



411 Main Street - Kingston, PA 18704

570-287-3331 – Fax: 570-287-3341

Email: info@bianepa.org

www.hbanepa.org

Membership Application

Company Name: _____

Address: _____ City: _____ State: ___ Zip: _____

Phone: _____ Fax: _____ Date: _____

email address: _____ Website: _____

**Preferred method of communication: ___ email ___ snail mail*

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: _____ Membership 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	Address	Phone & Fax

Please list 3 Major Sub-Contractors Employed:

Company Name & Contact	Address	Phone & Fax

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

Contact Name	Address	Phone & Fax

NAHB MEMBERSHIP IDENTIFICATION CODE # _____
(See Reporting Form Codes Attached on Page 5 of this membership application)
Builder (A through K) or Associate (L through V5)

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 year's 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 \$525.00 payable to HBA of NEPA for annual dues. Of the amount remitted \$198 entitles you to NAHB Membership, \$180 is for PBA membership, \$120 is for membership in the HBA of NEPA and \$30 is for a one-time application fee which is non-refundable. Thereafter annual dues will be \$495. 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: ____/____/____ Security 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

This reference reply form for HBA of NEPA office use only.

Applicant/Business: _____ Date: _____

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 organization's decision in granting the above listed applicant/business membership in the Home Builders Association of Northeastern Pennsylvania?

Please fax this response back to The Home Builders Association of NEPA (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 | WZ | Other Subcontractor Work
(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 |
| 2 | VP/General Manager | 5 | Architect/Designer | 8 | 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.*

Date

Signature

Company