



HOME BUILDERS ASSOCIATION  
OF NORTHERN KENTUCKY

**REGISTERED BUILDER/REMODELER MEMBERSHIP APPLICATION**

The undersigned respectfully applies for Registered Builder or Registered Remodeler membership in the Home Builders Association of Northern Kentucky. (HBANK)

Check only one \_\_\_\_\_ Registered Builder \_\_\_\_\_ Registered Remodeler

Applicant's Name \_\_\_\_\_

Home Address: Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

Company Name \_\_\_\_\_ Date established \_\_\_\_\_

Street \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_ FAX \_\_\_\_\_

E-mail: \_\_\_\_\_ Web Site \_\_\_\_\_

Chief Executive Officer \_\_\_\_\_

**List of all principals or corporation officials**

Name/position \_\_\_\_\_ Name/position \_\_\_\_\_

Name/position \_\_\_\_\_ Name/position \_\_\_\_\_

Type of Business Organization

\_\_\_\_ Corporation \_\_\_\_\_ Partnership \_\_\_\_\_ Limited Liability Co.

\_\_\_\_ Sole Proprietorship \_\_\_\_\_ Other

Name(s) under which you conduct business: \_\_\_\_\_

List other construction-related businesses in which you have ownership: \_\_\_\_\_

Name of other organizations to which you belong: \_\_\_\_\_

Provide brief history of company: \_\_\_\_\_

Applicant's current duties with the company: \_\_\_\_\_

If in construction business less than two (2) years, state previous employment.

Is your principal income at present derived from the building of dwelling units and related real estate activities or remodeling? \_\_\_yes \_\_\_no (if no, please explain)

*Please indicate the percent of annual sales volume derived from the following:*

New home construction\_\_\_\_ Residential remodeling\_\_\_\_ Commercial remodeling\_\_\_\_

Residential land development\_\_\_\_ Commercial land development\_\_\_\_

Subcontractor activities\_\_\_\_

Other\_\_\_\_ (explain) \_\_\_\_\_

Are you engaged in any other type (s) of business? \_\_\_yes \_\_\_no

If yes, state nature of business \_\_\_\_\_

Other "DBA" names under which this business currently operates or has previously operated:

\_\_\_\_\_

Number of construction projects built in last 3 years \_\_\_\_\_; in last 12 months \_\_\_\_\_ (indicate where located)

List address and customer name of *at least* 3 projects presently under construction.

(1) \_\_\_\_\_

(2) \_\_\_\_\_

(3) \_\_\_\_\_

List names, addresses and completion dates of *at least* three (3) customers and type of project.

(1) Name \_\_\_\_\_ Settlement Date: \_\_\_\_\_  
Project \_\_\_\_\_ Phone # \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

(2) Name \_\_\_\_\_ Settlement Date: \_\_\_\_\_  
Project \_\_\_\_\_ Phone # \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

(3) Name \_\_\_\_\_ Settlement Date: \_\_\_\_\_  
Project \_\_\_\_\_ Phone # \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

(4) Name \_\_\_\_\_ Settlement Date: \_\_\_\_\_  
Project \_\_\_\_\_ Phone # \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

(5) Name \_\_\_\_\_ Settlement Date: \_\_\_\_\_  
Project \_\_\_\_\_ Phone # \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

(6) Name \_\_\_\_\_ Settlement Date: \_\_\_\_\_  
Project \_\_\_\_\_ Phone # \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

Have you ever been a party to any litigation, judgment or bankruptcy proceedings within the last five years? \_\_\_\_yes \_\_\_\_no If yes, explain briefly \_\_\_\_\_

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**BUSINESS REFERENCES:** Please supply names and addresses of a **minimum** of five (5) supplier references, WITH ONE BEING A FINANCIAL INSTITUTION.

1) LUMBER: \_\_\_\_\_ Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone # \_\_\_\_\_

2) CONCRETE: \_\_\_\_\_ Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone # \_\_\_\_\_

3) MATERIALS: \_\_\_\_\_ Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone # \_\_\_\_\_

4) PLUMBING: \_\_\_\_\_ Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone # \_\_\_\_\_

5) ELECTRICAL: \_\_\_\_\_ Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone # \_\_\_\_\_

6) MASONRY: \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone # \_\_\_\_\_

7) HEATING/COOLING: \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone # \_\_\_\_\_

8) FINANCIAL INSTITUTION: \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone # \_\_\_\_\_

*I hereby make application for Registered Builder or Registered Remodeler membership and certify the above statements are true and correct.*

*I agree to be governed by the Articles of Incorporation and Bylaws of the 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 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 I agree to return any trade marks, signs or insignias connected with membership in the Association, and further agree not to use said material in any manner whatsoever.*

**Registered Builder/Remodeler Agreement**

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

- A. As a Registered Builder or Registered Remodeler, I shall, prior to commencement of such construction, provide each customer with a written contract that shall be fair and equitable to both parties.
- B. As a Registered Builder (on new construction) or Registered Remodeler, I shall issue to each customer or owner, a written one (1)-year limited warranty dated from the final inspection or occupancy of the owner--whichever occurs first. This one (1)-year limited warranty shall at least include the provisions set forth in the Home Builders Association's Limited Warranty. Also, if a Registered Builder, I shall provide to the new home owner a *How to Care For Your Home* booklet and copy of the most current version of the *Performance Standards Manual*, as provided by the Association.

- C. As a Registered Builder or Registered Remodeler, I agree to maintain a valid Workers' Compensation Insurance policy and to provide a copy of such to the HBA each calendar year.
- D. As a Registered Builder or Registered Remodeler, I agree to maintain a valid Company Liability Insurance Policy, with a minimum of \$250,000 coverage, and to provide a copy of such to the HBA each calendar year.
- E. As a Registered Builder or Registered Remodeler, our company agrees to comply with the annual Continuing Education (CE) requirements.
- F. As a Registered Builder or Registered Remodeler, I agree to be bound by the Code of Ethics, Constitution and Bylaws of the Association, and agree to conciliate all disputes between myself, HBA member suppliers and the public, in accordance with procedures as set forth in the Registered Builder/Remodeler Program Guidelines.
- G. I further agree to enter into binding arbitration to settle all disputes that can not be resolved through the HBA's conciliation process.
- H. Should a complaint be made to the Association against our company for non-compliance with the foregoing requirements, or, where a controversy exists, the complaint shall be assigned to the Registered Builder/Remodeler Committee for its consideration and recommendations.
- I. Failure on the part of a Registered Builder or Registered Remodeler to comply with the request of directives of the Registered Builder/Remodeler Committee, may result in a recommendation to the Board of Directors that said Registered Builder or Registered Remodeler be suspended or expelled, thereby depriving him the use of the term "Registered Builder" or "Registered Remodeler" in his operations.
- J. I shall, where practical, present my business firms and/or myself to the public as a Registered Builder or Registered Remodeler using the insignia when advertising to identify myself as such, and will also use such promotional material as is made available under the Registered Builder/Remodeler Program.
- K. Any member who disaffiliates his membership with the Home Builders Association of Northern Kentucky for any reason voluntarily or involuntarily automatically relinquishes his rights to the Registered Builder/Remodeler Program, its insignias and privileges.
- L. In the event the Registered Builder or Registered Remodeler feels aggrieved by a decision of the Registered Builder/Remodeler Committee, such Registered Builder or Registered Remodeler 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 Registered Builder/Remodeler 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 certify that, to the best of my knowledge, all information contained herein is true and accurate.

Applicant Name/Signature \_\_\_\_\_

Company Officer/Owner Name/Signature (if different from applicant) \_\_\_\_\_

Signature of Sponsor \_\_\_\_\_ Date \_\_\_\_\_

**Note: A check for one year's dues and the application processing fee must accompany this application. Future dues payments coincide with anniversary renewals.**

**Gross Annual Business Volume**

(Please check appropriate category of dues)

**Dues Amount**

**# Company Reps.\***

(includes primary member)

_____ \$350,000 or less	\$520	1
_____ \$350,000 to \$1 million	\$850	2
_____ \$1 million to \$3 million	\$1,375	4
_____ Over \$3 million	\$1,600	6
_____ Commercial Only	\$825	2

Names of eligible company reps. \_\_\_\_\_

Names of **additional** company reps. that you would like to include with your membership (i.e. Affiliate Members-\$75 per rep.)  
\_\_\_\_\_

\*Each company is eligible for one primary member of record and additional company representatives based on the amount of dues. Additional representatives (Affiliate Members) may be added at the rate of \$75.

**Total amount of payment included with this application (including \$45 new member processing fee) \$ \_\_\_\_\_**

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 Bylaws of those Association (or amendments thereto currently in effect).

Return completed application to:

**Membership Director**  
**Home Builders Association of Northern Kentucky**  
**2751 Circleport Drive, Erlanger, KY, 41018.**  
For more information call (859) 331-9500