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## MEMBERSHIP APPLICATION

**Company Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**E Mail address:** \_\_\_\_\_ **Website:** \_\_\_\_\_

**Corporation** \_\_\_\_\_ **Partnership** \_\_\_\_\_ **Sole Proprietor** \_\_\_\_\_

**Federal I.D. #** \_\_\_\_\_ **Principal's D.O.B. :** \_\_\_\_\_

**Home Improvement Contractor # (if applicable)** \_\_\_\_\_

Principal's Name (s)	Title	Address

**Number of Employees:** \_\_\_\_\_ **Contact Person:** \_\_\_\_\_

**Reason for Joining:** \_\_\_\_\_

**Type of Business:** \_\_\_\_\_

**How long have you been in Business in this area?:** \_\_\_\_\_

(If less than one year, you will be a probationary member for two years).

**If you are a Builder, name the type of Construction, i.e., New Homes, Residential Renovations, Commercial, Plumbing, Electrical, Excavating, etc.** \_\_\_\_\_

**Please list 2 Bank References:**

**Bank Name & Contact name**                      **Address**                      **Direct Phone & Fax to Contact**




Please list 3 Major Suppliers as Credit References:



Company Name & Contact name      Address  
Direct Phone & Fax to Contact


**NAHB MEMBERSHIP IDENTIFICATION CODE**

**(See Reporting Form Codes Attached on the last page of this membership application)  
Builder (A through K) or Associate (L through V5)**

Code # \_\_\_\_\_

Please list 3 Major Sub-Contractors Employed:

Company Name & Contact      Address      Direct Phone & Fax to Contact


Please list 3 Customers for whom you have worked in the past year:

Contact Name      Address      Phone & Fax


IN PROCESSING THIS APPLICATION, THE ASSOCIATION MAY REQUEST THAT AN INVESTIGATIVE CREDIT REPORT BE PREPARED. YOU HAVE THE RIGHT TO REQUEST THAT THE ASSOCIATION COMPLETELY AND ACCURATELY DISCLOSE TO YOU THE NATURE AND SCOPE OF THE INVESTIGATION REQUESTED. SUCH A REQUEST MUST BE MADE IN WRITING TO THE EXECUTIVE VICE PRESIDENT OF THIS ASSOCIATION WITHIN A REASONABLE TIME AFTER YOU COMPLETE THIS APPLICATION.

I hereby acknowledge that I have read the foregoing disclosure and understand the same.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Pursuant to the By-laws of the Association all prospective members shall submit this application along with the endorsement of at least (1) one existing member in good standing and the payment of one years dues. Once the application is received by the Association, it shall be processed by the Membership Committee who shall investigate all applications of membership and shall make a recommendation to the Board of Directors who ultimately shall have the final and conclusive vote on the acceptance or denial of a prospective member. The payment of one year's dues by a prospective member shall not be construed to be automatic acceptance into this Association. Should the Board of Directors deny membership to a prospective member any funds

received by the Association shall be refunded. \*All information supplied will be held in the Strictest of Confidence.

Please remit \$510.00 payable to HBA of NEPA for annual dues. Of the amount remitted \$198.00 entitles you to NAHB Membership, \$175.00 is for PBA membership, \$107.00 is for membership in the HBA of NEPA and \$30 is for a one time application fee which is non refundable. We do accept Visa, Master Card & American Express as forms of payment. To pay by credit card, please list your credit card information below as requested.

Visa Master Card or American Express (circle one)

# \_\_\_\_\_

Exp. Date: \_\_\_/\_\_\_/\_\_\_ Sec. Code \_\_\_\_\_

**NOTE: All Applications Must Be Signed by A Sponsor – Member in Good Standing.**

Sponsored By: \_\_\_\_\_

Article III, Section 2(C) in the By-Laws of The Home Builders Association of Northeastern Pennsylvania states “the Membership Committee shall investigate all applications for membership and shall make their recommendations to the Board of Directors in whom shall be vested the exclusive right to elect membership”. Pursuant to the above, the applicant does hereby authorize the Home Builders Association of Northeastern Pennsylvania to conduct such investigation of the applicant’s activities, make such inquiries and obtain such credit reports as may be necessary for its determination of the applicant’s financial ability to meet its obligations. The credit information obtained by the association’s officers, employees and Board of Directors will be for the limited purposes of processing and evaluation the applicant’s membership application.

\_\_\_\_\_  
Applicant’s Signature

\_\_\_\_\_  
Date

Applicant/Business:

To: \_\_\_\_\_

The above listed applicant/business has applied for membership in The Home Builders Association of Northeastern Pennsylvania. You have been listed by the applicant/business as a reference. Please answer the following questions to help us determine if the applicant/business meets our membership criteria.

1. Do you consider the above listed business/applicant to be of good character and reputation?
2. Are you aware of any prior personal or business bankruptcy involving the above listed applicant/business?

3. Are you aware of other factors which may affect the organizations decision in granting the above listed applicant/business membership in the Home Builders Association of Northeastern Pennsylvania?

Please fax this response back to (570) 287-3341

**NAHB MEMBERSHIP INFORMATION REPORTING FORM CODES**

**Business Activities:** Enter the most important business activities from the list of codes below.

**Builder Member Classification**

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

**Associate Member Classification**

L Accounting	Q Insurance or Title Company
M1 Architecture	R Marketing, Advertising or Public Relations
M2 Engineering	S Building Material Manufacturing
M3 Planner or Designer	T Property Management
N Legal Services	U Real Estate
O Computer Products & Services	Y Utilities
P1 Commercial Banking/Thrift Institution	Z Other (please specify)
P2 Mortgage Banking	

**Wholesale Dealers/Distributors**

X1 Appliances	X3 Floor Coverings	X5 Other Wholesale (Specify)
X2 Building Materials Lumber	X4 Paint/Wall Covering	

**Subcontractors and Specialty Trade Contractors**

W1 Carpentry	W6 Roofing, Siding, Sheet Metal	WC Appliances
W2 Electrical	W7 Painting, Paper Hanging	WD Security Systems
W3 Masonry, Stone Tile, Plastering	W8 Floor Laying, Other Floor Work	WZ Other Subcontractor (specify)
W4 Landscaping	W9 Concrete Work	WA Excavation Work
W5 Plumbing, Heating & Air Conditioning		

**Retail Dealers/Distributors**

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

Please Circle Below answers to the following:

**\$ Vol:** Approximate Annual Dollar Volume of New Residential Construction.

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

**# Units:** Approximate Annual Number of Residential Units built in the last 12 months.

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

**# of Employees:** Enter the total paid employees, include the member in the total figure.

**Title:** Enter the code that best describes the member's business title.

1 President/CEO	4 Sales & Marketing Director	7 Owner/Principal
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2 VP/General Manager 5 Architect/Designer 9 Other (specify)  
3 Construction Super 6 Financial Manager



## Code of Ethics

The Members of this Association shall be limited to those persons and firms who shall subscribe to the following CODE OF ETHICS.

- (A) Members of The Home Builders Association of Northeastern Pennsylvania believe and affirm that:
1. Home ownership can and should be within reach of every American Family
  2. American homes should be well designed, well constructed, and well located in attractive communities with adequate facilities accessible to all.
- (B) To achieve these goals, we pledge allegiance to the following principles and policies: Our paramount responsibility is to our customers, our community and our country.
1. Honesty is our guiding business policy.
  2. High standards of health, safety and sanitation shall be built into every home.
  3. Members shall deal fairly with their respective employees, subcontractors and suppliers.
  4. As members of a progressive industry, we encourage research to develop new materials, new building techniques, new building equipment and improved methods of home financing, to the end that every home purchaser may get the greatest value possible for every dollar.
  6. All sound legislative proposals affecting our industry and the people we serve shall have our informed and vigorous support.
  7. 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.
- (C) We assume these responsibilities freely and solemnly, mindful that they are part of our obligation as members of The Home Builders Association of Northeastern Pennsylvania.

*I reaffirm my agreement to abide by the Home Builders Association  
of Northeastern Pennsylvania's Code of Ethics.*

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Date

Signature

Company