

Thank you for your interest in joining the Home Builders Association of Greater Tulsa. Follow the directions under the appropriate column, depending on which type of membership you are requesting.

BUILDER MEMBER

A Builder Member is any individual who is the owner of or is employed by a firm which has been in the business of: (i) building or remodeling homes, apartments, schools, commercial, industrial or other structures; or (ii) land development.

Annual Builder Membership Fee	\$650.00
Non-Refundable Application Fee	<u>\$ 35.00</u>
TOTAL DUE	\$685.00

REQUIREMENTS FOR BUILDER MEMBERS:

- ☐ Two (2) reference letters from homeowners and/or customers.
- ☐ Two (2) current major supplier references.
- ☐ Two (2) current subcontractor references.
- ☐ Applicant must consent to background check of the applicant and/or the applicant's firm.
- ☐ Applicant shall furnish a Certificate of Insurance coverage to the Association. Minimum insurance requirements include, but are not limited to, General Liability with minimum coverage of \$300,000 and Workers' Compensation.

ASSOCIATE MEMBER

An Associate Member is any individual who is the owner of or is employed by a firm engaged in an allied trade, industry or profession related to building.

Annual Associate Membership Fee	\$535.00
Non-Refundable Application Fee	<u>\$ 35.00</u>
TOTAL DUE	\$570.00

REQUIREMENTS FOR ASSOCIATE MEMBERS:

- ☐ Applicant must consent to background check of the applicant and/or the applicant's firm.

ADDITIONAL REQUIREMENTS FOR SUBCONTRACTORS OR SUPPLIERS WHO PROVIDE LABOR OR MATERIALS TO A BUILDER.

- ☐ Two (2) current major supplier references.
- ☐ Applicant shall furnish a Certificate of Insurance coverage to the Association. Minimum insurance requirements include, but are not limited to, General Liability with minimum coverage of \$300,000 and Workers' Compensation.

The HBA Mission Statement

As leaders in the housing industry since 1942, we are dedicated to protecting the industry while promoting ethical business practices and standards. We support our community through education, membership requirements and philanthropic efforts.

Referred By/Sponsor (HBA Member): _____

1. COMPANY NAME: _____

NAME OF REPRESENTATIVE: _____

TITLE: _____ YEARS IN BUSINESS: _____

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

BILLING ADDRESS: _____

OFFICE PHONE: _____ FAX: _____ CELL: _____

EMAIL: _____ WEBSITE: _____

2. CURRENT MAJOR SUPPLIERS

Forward supplier reference sheets to companies listed below for completion.

1) Company Name _____ Contact _____

Address _____

City, State, ZIP _____

Phone _____ Fax _____

2) Company Name _____ Contact _____

Address _____

City, State, ZIP _____

Phone _____ Fax _____

3. CURRENT MAJOR SUBCONTRACTORS (Builder Members Only)

Forward subcontractor reference sheets to companies listed below for completion.

1) Company Name _____ Contact _____

Address _____

City, State, ZIP _____

Phone _____ Fax _____

2) Company Name _____ Contact _____

Address _____

City, State, ZIP _____

Phone _____ Fax _____

4. PERSONAL INFORMATION

Home Address _____

City, State, ZIP _____

Home Phone _____ Date of birth _____

5. CONSTRUCTION SPECIALTY (Builder Members Only)

Please check all that apply:

- ☐ Single Family General Contracting
- ☐ Single Family Custom Homes
- ☐ Remodeler
- ☐ Land Development
- ☐ Commercial Construction

Warranties Offered:

- ☐ None
- ☐ Third Party
- ☐ Self Warranty
- ☐ Other _____

6. PRODUCT/SERVICE CATEGORIES (Associate Members Only)

For a list of available categories, please visit TulsaHBA.com

1) _____ 3) _____

2) _____ 4) _____

CODE OF ETHICS

- To conduct business affairs with professionalism, integrity, and skill.
- To provide the best housing value possible through the use of quality materials, services, and construction methods.
- To build and renovate homes with high standards of safety, sanitation, and livability.
- To comply with building codes, laws, and regulations for the betterment of the home building industry and for the health, safety, and progress of the community.
- To comply with industry standards as adopted by the Association.
- To provide timely response to items covered under the applicable warranty.
- To provide timely payment of valid debts.
- To seek to resolve business controversies in accordance with grievance procedures defined by the Association.

7. I have read and understand all of the membership requirements and responsibilities of the Home Builders Association of Greater Tulsa, Inc. I agree that I will not advertise as a member of the Association until I have been notified by the Association of membership acceptance. I agree to abide by the Association's Articles of Incorporation, Bylaws, Code of Ethics, and other rules and regulations which shall from time to time be amended by the Association's Board of Directors.

I hereby certify that the above representations are true and correct and further authorize the Association or its assigns to perform a background investigation of the Applicant and/or the Applicant's firm.

Applicant's Signature _____ Date _____

Initial review of the application will be conducted by the HBA's Applications Committee. Final approval or disapproval shall be made by a majority vote of the members of the Association's Board of Directors.

CRITERIA FOR DENIAL OF MEMBERSHIP (ANY ONE OR MORE OF THE FOLLOWING):

- (A) Failure to provide required data
- (B) Background check indicates financial instability (unexplained judgments or liens against firm or individual in past five years)
- (C) Three negative customer references or a record of one legitimate, unsatisfied complaint filed against Applicant with the Better Business Bureau in the past two years
- (D) Negative references from any of the following:
 - a. Supplier
 - b. Subcontractor
- (E) Felony conviction within two years of date of application
- (F) Has not been in the business for at least one (1) year
- (G) Does not operate business within the jurisdiction of the HBA

APPEALS:

- (A) Upon notification of the Board of Director's disapproval of the application, Applicant may immediately reapply for membership or, in a written request, ask the Applications Committee for reconsideration of the application
- (B) After reconsideration, the Applications Committee will forward to the Board of Directors, its recommendation of approval or rejection of the submitted application
- (C) The final disposition to be determined by a majority vote of the members of the Board of Directors

Builder Membership \$685.00

Associate Membership \$570.00

☐ Check Enclosed

☐ Use Credit Card below - *handling fees may apply*

Total Amount: \$ _____

Please Circle: Visa MasterCard Discover

Card # _____ Exp. Date: _____ 3 Digit V-Code: _____

Billing Address: _____

City: _____ State: _____ Zip: _____

Name on Card: _____

Email Receipt To: _____