



**HOME BUILDERS ASSOCIATION OF
SOUTHERN INDIANA, INC.**

Home Building Center

1601 Greentree Court

Clarksville, Indiana 47129

Telephone: (812)280-1600 Fax: (812) 280-1700

APPLICATION FOR REGISTERED BUILDER MEMBERSHIP

FOR OFFICE USE ONLY:

CHECK RECEIVED: _____ CODE: _____

The undersigned respectfully applies for Registered Builder membership in the Home Association of Southern Indiana, Inc.

Applicant's Name _____

Home Address: Street _____

City _____ State _____ Zip _____ Phone _____

Firm/Company Name _____

Address: Street _____

City _____ State _____ Zip _____ Phone _____

Chief Executive Officer: Name _____

List of all principals or corporation officials:

Name/position _____ Name/position _____

Name/position _____ Name/position _____

Type of Business Organization:

- a. Corporation ___
- b. Sole Proprietorship ___
- c. Partnership ___
- d. Other ___

Percentage of ownership: _____%

Name(s) under which you build: _____

Name of fraternal or other organizations to which you belong: _____

In what community activities have you participated? _____

Number of years in residential construction _____

Duties and responsibilities during this period _____

Do you also do remodeling? ___ Yes ___ No

How long have you been in the construction business under your own name? _____ Years _____

If in building business less than two years, state previous business experience _____

Is your principal income at present derived from the building of dwelling units and related real estate activities? ___ Yes ___ NO

Are you engaged in any other type business? ___ Yes ___ NO

If yes, state nature of business _____

Number of dwelling units built in last 3 years _____; in last 12 months _____

List names and addresses of the last six people you have built a house for or who have purchased a new home from you:

1. Name _____ Settlement Date __/__/__
Address _____ City _____ State _____ Zip _____
Home Phone () _____ Work Phone() _____

2. Name _____ Settlement Date __/__/__
Address _____ City _____ State _____ Zip _____
Home Phone () _____ Work Phone() _____

3. Name _____ Settlement Date __/__/__
Address _____ City _____ State _____ Zip _____
Home Phone () _____ Work Phone() _____

4. Name _____ Settlement Date __/__/__
Address _____ City _____ State _____ Zip _____
Home Phone () _____ Work Phone() _____

5. Name _____ Settlement Date __/__/__
Address _____ City _____ State _____ Zip _____
Home Phone () _____ Work Phone() _____

6. Name _____ Settlement Date __/__/__
Address _____ City _____ State _____ Zip _____
Home Phone () _____ Work Phone() _____

In what phase of home 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
 - 3. Loan closing? Yes No
- d. Purchase of materials? Yes No
- e. Contraction 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 or your Company ever been a party to any litigation, judgment or bankruptcy proceedings within the last five years? Yes No

If yes, explain briefly

List any educational background

Have any of your business practices ever been investigated or questioned by the Better Business Bureau or any other authorities? Yes No

If yes, explain briefly

Names of Principal bank or financial institutions (including loan account numbers) with which you have recently placed loans:

a. Bank (Business Checking/Savings Account) _____

Address _____

City _____ State _____ Zip _____

Contact _____ Telephone Number: _____

Account Number _____

b. Lending institution (Construction Financing) _____

Address _____

City _____ State _____ Zip _____

Contact _____ Telephone Number _____

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

- a. LUMBER : _____ #Years _____ Phone() _____
Address _____ City _____ State _____ Zip _____
- b. CONCRETE: _____ #Years _____ Phone() _____
Address _____ City _____ State _____ Zip _____
- c. MATERIALS: _____ #Years _____ Phone () _____
Address _____ City _____ State _____ Zip _____
- d. CONCRERE/MASONRY: _____ #Years _____ Phone() _____
Address _____ City _____ State _____ Zip _____
- e. PLUMBING: _____ #Years _____ Phone() _____
Address _____ City _____ State _____ Zip _____
- f. ELECTRICAL: _____ #Years _____ Phone() _____
Address _____ City _____ State _____ Zip _____
- g. HEATING/COOLING: _____ #Years _____ Phone() _____
Address _____ City _____ State _____ Zip _____
- h. OTHER: _____ #Yeas _____ Phone() _____
Address _____ City _____ State _____ Zip _____

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

I agree to be governed by the Articles of Incorporation, the By-Laws and any other rules, procedures and regulations of the Association, and to promote the objectives of the Association.

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 my certification as a Registered Builder member of the HBASI, I shall be entitled to the full use and benefit of all materials of the Registered Builder program and may under my own name, company name, or corporation name, use the benefits of the registered builder membership of the HBASI.

I further understand that the use of any trade mark, sign or insignia connected with the Association 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 or be suspended from membership, I agree to return any contracts, trade marks, signs or insignias connected with membership in the Association, and further agree not to use said material in any manner whatsoever. I further agree to indemnify HBASI against any actions brought against it due to my membership as a Registered Builder.



REGISTERED BUILDER AGREEMENT

I further understand and agree that as a condition of my acceptance as a Registered Builder member of the HBASI, I am bound by this agreement to subscribe to the additional conditions below:

- A. As a registered Builder who undertakes proposed residential construction I shall, prior to commencement of such construction, provide each customer with a contract that shall be fair and equitable to both parties.
- B. As a Registered Builder (on new construction) 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 on-year limited warranty shall at least include the provisions set forth in the HBASI Home Owners Limited Warranty. Also, I shall provide to the new home owner a "How to Care for Your Home" booklet such as provided by the Association.
- C. As a Registered Builder I agree to be bound by the Code of Ethics, Constitution and By-Laws of the Association, and agree to conciliate all disputes between myself and the public, in accordance with procedures as set forth in said By-Laws of the Association.
- D. Should a complaint be made to the Association against me for non-compliance with the foregoing requirements, or, where a controversy exists, the complaint shall be assigned to the registered Builder Committee for its consideration and recommendations.
- E. Failure on the part of the Registered Builder to comply with the requests or directives of the Registered Builder Committee or the terms of any conciliation agreement signed by a Registered builder member and the homeowner could result in a recommendation to the Board of Directors that said member be suspended or expelled from the association, thereby depriving the Registered Builder member of the right to represent himself or herself or his or her firm as a Registered Builder member of the Home Builders Association of Southern Indiana.
- F. I shall, where practical, present my business firms and /or myself to the public as a Registered Builder using the insignia when advertising to identify myself as such, and will use such promotional material as is made available under the Registered Builder program.
- G. Any member who disaffiliates membership with the Home Builders Association of Southern Indiana for any reason, voluntarily or involuntarily, automatically relinquishes rights to the Registered Builder program, its insignias and privileges.

- H. In the event the Builder feels aggrieved by a decision of the Registered Builder Committee, such Builder shall have the right to a 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 Registered Builder Committee. The record shall then be reviewed by the board of Directors. 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.
- I. ***All new Registered Builders approved after 12-31 -95 must obtain 20 credit hours of appropriate professional education in prior two (2) years of becoming a Registered Builder. These credits may e obtained in several ways. (1 credit hour equals 1 classroom hour in a Registered Builder Committee approved course) Sample courses are as follows:***
- 1. Complete all required courses of the Graduate builders Institute (GBI) (45 credit hours).***
 - 2. Attend one course of the GBI (5 Credit hours).***
 - 3. Attend one session (three classes) of GBI (15 credit hours).***
 - 4. Attend a full day seminar sponsored the HBASI, HBAL, NAHB, The Home Builders Institute (HBI0, or a similar industry organization that is professionally taught and housing related (8 credit hours).***
 - 5. Attend a half (1/2) day seminar sponsored by the HBASI, HBAL, NAHB, The Home Builders Institute (HBI), or a similar industry organization that is professionally taught and housing related (4 credit hours).***
 - 6. Complete the four=night "Basics of Building" course by the HBAL (12 credit hours).***
 - 7. Attend CABO Building Code course (8 credit hours).***
 - 8. Certain seminars (such as SMC) and college courses may qualify for credit. The Registered Builder Committee will determine how much, if any, credit is given on an individual basis.***
 - 9. At least 10 credit hours must be obtained from Basics of Building, CABO or GBI Before the fulfillment of the 20 credit hours are met.***
 - 10. At least 10 hours of the 20 must be obtained by the end of the first year anniversary of being a Registered Builder.***

In consideration of the promise to comply with the conditions set forth above by the applicant Builder, the Home Builders Association of Southern Indiana shall issue a certificate of qualification and shall assign a certificate number to the applicant Builder.

I certify that I will abide by the By-Laws of the HBASI and Code of Ethics. I further certify that, to the best of my knowledge, all information contained herein is true and accurate.

I understand that I, as an individual, am being approved as the Registered Builder member of the Home Builders Association of Southern Indiana and I further understand that I will be personally responsible to the Association even though I may build or conduct business under the name of a partnership, joint venture, corporation or other entity.

Witness

Builder

Date

Firm Name

Two Registered Builder sponsors must sign below:

Member Sponsor _____

Member Sponsor _____

Approved by the Home Builders Association of Southern Indiana, this _____ day of _____,
20____.

Executive Officer

A check for one year's dues plus application fee must accompany this application... see dues schedule below.

DUES

The dues of this Association shall be paid annually on the anniversary date of membership being approved by the Board of Directors at the rate of:

ACTIVE REGISTERED BUILDER MEMBERS - \$475.00 per year. Your check MUST accompany the application.

Dues for membership in the National Association of Home Builders and the Home Builders Association of Indiana 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 Registered Builder sponsors who have personal knowledge of the applicant's business integrity and construction activity
- C. Have been in the construction business for a period of one year
- D. Have controlled and supervised all phases, including the financial and "on-site" responsibilities of a minimum of six houses
- E. Whose principal income is derived from the building of dwelling units and/or related real estate activities
- F. Submit names of five previous customers for purposes of reference
- G. Appear before the Registered Builder Committee for a personal interview
- H. Meet all educational requirements contained in paragraph 1 of page 4.

Date Received _____