



Application for Membership

Thank you for your interest in joining our organization. The Home Builders Association of Greater Tulsa consists of two distinct membership classifications: the **Builder Member** and the **Associate Member**. Both are integral to the success of our association and the housing industry.

Following are definitions of both membership classifications. Please be prepared to provide the appropriate information with your completed application.

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 normally related and appurtenant to a community; or (ii) land development; within the jurisdiction of this Association, for a minimum period of one year.

Annual Builder Membership Fee	\$530.00
Non-Refundable Application Fee	\$35.00
TOTAL DUE	\$565.00

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 which does business within the jurisdiction of this Association, who has been engaged in an allied trade, industry or profession related to building, and not inconsistent with the objectives of this Association, for a minimum period of one year.

Annual Associate Membership Fee	\$415.00
Non-Refundable Application Fee	\$35.00
TOTAL DUE	\$450.00

REQUIREMENTS FOR ASSOCIATE MEMBERS:

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

ADDITIONAL REQUIREMENTS FOR SUBCONTRACTORS OR OTHERS WHO PROVIDE LABOR OR MATERIALS TO A CONSTRUCTION WORK SITE

- 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.

Sponsor/Reference: _____

1. COMPANY NAME: _____

NAME OF REPRESENTATIVE: _____

TITLE: _____ YEARS IN BUSINESS: _____

STREET ADDRESS: _____

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

OFFICE: _____ FAX: _____ CELL: _____

EMAIL: _____ WEBSITE: _____

2. CURRENT MAJOR SUPPLIERS *(Select 2 for Reference Letters)*

Name _____	Name _____
Address _____	Address _____
City, State, ZIP _____	City, State, ZIP _____
Phone _____ Fax _____	Phone _____ Fax _____
Name _____	Name _____
Address _____	Address _____
City, State, ZIP _____	City, State, ZIP _____
Phone _____ Fax _____	Phone _____ Fax _____

3. CURRENT MAJOR SUBCONTRACTORS *(BUILDER MEMBERS ONLY) (Select 2 for Reference Letters)*

Name _____	Name _____
Address _____	Address _____
City, State, ZIP _____	City, State, ZIP _____
Phone _____ Fax _____	Phone _____ Fax _____
Name _____	Name _____
Address _____	Address _____
City, State, ZIP _____	City, State, ZIP _____
Phone _____ Fax _____	Phone _____ Fax _____

4. CURRENT MAJOR FINANCIAL INSTITUTIONS

Name _____	Name _____
Address _____	Address _____
City, State, ZIP _____	City, State, ZIP _____
Phone _____ Fax _____	Phone _____ Fax _____

5. PERSONAL INFORMATION

Home Address: _____	
City, State, ZIP _____	
Home Phone: _____	Spouse Name: _____

6. CONSTRUCTION SPECIALTY (*BUILDER MEMBERS ONLY*)

Please check all that apply:	Warranties Offered:
<input type="checkbox"/> Single Family General Contracting	<input type="checkbox"/> None
<input type="checkbox"/> Commercial Construction	<input type="checkbox"/> Third Party
<input type="checkbox"/> Land Development	<input type="checkbox"/> Self Warranty
<input type="checkbox"/> Single Family Custom Homes	<input type="checkbox"/> Other _____
<input type="checkbox"/> Remodeler	

7. PRODUCT/SERVICE CATEGORIES (*ASSOCIATE MEMBERS ONLY*)

_____	_____
_____	_____

8. 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 established 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 Association's Application 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 two 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 two or more of the following:
 - a. Supplier
 - b. Subcontractor;
- (E) Felony conviction within two years of date of Application.

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 Application Committee for reconsideration of the application;
- (B) After reconsideration, the Application 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 Association Board of Directors.

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 seek to resolve business controversies through timely, efficient and equitable "non-litigation" dispute resolution procedures and methods.

<input type="checkbox"/>	Builder Membership	\$565.00
<input type="checkbox"/>	Associate Membership	\$450.00
<input type="checkbox"/>	SMC Membership (HBA Member)	\$85.00
<input type="checkbox"/>	SMC Membership (Non-Member)	\$100.00
<input type="checkbox"/>	Remodeler's Council	\$75.00
<input type="checkbox"/>	2 nd Member Builder	\$360.00
<input type="checkbox"/>	2 nd Member Associate	\$360.00
<input type="checkbox"/>	Affiliate Membership	\$245.00
<input type="checkbox"/>	Other _____	\$____.____
TOTAL AMOUNT ENCLOSED:		\$____.____

Home Builders Association of Greater Tulsa, Inc.
11545 East 43rd Street ● Tulsa, OK 74146
Phone (918) 663-5820 ● Fax (918) 628-0493
www.tulsahba.com

Supplier Reference

Attention: _____

Regarding (company name): _____

Account #: _____

Dear Sir/Madam:

I have recently made application to the Home Builders Association of Greater Tulsa. In order for my application to be complete I need a supplier reference from you. Please provide this reference by completing the information below and returning it via mail to 11545 East 43rd Street Tulsa, Oklahoma 74116 or fax 918-628-0493 attention Nikki Rusch.

I appreciate your prompt response to this request as my membership cannot be approved until this reference is received. Thank you for your cooperation in this matter. If you have any questions please feel free to contact me at _____.

Sincerely,

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Supplier Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Date Account Opened: \_\_\_\_\_ Date of Last Sale: \_\_\_\_\_

Credit Limit: \_\_\_\_\_ Balance: \_\_\_\_\_ Amount Past Due: \_\_\_\_\_

Terms: \_\_\_\_\_ Account paid by: Cash    Credit Card    Check

Remarks: \_\_\_\_\_

Reference Completed by: \_\_\_\_\_ Dated: \_\_\_\_\_