have read and understand the terms set forth by the Home Builders Association of Lexington's Membership Satisfaction Guarantee Program. I realize that if I have fulfilled the above requirements and wish to request a refund, I must submit a written request to the Membership Committee on or after my one year anniversary date. HBAL staff will confirm my participation in the above events.*

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Join Date

\_\_\_\_\_  
Signature of Company Primary Member

\_\_\_\_\_  
Date

.....  
*To be completed by HBAL*  
.....

\_\_\_\_\_  
HBA Staff Approval

\_\_\_\_\_  
Membership Approval Date (Board)

\_\_\_\_\_  
Faxed Copy to Member Date

\_\_\_\_\_  
BF