



411 Main Street – Kingston, PA 18704

570-287-3331 | Fax: 570-287-3341

Email: info@bianepa.org

www.hbaofnepa.org



Membership Application

Date of Application: _____

Business Information

Company Name: _____ Year Established: _____

Principal Business Owner: _____ Title: _____

Phone: _____ Fax: _____ email: _____ DOB: _____

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

Website: _____ Preferred method of communication: _____ email _____ snail mail

Type of Business: _____

Number of Employees: _____ Full Time _____ Part Time

Liability Insurance Carrier: _____ Phone: _____

Reason for Joining: _____

Are there any other interests you would like more information about: _____

Contact Information

Primary Contact Person (if different from Business Owner): _____

Address: _____ Phone: _____ email: _____

Billing Contact Person (if different from Primary Contact): _____

Billing Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ email: _____

Please list 3 Bank/Credit References:

Name: _____ Address: _____ Phone: _____

Name: _____ Address: _____ Phone: _____

Name: _____ Address: _____ Phone: _____

Please list 2 Customers/Clients you performed services for in the last year:

Name: _____ Contact Info: _____

Name: _____ Contact Info: _____

Have any principals of the firm or their spouses been involved in a bankruptcy or had their professional license revoked within the last 7 years? ____ Yes ____ No

In processing this application, the Association may request 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 Officer of the 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: _____

Did any of our members refer you to us? If so, please tell us who: _____

Payment Options:

Please remit \$525.00 payable to HBA of NEPA for Initial Membership Dues which includes a non-refundable \$30.00 fee for administrative purposes. Thereafter, annual dues will be \$495 and invoiced before the anniversary of renewal. Of the amount remitted, \$198 entitles your company to NAHB Membership, \$180 for PBA Membership and \$117 is for the HBA of NEPA Membership.

____ Check - Mail your check with the completed application to HBA of NEPA, 411 Main Street, Kingston, PA 18704

____ Credit Card: ____ MasterCard ____ VISA ____ American Express ____ Discover

#: _____ Exp Date: ____/____/____ SC: _____

If preferred, credit card information may also be given via phone (570) 287-3331.

Applicant's Signature: _____ Date: _____

Please Note: HBA of NEPA mandates that all members must, at all times, be in full compliance of all federal, state, and local laws regarding legal employee eligibility. The Association further recommends that members acquire verification/certification, to the extent of the law, from all subcontractors ensuring their compliance of said employment laws.

Code of Ethics

The goal of the members of the Home Builders Association of NEPA is to provide quality products and services at reasonable prices. Promote the wellbeing of our association and project an image that is recognized for quality and fairness within the building industry, within our community and in our country through the American free enterprise system in accordance with the following Code of Ethics:

Honesty: Honesty and integrity shall be the guiding principles by which we conduct our business affairs.

Fairness: We shall be fair in all our business relationships, i.e., pricing, contractual agreements, restraint of trade and negotiations; in order to give our customer the best possible value for their dollar.

Laws: We shall comply with the letter, intent and spirit of all federal, state, and local laws, ordinances, directives and adopted National Standards that affect building construction. We will work with legislators and national and state organizations to improve these laws and standards. We shall abide by the By Laws of the Home Builders Association of NEPA.

Insurance: We shall always maintain amounts of insurance coverage for our business, employees, and customers as defined by the Board of Directors.

Safety: We shall provide safe and healthy workplaces, as well as construct structurally and environmentally safe buildings. We are aware of the standard of Occupational Safety and Health Act (OSHA).

Design: We shall strive to design aesthetically pleasing, environmentally sensitive, functional, well situated and energy efficient new and remodeled buildings with appropriate drawing, contracts, and specifications.

Quality: We shall conduct all construction work and related services in a careful and workmanlike manner in keeping within the building industry standards of quality.

Professionalism: We shall strive to manage our business to meet professional standards of the building industry and continue to learn by experience, education, research and sharing with one another in a healthy competitive spirit.

Scheduling: We shall provide our customers with realistic schedules and make every effort to expedite the work on these projects to meet the scheduled dates.

Warranty: We shall acknowledge any defects in our workmanship and materials and if necessary, correct them in a mutually agreeable and timely manner.

Payments: We shall pay all of invoices in a mutually agreeable arrangement with our creditors.

Opportunity: We shall be an equal opportunity employer and not discriminate in the sale of any of our products and services or in our hiring and employment practices.

Applicant's Signature _____ Date: _____