

**Must have conducted business for five years under your current company name and completed ten houses in order to apply under this program. If you do not meet these requirements, please refer to the Associate Builder/Remodeler Application.**

# HOME BUILDERS ASSOCIATION OF LOUISVILLE

Home Building Center

1000 N. Hurstbourne Parkway – Louisville, KY 40223-4012

Telephone: (502) 429-6000 Fax: (502) 429-6036



## APPLICATION FOR REGISTERED BUILDER MEMBERSHIP

The undersigned respectfully applies for Registered Builder membership in the Home Builders Association of Louisville.

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

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

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

Cell Phone: \_\_\_\_\_ email address: \_\_\_\_\_ Metro IPL Contractors ID#: \_\_\_\_\_

Firm/Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

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

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 of applicant: \_\_\_\_\_%

Name(s) under which you build:

\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_

In what community activities have you participated? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

What particular phase of association committee work interests you most?

\_\_\_\_\_  
\_\_\_\_\_

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 current company name? \_\_\_\_\_ years

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 of business? YES  NO

If yes, state nature of business \_\_\_\_\_ 7/04

Number of dwelling units built in last 3 years \_\_\_\_\_; in last 12 months \_\_\_\_\_  
 List names and addresses of the last ten 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 (_____) _____
7.	Name _____	Settlement Date _____ / _____ / _____
	Address _____ City _____	State _____ Zip _____
	Home Phone (_____) _____	Work Phone (_____) _____
8.	Name _____	Settlement Date _____ / _____ / _____
	Address _____ City _____	State _____ Zip _____
	Home Phone (_____) _____	Work Phone (_____) _____
9.	Name _____	Settlement Date _____ / _____ / _____
	Address _____ City _____	State _____ Zip _____
	Home Phone (_____) _____	Work Phone (_____) _____
10.	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?      YES          NO
- 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. Contracting of subs?      YES          NO
- f. List present or past trade background (i.e. carpentry, plumbing, etc.)

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Have you or your company ever been a party to any litigation, judgment or bankruptcy proceedings within the last five (5) 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: \_\_\_\_\_  
Account 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 your 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. CONCRETE/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: \_\_\_\_\_ # years \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

I hereby make application for Registered Builder membership and certify that 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 HBAL, 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 HBAL.

I further understand that the use of any trademark, 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, trademarks, signs or insignias connected with membership in the Association, and further agree not to use said material in any manner whatsoever.

### **REGISTERED BUILDER AGREEMENT**

I further understand and agree that as a condition of my acceptance as a Registered Builder member of the HBAL, 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 at contract signing, a one-year limited warranty dated from occupancy or closing by the owner – whichever occurs first. This one-year limited warranty shall at least include the provisions set forth in the HBAL Home Owners Limited Warranty. Also, I shall provide to the new homeowner 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 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 request or directives of the Registered Builder Committee or the terms of any conciliation agreement signed by a Registered Builder member and the homeowner or any arbitration award made by a commercial arbitration service chosen by the Registered Builder 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 Louisville.
- 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 whose membership is expelled from the Home Builders Association of Louisville for any reason, voluntarily or involuntarily, automatically relinquishes rights to the Registered Builder program, its insignias and privileges and I understand that I cannot be considered for membership again under this program for a period of up to five (5) years. Any member, whose membership is expelled from the Home Builders Association due to failure to obtain required education credits, cannot re-apply for membership into the Association for a period of one year from the date that the education credits are complete. I understand that should my Registered Builder membership be suspended or expelled by the Board of Directors, the fact that such action has been taken shall be published in the Louisville Builder magazine. Re-instatement of membership shall also be published in the Louisville Builder magazine.
- H.** In the event the Builder feels aggrieved by a decision of the Registered Builder Committee, such Builder 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 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.** Registered Builders approved after January 1, 1996 must obtain eight (8) credit hours per calendar year of continuing education. Education courses must come from the HBAL curriculum. Registered Builder Committee may approve alternative courses where applicable. Approval must be received from Registered Builder Committee prior to taking classes.

J. Must attend the HBAL orientation and one of local code training courses as provided by HBAL twice per year. Both mandatory sessions must be completed within first year of membership.

In consideration of the promise to comply with the conditions set forth above by the applicant Builder, the Home Builders Association of Louisville 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 HBAL, Registered Builder Committee policies and Code of Ethics. (Copies are attached.) 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 Louisville 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. If more than one Registered Builder member owns an interest in or is employed by an entity engaged in the construction of houses or other buildings, whenever one of such owners or employees is suspended or expelled or otherwise disciplined by the Board of Directors, the same disciplinary action shall apply to every other such owner or employee of the entity even though such other owner or employee did not participate in the matter resulting in the disciplinary action.

\_\_\_\_\_ I have received a copy of the HBAL By-Laws, Code of Ethics and Registered Builder Committee policies.  
(Initial)

\_\_\_\_\_ I have attached copies of my company's worker's compensation and general liability Certificates of Insurance.  
(Initial)

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Builder

\_\_\_\_\_  
Date

\_\_\_\_\_  
Corporate Officer

\_\_\_\_\_  
Firm Name

Two Registered Builder/Remodelor sponsors must sign below who have thoroughly reviewed applicant's homes to assure their construction practices meet required code standards:

Member Sponsor: \_\_\_\_\_

Member Sponsor: \_\_\_\_\_

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

Approved by the Home Builders Association of Louisville, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Executive Vice President

**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: \$555.00 the first year (which includes \$50.00 application fee) and \$505.00 per year thereafter. Your dues check MUST accompany the application. Application fee is non-refundable.

ASSESSMENTS: In addition to the above annual dues, you will be billed \$25.00 per building permit for single family homes and \$3.50 per building permit on multi-family dwelling units, payable at the time building permit is issued for said units. There is a limitation of \$600.00 in assessments per member during any one calendar year.

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 By-Laws of those Associations (*or amendments thereto currently in effect.*)

***New applicants for Registered Builder membership who are currently building within the HBAL jurisdiction shall meet the following requirements unless waived by the Registered Builder Committee:***

- A. Have an acceptable credit report.
- B. Have two (2) Registered Builder/Remodeler 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 five (5) years under own company name.
- D. Have controlled and supervised all phases, including the financial and "on-site" responsibilities of a minimum of ten houses.
- E. Whose principal income is derived from the building of dwelling units and/or related real estate activities.
- F. Submit names of ten (10) previous customers for purposes of reference- eight must respond would recommend to another client.
- G. Appear before the Registered Builder Committee for a personal interview.
- H. Meet all education requirements contained in paragraph I and J of Page 4.

***New Applicants for Registered Builder membership who are transferring with reciprocal agreement from another association to Home Builders Association of Louisville shall meet the following requirements unless waived by the Registered Builder Committee:***

- A. Applicant must submit standard application with applicant being owner; local principal, chief operating officer or corporate officer being designated on application as builder representative for membership.
- B. Meet all educational requirements contained in paragraph I and J of Page 4.
- C. A letter of recommendation must be obtained from applicant's home association and signed by the association's executive officer and the President of the association.
- D. Applicant (builder) must have been a member of his/her home association prior to November, 1987 in order for the eight (8) continuous education requirements to be waived with the exception of the mandatory orientation and codes class requirement.
- E. Have an acceptable credit report.
- F. Have two (2) Registered Builder/Remodeler sponsors who have personal knowledge of the applicant's business integrity and construction activity.
- G. Have been in the construction business for a period of five (5) years under own name.
- H. Have controlled and supervised all phases, including the financial and "on-site" responsibilities of a minimum of ten (10) houses.
- I. Whose principal income is derived from the building of dwelling units and/or related real estate activities.
- J. Submit names of ten (10) previous customers for purpose of reference. Eight must respond and would recommend applicant to another client.
- K. Appear before Registered Builder Committee for a personal interview.

***New Applicants for Registered Builder membership who have completed the Associate Builder/Remodeler Program shall meet the following requirements unless waived by the Registered Builder Committee:***

- A. Have an acceptable credit report.
- B. Have two (2) Registered Builder/Remodeler sponsors who have personal knowledge of the applicant's business integrity and construction activity.
- C. Must be in the construction business under own company name.
- D. Have controlled and supervised all phases including the financial and "on-site" responsibilities of a minimum of ten (10) houses.
- E. Whose principal income is derived from the building of dwelling units and/or related real estate activities.
- F. Submit names of ten (10) previous customers for purpose of reference. Eight must respond and recommend applicant to another client.
- G. Appear before the Registered Builder Committee for a personal interview.
- H. Must have completed Associate Builder/Remodeler education credits within first three (3) years of being approved as a member.
- I. Meet all educational requirements contained in paragraph I of Page 4. Date Received: \_\_\_\_\_

**FINANCIAL INFORMATION RELEASE AUTHORIZATION**

I hereby authorize the release of any financial information requested by HOME BUILDERS ASSOCIATION OF LOUISVILLE, as specified: **Checking and Savings Deposit Verification & Credit Balances and Payment History**

A photocopy of this authorization may be deemed to be the equivalent of the original.

\_\_\_\_\_  
APPLICANT

\_\_\_\_\_  
DATE