

PROCEDURE TO APPLY FOR MEMBERSHIP

Manitowoc County Home Builders Association

All prospective members will need to follow the procedures below and submit their application for review by the Board of Directors

1. You will need to contact a Manitowoc County Home Builders Association (MCHBA) member to sponsor you. Check with the MCHBA office for names and phone numbers. If you are unable to find a sponsor, we can assign one to you.
2. Your completed application must list a minimum of one (1) Credit Reference and one (1) Customer Reference. Incomplete applications can delay the acceptance process.
3. A certificate of insurance from your insurance company regarding your liability insurance coverage. Form can be faxed to the MCHBA office at 920-684-6277 or emailed to mchba@lakefield.net
4. Your completed membership dues payment. Payment can be made by Check or Visa/Master Card





MCHBA MEMBERSHIP APPLICATION

1011 South 10th St, Ste 103 * Manitowoc, WI 54220
Phone: 920-684-6222 * Fax: 920-684-6277 * Email: info@manitowocountyhomebuilders.com
www.manitowocountyhomebuilders.com

Complete Company Name _____

Contact Name: _____

Title: _____

Mailing Address: _____

Physical Address: _____

Phone: _____ Fax: _____

E-mail: _____ Mobile (optional) for office use only: _____

Website: _____

Date Business Began: _____ Number of Employees: _____

Nature of Business: _____

Name of ALL Company's Partners/Principals/Officers

1 _____ 2 _____
3 _____ 4 _____

Credit/References (Banks, Major Suppliers, Etc.) Minimum of 1 Required

<u>Firm/Contact</u>	<u>Street</u>	<u>City</u>	<u>State</u>	<u>Zip</u>
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____

Customer References – We have performed services for:

<u>Firm/Contact</u>	<u>Street</u>	<u>City</u>	<u>State</u>	<u>Zip</u>
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____

Membership Classification: Basic Membership Dues are \$425 per year. Please check appropriate category:

- Builder Member:** Any self-employed person, firm or corporation whose primary source of income is from the construction industry, land development or remodeling. Applicant must present a copy of valid contractor's License. **Contractor Certification Number** _____
State ID# _____ **Federal ID#** _____ **Contractor Qualifier #** _____
- Associate Member:** Any person, firm or corporation that provides services and / or products to the construction industry.

All members are required to have a certificate of insurance of not less than \$500,000 Business Liability and \$300,000 Auto Insurance Liability.
Liability Insurance Carrier _____ (return a copy of certificate of insurance with application)

MCHBA Sponsor Name (MCHBA member in good standing who encouraged you to join)

Name: _____ Business: _____

In making this application, I agree to abide by the By-Laws and Code of Ethics and by approved actions of the Board of Directors and membership of the Manitowoc County Home Builders Association, the Wisconsin Builders Association and the National Association of Home Builders of the United States. I agree that if my membership is terminated by receipt of written notification, or for non-payment, I will pay all obligations owed to the Association which were accrued prior to the date of cancellation. In the event of termination of membership in this Association, I agree to immediately discontinue the use of its insignias in any form. I understand that failure to meet any financial obligations to the Association may jeopardize my Member in Good Standing status.

I understand that this membership shall be effective as of the date of the signing of this application, subject only to subsequent approval of the Board of Directors. I further understand and agree that the Association has the right to investigate all applicants, including conducting a personal interview. The named applicant below hereby authorizes Manitowoc County Home Builders Association (MCHBA) to conduct such investigation of the applicant's activities, make certain inquiries and obtain credit reports as may be necessary for its determination of the applicant's financial and technical ability to meet its obligations to subcontractors and suppliers. Applicant hereby directs all credit reporting agencies and/or financial institutions to make available to the MCHBA and representatives any information in the possession of such agencies.

_____ I have attached my remittance (\$425.00) representing dues in the Manitowoc County Home Builders Association, Wisconsin Builders Association, and the National Association of Home Builders, in accordance with the applicable provisions of the By-Laws.

Check : _____ Credit Card: _____ Visa _____ MasterCard Name on Card _____

Card # _____ Exp Date _____ V-Code# _____

By signing this data sheet, I am hereby giving the MCHBA and its subsidiaries and affiliates, including the WBA and NAHB permission to transmit communications to my company and its staff using any company e-mail, telephone numbers, postal mailings or facsimile numbers. The MCHBA also has my permission to put contact information on the MCHBA website (when completed) and in the membership directory.

Signature: _____ Date: _____

MCHBA Code of Ethics

- To conduct business affairs with professionalism, honesty, and skill
 - To provide the best housing value possible through the use of quality materials, services, and construction practices backed by integrity
 - To build and renovate homes with high standards of safety and livability
 - To comply with the applicable industry standards as adopted by the Association
 - To provide timely response to items covered under the applicable warranty
 - To comply with all codes and regulations prescribed by law and government agencies for the health, safety, and progress of the community
 - To seek to resolve business controversies through a non-litigation dispute resolution mechanism
 - To deal fairly with respective employees, subcontractors, suppliers, and other members
 - To support the Association in its efforts to shape sound public policy for the betterment of our industry and the people we serve
 - To refuse to obtain any business through fraudulent means, knowing acts of omission, or by use of implications unwarranted by fact or reasonable probability
 - To refuse to engage in copyright infringement
 - To respect and promote the Association's mission, purposes, and activities; to refrain from acting in any manner that detracts from the Association's mission, purposes, and activities; and to refrain from acting in any manner that creates public confusion or misunderstanding regarding the mission, purposes, or activities of the Association (including false and misleading advertising or other false and misleading public statements)
 - To use the Association logo only in conjunction with the company name that holds a membership in the Association
 - To refuse to perform or cause to be performed any act that could reflect, discredit, or disrepute any part of the building industry and/or the Association
 - To use construction payouts to promptly pay creditors and refuse to use the funds for other purposes
 - To support and abide by the decisions of the Board of Directors in promoting and enforcing this Code of Ethics
- We assume these responsibilities freely and solemnly, mindful that they are part of our obligation as members of the Manitowoc County Home Builders Association

NAHB Member Identification (ID) Coding Instructions

The NAHB Member Identification (ID) Code is made up of eleven data blocks explained below. It's separate from the six-digit NAHB Membership Number given to each member. The ID Code is designed for use by NAHB and its affiliated state and local associations to provide services which respond to the challenging needs of your membership. Please note, if the requested data for a particular block is not applicable, enter a dash (-). If you don't know the exact answer for a particular block, please give your best estimate. In order for an associate member to receive the Builder Magazine they must be classified with an occupation code ranging from (A-Z). A "Z" or "other" classification code must be further defined by writing the specific occupation in the space provided.

1st BLOCK Enter Code 1 for Builder Member
Enter Code 2 for Associate Member

2nd BLOCK Enter the primary business activity code (A-Z) from list below

BUILDER MEMBER CLASSIFICATIONS

- A. Single Family Builder, Speculative (Detached & Attached)
- B. Single Family Builder, Custom
- C. Multifamily Builder - Sale Units
- D. Multifamily Builder/Owner - Rental Units (own account)
- E. Multifamily Contractor - Rental or sale Units (other investors)
- F. Remodeler - Residential
- G. Remodeler - Commercial
- H. Commercial Builders (Own Account)
- I. Commercial Contractor (other investors)
- J. Land Development
- K. Home & Building Manufacturer

Wholesale Dealers/Distributors

- X1 Appliances
- X2 Building Materials / Lumber
- X3 Floor Coverings
- X4 Paint / Wall Coverings
- X5 Other Wholesale Dealership (Specify)

ASSOCIATE MEMBER CLASSIFICATION

- L. Accounting
- M. Architects, Planners, Designers, Engineers
- N. Attorneys, Legal Services
- O. Computer Products or Services
- P. Financial Services
- Q. Insurance and Title Company
- R. Marketing, Advertising or Public Relations
- S. Product Manufacturers & Representatives
- T. Property Management
- U. Real Estate Brokers & Agents, Retail Dealers/Distributors
- Y. Utilities
- Z. Other (Specify)

RETAIL DEALERS / DISTRIBUTORS

- V1 Appliances
- V2 Building Materials, Lumber
- V3 Floor Coverings
- V4 Paint/Wall Coverings
- V5 All other Retail Dealers

SUB-CONTRACTORS AND

SPECIALTY TRADE CONTRACTORS

- W1 Carpentry Work
- W2 Electrical Work
- W3 Flooring
- W4 Landscaping
- W5 Plumbing, Heating and Air Conditioning
- W6 Roofing, Siding & Sheet Metal Work
- W7 All other Subcontractors

3rd & 4th BLOCKS Select second and third business activity from the list above, if applicable

5th BLOCK Enter the members annual dollar volume of all construction/development. Choose from list below.

- 1 - Under \$1million
- 2 - \$1 million to \$5 million
- 3 - \$5 million to \$10 million
- 4 - Over \$10 million

6th BLOCK Enter the members annual number of residential dwelling units Choose from list below.

- 1 - 0 units
- 2 - 1 to 10 units
- 3 - 11 to 25 units
- 4 - 25 to 100 units
- 5 - 101 to 500 units
- 6 - over 500 units

7th-10th BLOCKS Enter the total number of paid employees, including the member

11th BLOCK Enter the members business title from the list below

- A - President/CEO/Owner/Principal Partner
- B - VP/General Manager
- C - Construction Superintendant
- D - Sales & Marketing Manager
- F - Financial Manager
- G - Other Management Personnel
- H - Non-Managerial Personnel
- I - Other (Specify)