



# MEMBERSHIP APPLICATION

for the Home Builders Association of Berks County, a local chapter of the National Association of Home Builders and the Pennsylvania Builders Association.

**COMPANY NAME:** \_\_\_\_\_

**CONTACT PERSON & TITLE:** \_\_\_\_\_

**OWNER/CEO:** \_\_\_\_\_

**COMPANY ADDRESS:** \_\_\_\_\_

**CITY, STATE & ZIP:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **FAX:** \_\_\_\_\_ **CELL PHONE:** \_\_\_\_\_

**E-MAIL:** \_\_\_\_\_ **WEBSITE:** \_\_\_\_\_

**COMPANY EIN #:** \_\_\_\_\_ **NUMBER OF EMPLOYEES:** \_\_\_\_\_

**TYPE OF MEMBERSHIP (Check One):**     ' **Builder - \$455**             ' **Associate - \$455**

## CODE OF ETHICS

This Code of Ethics for members of the Home Builders Association of Berks County has been adopted to promote and maintain the highest standards of service in the building industry and conduct among its members. Adherence to these standards is required for membership in the Association to assure public confidence in the integrity and service of the Home Builders Association of Berks County, its members, and the building industry. The active members of this Association shall be limited to those persons and firms who shall subscribe to the following code of ethics: Members of the Home Builders Association believe and affirm that: decent housing should be within the reach of every family; homes and rental dwellings should be well designed, well constructed and well located in attractive communities, with educational, recreational, religious and shopping facilities accessible to all; homes and rental dwellings should be built under the private enterprise system.

To achieve these goals, we pledge allegiance to the following principles and policies: Our paramount responsibility is to our customers, our community and our country; honesty is our guiding business policy; members shall not knowingly enter into any contract, the terms of which are designed to imperil the rights to either labor or the suppliers of materials and shall not obtain any business by means of fraudulent statements or by use of implications unwarranted by fact. Members shall perform in a manner that is consistent with standards of quality workmanship and materials in order to promote a favorable image of the industry. Members shall comply with rules and regulations prescribed by law and government agencies for the health, safety and progress of the community. High standards of health, safety and sanitation should be built into every home and rental dwelling unit. Members shall deal fairly with their respective employees, subcontractors and suppliers. As members of a progressive industry, we encourage research to develop new materials, new building techniques, new building equipment and improved methods of single family and multifamily financing, to this end that every home owner and resident of a rental dwelling unit may get the greatest value possible for every dollar. As members of the Association, we agree to carry a proper amount of liability and property insurance and if we have employees to carry workers' compensation insurance as required by the laws in Pennsylvania. All sound legislative proposals affecting our industry and the people we serve shall have our informed and vigorous support. We hold inviolate the private enterprise system and the American way of life. We pledge our support to our associates, our local, state and national associations and all related industries concerned with the preservation of legitimate rights and freedoms.

**The applicant hereby authorizes the Home Builders Association of Berks County to conduct such investigation of the applicant's activities, make such inquiries and obtain such credit reports as may be necessary for its determination of the applicant's financial ability to meet its obligations to purchasers.**

**The applicant acknowledges that dues paid to the Home Builders Association of Berks County are non-refundable. When you join the Home Builders Association of Berks County, you also become a member of the Pennsylvania Builders Association (PBA), and National Association of Home Builders (NAHB). A portion of membership dues goes to both PBA & NAHB.**

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date Completed by Applicant

Sponsored by: \_\_\_\_\_  
(New members should be sponsored by an HBA member)

**Approved by Board of Directors:** \_\_\_\_\_  
(HBA Office Use Only)

**This Business is operated by:**

Individual \_\_\_\_\_ Partnership \_\_\_\_\_ Corporation \_\_\_\_\_ Date Business was established: \_\_\_\_\_

**PARTNERS OR CORPORATE OFFICIALS:**

\_\_\_\_\_  
(Name & Title) (Address)

\_\_\_\_\_  
(Name & Title) (Address)

**PA HOME IMPROVEMENT CONTRACTOR REGISTRATION #: (if applicable)**

**BANK NAME:** \_\_\_\_\_ **Contact:** \_\_\_\_\_ **Phone#:** \_\_\_\_\_

**INSURANCE REQUIREMENT:** All prospective members are required to submit a certificate of general liability insurance with this application or have your insurance carrier mail a copy directly to our office.

**DIRECTORY CLASSIFICATION:** Indicate the type of business (limit – one per member) in which you are engaged for your listing in the Association’s Buyer’s Guide & Membership Directory and website. A list of Member **Products/Services selections appears on the back page (or you can create a listing).** Additional listings can be purchased for \$50 each.

**Member Products/Services Listing:** \_\_\_\_\_

**MEMBERSHIP DESCRIPTIONS**

Membership in this Association shall be of the following classes:

- 1. Builder Membership
- 2. Associate Membership

Qualifications for membership in this Association shall be as follows:

- 1. **Builder Membership** shall be open to any person, firm or corporation who is of good character and business reputation and who meets the following requirements:(a) Whose primary business is the building or rebuilding of homes, apartments, or commercial and industrial structures, and (b) Operates within the territorial jurisdiction of the Association and agrees to abide by the provisions of the Constitution and By- Laws (and any amendments thereof) and shall subscribe to the Code of Ethics and shall meet with the approval of the Membership Committee and the Board of Directors.
- 2. **Associate Membership** shall be open to any person, firm or corporation who is presently and remains engaged in any related trade, industry or profession to the building industry within the territorial jurisdiction of the Association and shall subscribe to the Code of Ethics and shall meet with the approval of the Membership Committee and the Board of Directors.

**If the application is approved, the new member will be placed on probation for one year. Prior to sending a renewal notice, the Membership Committee will review the status of the new member to determine if the member is eligible to be granted membership for a second year.**

**Builder and Associate Members:**

I enclose a remittance of **\$455.00** representing my dues in the three associations (Home Builders Association of Berks County (HBA), Pennsylvania Builders Association (PBA), and National Association of Home Builders (NAHB) for a period of twelve (12) months.

Dues payments to the Home Builders Association of Berks County are NOT deductible as charitable contributions for federal tax purposes. However, dues payments may be deductible as an “ordinary and necessary” business expense (except for lobbying expenses). The **non-deductible** portion (for lobbying expenses) is \$82.86 for 2010.

**Acceptance into the Home Builders Association of Berks County membership does NOT guarantee acceptance into any insurance program sponsored by this Association or the Pennsylvania Builders Association.**

**Questions regarding the services and programs available through the Home Builders Association of Berks County should be directed to Katie Mauger, Membership Coordinator at our office by calling (610) 777-8889.**

**Please return application & check for \$455 (includes membership to HBA, PBA & NAHB) to:**

Home Builders Association of Berks County, Attn: Katie Mauger, Membership Coordinator  
25 Stevens Avenue, West Lawn, PA 19609

**ENDORSED PROGRAMS**

I, \_\_\_\_\_, (Applicant Name) understand that acceptance as a member of the Home Builders Association of Berks County does **NOT** guarantee acceptance into any of the endorsed programs of the National Association of Home Builders, the Pennsylvania Builders Association, or the Home Builders Association of Berks County. This understanding in particular, but not exclusively, pertains to any insurance product or program sponsored or endorsed by any of these three organizations.

\_\_\_\_\_  
(Applicant Signature)

\_\_\_\_\_  
(Date)

**GENERAL REFERENCES**

**Please give two client references:** (for builder and remodeler applicants only)

\_\_\_\_\_  
(Name/Co.) (Address) (Phone)

\_\_\_\_\_  
(Name/Co.) (Address) (Phone)

**Please give three supplier/trade/business references:** (to be completed by all applicants)

\_\_\_\_\_  
(Name/Co.) (Address) (Phone)

\_\_\_\_\_  
(Name/Co.) (Address) (Phone)

\_\_\_\_\_  
(Name/Co.) (Address) (Phone)

**Note:** From the date the HBA office receives a new member application, it may be 30 days or longer before the Membership Committee will make a recommendation to the Board of Directors concerning the new member application. This will allow time to conduct an investigation of the applicant's activities, make such inquiries and obtain such credit reports as necessary to determine the applicant's financial ability to meet its obligations to purchasers.

**WHY DO YOU WANT TO BECOME A MEMBER OF THE HBA:**

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

# **MEMBER PRODUCTS/SERVICES LISTINGS**

Accounting  
Advertising/Promotion/Marketing  
Aluminum Products  
Apartments/Rental Properties  
Appliances  
Appraisals  
Architects  
Asbestos Removal  
Associations  
Attorneys  
Audio\Video  
Banks  
Basement Waterproofing  
Bathrooms & Kitchens  
Block/Stone/Concrete  
Brick Supplies  
Building Supplies - Retail  
Cabinetry  
Carpentry Contractors  
Ceilings - Acoustical  
Ceramic Tile & Marble  
Chimney Cleaning/Relining  
Cleaning Services  
Closet Systems  
Commercial Contractors  
Computers & Services  
Concrete Construction/Paving  
Concrete & Cement Products  
Custom Builders  
Custom Woodworking  
Decks  
Mobile/Modular Homes  
Drywall Contractors  
Education  
Electrical Contractors  
Electrical & Lighting Supplies  
Engineers/Surveyors  
Environmental Consultants  
Equipment Sales/Rentals  
Excavating Contractors  
Exterior Insulation Finish Systems  
Fencing & Installation  
Financial Planning  
Fireplaces & Surroundings  
Floor Coverings  
Framing Contractors  
Fuel/Furnaces/Service  
Garage Doors/Operations  
General Hauling/Machinery  
Glass/Mirrors/Stained Glass  
Hardware - Retail  
Heating & Cooling  
Home Furnishings  
Home Improvements  
Home Inspections  
Hot Tubs/Spas/Pool  
Insulation/Installation  
Insurance - All Types  
Insurance - Title  
Interior Decoration  
Kitchen Cabinet Refacing  
Land Clearing  
Land Development  
Landscaping/Lawn Care/Tree Service

Locksmiths  
Log Homes  
Lumber & Millwork  
Masonry Contractors  
Mechanical Contractors  
Mortgage Companies  
Painters/Paperhangers  
Paint Supplies  
Paving Contractors  
Pest Control  
Phone Systems/Wireless  
Communications  
Plastering  
Plumbing Contractors  
Plumbing/Heating Supplies  
Pole Buildings  
Portable Toilet Rentals/Services  
Printing  
Publications  
Radio Communications  
Real Estate  
Remodeling Contractors  
Residential Builders/Remodelers  
Restorations  
Roofing Contractors  
Roofing & Siding Supplies  
Sanitation/Waste Services  
Security/Alarm Systems  
Septic Systems  
Siding/Installation  
Signs  
Steel Service Centers/Fabricators  
Stripping/Refinishing  
Sunrooms/Porch Enclosures  
Tile/Flagstone  
Tool Repair  
Topsoil/Mulch  
Transportation  
Trusses  
Utilities  
Vacuum Cleaners/Systems  
Water Conditioning  
Welding/Fabrication  
Well Drilling  
Wholesale Distributors/  
Manufacturers  
Window Treatments/Shades  
Windows & Doors  
Window & Door Installations  
Wood/Coal Burning Stove

\* Or Create Your Own!