

Home Builders Association of SW Missouri

Membership Application

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WELCOME TO THE HBA!

Your decision to apply for membership in the HBA shows a true commitment to the building industry and the future of Southwest Missouri. It also tells the public that you are a reputable business person who uses integrity and fairness in your day to day business. These principles are clearly stated in the HBA Code of Ethics we ask you to sign as part of this application.

Applications are reviewed by the HBA staff and the membership committee to verify their content. References are checked and a credit report may be ordered. The application is then considered by the Board of Directors at its regular monthly meeting. You will be notified when your application has been approved.

Applicant's Name _____ Tax ID # or SS# _____

Title: _____

Phone _____ Fax _____ Cell _____ Cell phone for Publication? Yes No

Firm/Company Name _____

Mailing Address _____ City _____ State _____ Zip _____

Physical Address _____

Website Address _____ E-Mail Address _____

Type of Business _____ Years In Business _____ # of Employees _____

Partners/Employees who should receive HBA news and information

INCLUDE WITH APPLICATION:

- ✓ Payment of \$365 for Annual Dues
- ✓ Payment of \$25 Application Fee
- ✓ Workers Compensation Certificate of Insurance
- ✓ General Liability Certificate of Insurance
- ✓ Completed Member Application

***Application and proof of insurance must be complete and dues paid in full before application can be processed.**

MEMBERSHIP AGREEMENT

I hereby authorize the Home Builders Association of Southwest Missouri to investigate my company's business activities, make inquiries and obtain credit reports as may be necessary for determination of my financial stability and record of dealing with vendors. I understand that the HBA board reserves the right to deny or terminate any membership based on, but not limited to, criminal or civil judgments, or other serious infractions that could in the judgment of the board, damage the effectiveness of the association in carrying out its mission.

I agree to abide by the Constitution and Bylaws of the HBA of Southwest Missouri, the Home Builders Association of Missouri and the National Association of Homes Builders. Upon termination of my membership, I will discontinue use of association insignia.

I assume the responsibilities stated in the HBA Code of Ethics, mindful that they are part of our obligation as members of the Home Builders Association of Southwest Missouri.

(Sponsor's Signature - Current HBA Member)

(Applicant's Signature)

(Date)

Dues payments to the HBA are NOT deductible as charitable contributions for federal tax purposes. \$235 of your dues payment may be deductible as an ordinary and necessary business expense.

ASSOCIATE MEMBER APPLICATION—\$365 ANNUAL DUES/\$25 Processing Fee

Fees Must Be Submitted At Time Of Application

- * Applicants for membership must have been in operation a minimum of six months.
- * Applicants with more than five employees must carry workers' compensation and general liability insurance.
- * Applicants must agree to observe and be bound by the HBA Code of Ethics.

References

HBA Member References (3)

(Name)	(Phone)
_____	_____
_____	_____
_____	_____

Business References (3)

(Name)	(Phone)
_____	_____
_____	_____
_____	_____

Associate Member Categories *(Circle the category(s) that apply)*

Accounting, Appliances, Architects, Plan Designers, Engineers, Attorneys, Building Materials/Lumber, Computer Products/Services, Financial Services, Floor Coverings, Insurance and Title Company, Marketing, Advertising and Public Relations, Product Manufacturers and Representatives, Property Management, Real Estate Brokers/ Agents, Retail Dealers/Distributors

Subcontractor & Specialty Trade Contractors

Carpentry, Electrical, Masonry, Landscaping, Plumbing/Heating/Air conditioning, Roofing/Siding/Sheet Metal, Painting, Flooring, Concrete Work, Excavation, Land Surveyor, Utilities, Other Subcontractors (Please describe below)

(Other) _____

Dealers (Please circle one) Wholesale Retail

(Circle Category(s) that apply) Appliances, Building Materials/Lumber, Floor Coverings, Paint/Wall Coverings, Other (please describe below)

(Other) _____

METHOD OF PAYMENT

_____ Check (enclosed) _____ MasterCard _____ Visa

Credit Card # : _____ Expiration Date: _____

Name on Card (Please Print) : _____ Security Code _____

Credit Card Billing Address: _____

Automatic Renewal: For your convenience your credit card can remain on file for automatic annual membership renewal. You will receive a thirty (30) day notification prior to the HBA of Southwest Missouri processing your payment. Credit Card information is kept confidential.

_____ Yes! Sign me up for Automatic Membership Renewal _____ No—I do not wish to keep my credit card on file.



HOME BUILDERS ASSOCIATION OF SOUTHWEST MISSOURI



HBA of Southwest Missouri Code Of Ethics

The Goal of the members of the Home Builders Association of Southwest Missouri is to provide quality products and services at reasonable prices, promoting the well being of our association, our industry and our community by following the "HBA Code of Ethics."

- HONESTY:** Honesty and integrity are the guiding principles by which we will conduct our business affairs.
- FAIRNESS:** We will be fair in all our business relationships, particularly in the area of pricing, contracts, and negotiations in order to give our customers the best possible value.
- LAWS:** We will comply with the letter and spirit of all federal, state and local laws that affect the construction industry. We will also abide by the by-laws of the association.
- SAFETY:** We will provide safe and healthy workplaces for our employees. We will construct safe and healthy buildings.
- QUALITY:** Our construction work and related services will meet or exceed industry standards. We will strive to learn from every job and improve the quality of our work every day.
- INTEGRITY:** We will strive to maintain a fair and honest environment in our businesses. We will do our best to continue to learn by experience, education, research and sharing with one another in a healthy competitive spirit.
- WARRANTY:** We will acknowledge any defects in our materials or workmanship and correct them in a timely manner.
- PAYMENT:** We will pay all of our invoices in a mutually agreeable arrangement with our creditors, maintaining a high level of fiscal responsibility.

This Code of Ethics for the members of the HBA of Southwest Missouri has been adopted to promote and maintain the highest standards of service and personal conduct among its members. I agree that if I am accepted for membership I will be governed by this Code and the HBA Bylaws as long as I continue to be a member.

(Applicant's Signature)

(Date)