# HOME BUILDERS ASSOCIATION OF MIDDLE TENNESSEE

9007 Overlook Boulevard • Suite 201 • Brentwood, TN 37027

## *APPLICATION FOR CERTIFIED BUILDER MEMBERSHIP*

## *What is an HBAMT Certified Builder?*

*The Certified Home Builder Program was created to identify the builder members of HBAMT as builders of quality homes who meet legal and ethical standards that are superior to non-member builders. HBAMT's Certified Builder logo symbolizes excellence, instills confidence in the buying public and provides a unique sales tool. The Certified Builder Programwill help you stay on the leading edge of the homebuilding industry.*

## *How can I become a Certified Builder?*

*Your willingness to distinguish yourself from the rest of the pack is the first step.*
*Simply fill out the attached application form listing your qualifications and references.*
*After you complete the application, thoroughly read through each requirement listed within the Certified Builder Agreement and place your signature on the appropriate line.*
*Then return this application* ***with $75*** *to:*
***HBAMT, 9007 Overlook Boulevard, Suite 201, Brentwood, TN 37027.***

Applicant's Name_____

General Contractor's License #_____

Home Address: Street_____

City_____ State_____ Zip_____ Phone_____

Firm/CompanyName_____

Address: Street _____

City_____ State_____ Zip_____ Phone_____

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 Partnership ☐ c. Partnership ☐ d. Other _____

Company Name(s) under which you build:_____

Please complete the following information:

Name of fraternal or other organizations to which you belong:_____

In what community activity 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_____

_____

How long have you been in the construction business under your own name? _____

If in building business less than two years, state previous business experience:_____

_____

Is your principal income at present derived from the building 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_____

_____

Number of dwelling units built in last 3 years_____; in last 12 months_____

List location (lot#, street address, subdivision) of last 4 dwelling units (under construction or recently completed):

(1)_____

(2)_____

(3)_____

(4)_____

List names and addresses of five people you have built a house for or who have purchased a new home from you:

(1) Name_____ Settlement Date____/____/____

Address_____ City_____ State___ Zip_____

Phone (  )_____ Email address: _____

(2) Name_____ Settlement Date____/____/____

Address_____ City_____ State___ Zip_____

Phone (  )_____ Email address: _____

(3) Name_____ Settlement Date____/____/____

Address_____ City_____ State___ Zip_____

Phone (  )_____ Email address: _____

(4) Name_____ Settlement Date____/____/____

Address_____ City_____ State___ Zip_____

Phone (  )_____ Email address: _____

(5) Name_____ Settlement Date____/____/____

Address_____ City_____ State___ Zip_____

Phone (  )_____ Email address: _____

In what phase of residential construction have you actively been involved?

(a) Plan and design work yes☐ no☐ (b) One site supervision yes☐ no☐

(c) Financing

1. Payments of accounts yes☐ no☐
2. Obtaining construction or permanent financing yes☐ no☐
3. Loan Closing yes☐ no☐

(d) Purchase of material yes☐ no☐ (e) Contracting of subs yes☐ no☐

(f) List present or past trade background (i.e. carpentry, plumbing, etc.) _____

Have you ever been suspended from FHA or VA? yes_____ no_____

If yes, briefly explain circumstances_____

Have you ever been a party to litigation, judgment, or bankruptcy proceedings within the last five (5) years? yes☐ no☐

If yes, briefly explain circumstances_____

Has any of your advertising ever been questioned by the Better Business Bureau, media, or other authority? yes☐ no☐

If yes, briefly explain circumstances_____

Names of Principal bank or financial institutions (include loan account numbers) with which you have recently placed loans:

(a) Bank (Business Checking/Savings Account)_____

Account#_____

Address City_____ State_____ Zip_____

Contact_____ Telephone:_____

(b)Lending institution (Construction Financing)_____

Account#_____

Address City_____ State_____ Zip_____

Contact_____ Telephone:_____

BUSINESS REFERENCES: Please supply names and addresses of your PRINCIPAL heating, plumbing, lumber and electrical subcontractors/suppliers, and other persons or companies who are familiar with your work and how you conduct your business (i.e. mortgage lenders, drywall, concrete suppliers, etc.)

(a) LUMBER:_____ #years _____ Phone ( )_____

Address:_____ City_____ State____ Zip_____ Email:_____

(b) CONCRETE/MASONRY:_____ #years _____ Phone ( )_____

Address:_____ City_____ State____ Zip_____ Email:_____

(c) MATERIALS:_____ #years_____ Phone ( )_____

Address:_____ City_____ State____ Zip_____ Email:_____

(d) PLUMBING:_____ #years _____ Phone ( )_____

Address:_____ City_____ State____ Zip_____ Email:_____

(e) ELECTRICAL:_____ #years _____ Phone ( )_____

Address:_____ City_____ State____ Zip_____ Email:_____

(f) HEATING/COOLING:_____ #years _____ Phone ( )_____

Address:_____ City_____ State____ Zip_____ Email:_____

(g) OTHER:_____ #years _____ Phone ( )_____

Address:_____ City_____ State____ Zip_____ Email:_____

## CERTIFIED BUILDER AGREEMENT

l. A certified Builder member who undertakes proposed residential construction shall, prior to commencement of such construction, provide each customer with a contract that shall be fair and equitable in all respects to both parties.

2. A Certified Builder member (on new construction) shall issue to each customer or homeowner a one-year limited warranty commencing with the date of occupancy of the owner or the date of closing, whichever first occurs. This one-year limited warranty shall include at a minimum the provisions set forth in the Home Builders Association of Middle Tennessee "Home Owners Limited Warranty". Also, a member shall provide to each owner a copy of the booklet entitled Your New Home and How To Take Care of It.

3. Should a complaint be made to the Association against me for non-compliance with the foregoing requirements, or where any controversy with a customer exists, the complaint shall be assigned to the Certified Builder Committee for processing in accordance with the Dispute/Resolution/Mediation/Arbitration Procedures of the Certified Builder Program.

4. A Certified Builder member shall, where practical, present his business firm and himself to the public as a Certified Builder using the insignia when advertising to identify himself as such, and will use such promotional material as is made available within the Certified Builder Program.

5. Any member who disaffiliates his membership with the Home Builder Association of Middle Tennessee for any reason, voluntarily or involuntarily, automatically relinquishes his rights to the Certified Builder Program, its insignias, trademarks, and privileges.

6. All new Certified Builders must obtain nine (9) credits of appropriate professional education within two (2) years of becoming a Certified Builder. These credits may be obtained in several ways:

(a) Complete all required courses of the Graduate Builder Institute (OBI), or its equivalent, as outlined by the local HBA. - 9 credits total
(b) Attend one (1) course of the OBI - 2 credits each
(c) Attend one or more half day business seminars sponsored by HBA or its local Sales and Marketing Council (SMC). - 2 credits each
(d) Attend the NAHB Convention. - 2 credits
(e) Attend one or more of the local HBA sponsored "Business Management Series" programs. - 1/2 credits each, up to 2 1/2 credits per year
(f) Attend one or more of the HBA monthly (5 per year) General Membership Meetings. - 1/2 credit each, up to 2 1/2 credits per year
(g) Certain full- or half-day seminars sponsored by the HBA, SMC, NAHB or Home Builders Institute (HBI), or local college level courses may also qualify for Certified Builder professional education credit. The Certified Builder Committee will determine how much credit will be given on an individual basis.

Once the minimum requirement of 9 credits in 2 years is met, any future continuing education will not be mandated and will be strictly voluntary for each builder member. The Certified Builder Committee may waive this requirement in the event a new member has equivalent educational training. In consideration of the promises of the applicant to comply with the conditions and requirements set forth above, the Home Builders Association of Middle Tennessee shall issue a certificate of qualification and shall assign a certificate number to the applicant Builder.

*****HBAMT does not allow subletting of any of services, products, promotional opportunities, or memberships.*****

I hereby certify that I have read the foregoing application and that all information and all statements contained herein are true and accurate to the best of my knowledge, information, and belief.

_____ witness

_____ builder

_____ date

_____ corporate office

_____ firm name

*Two Certified Builder sponsors must sign below:*

Member Sponsor_____

Member Sponsor_____

**HBAMT OFFICE USE ONLY:**

Approved by the Home Builders Association of Middle Tennessee, this _____ day of _____, 20_____.

_____ HBAMT President