

BUILDER MEMBERSHIP

\$650 Annual **\$170** Quarterly **\$59** Monthly
A non-refundable \$35 application fee is required upon application submission

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; or (ii) land development.

Requirements:

- Company has been in business a full year.
- Two (2) reference letters from homeowners and/or customers.
- Two (2) current supplier references.
- Two (2) current subcontractor references.
- Applicant must consent to background check of the applicant and/or the applicant's firm.
- Certificate of General Liability with minimum coverage of \$300,000 and Workers Compensation.

ASSOCIATE MEMBERSHIP

\$535 Annual **\$140** Quarterly **\$49** Monthly
A non-refundable \$35 application fee is required upon application submission

An Associate Member is any individual who is the owner of/ employed by a firm engaged in an allied trade, industry or profession related to building.

Requirements:

- Company has been in business a full year.
- Applicant must consent to background check of the applicant and/or the applicant's firm.
- Two (2) current supplier references.*
- Certificate of General Liability with minimum coverage of \$300,000 and Workers Compensation.*

*** Only required if you provide labor or service inside a customer home or to a builder**

AFFILIATE MEMBERSHIP

\$315 Annual **\$82** Quarterly **\$29** Monthly

An Affiliate Member is any representative joining an existing HBA Member company. Note: If the Primary member of the company drops their membership, the Affiliate will either take over the Primary membership at the higher rate to remain active, or drop their membership.

CRITERIA FOR DENIAL OF MEMBERSHIP

- Failure to provide required data.
- Background check indicates financial instability (unexplained judgments or liens against firm or individual in past five years).
- Three (3) negative customer references or a record of one legitimate, unsatisfied complaint filed against the Applicant with the Better Business Bureau in the past two (2) years.
- Negative references from a supplier or subcontractor.
- Felony conviction within two years of date of application.
- Company has not been in business for at least one (1) year.

APPLICATION REVIEW

Initial review of applications is conducted by the Applications Committee. Final approval or denial is made by a majority vote of the HBA Board of Directors.

APPEALS PROCESS

- 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 Applications Committee for reconsideration of the application.
- After reconsideration, the Applications Committee will forward to the Board of Directors, its recommendation of approval or rejection of the submitted application.
- The final disposition will be determined by a majority vote of the members of the Board of Directors.

Referred By/Sponsor (HBA Member): _____

1. COMPANY NAME: _____

NAME OF REPRESENTATIVE: _____

TITLE: _____ YEARS IN BUSINESS: _____

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

BILLING ADDRESS: _____

OFFICE PHONE: _____ FAX: _____ CELL: _____

EMAIL: _____ WEBSITE: _____

2. CURRENT MAJOR SUPPLIERS

Forward supplier reference sheets to companies listed below for completion.

1) Company Name _____ Contact _____
Address _____
City, State, ZIP _____
Phone _____ Fax _____

2) Company Name _____ Contact _____
Address _____
City, State, ZIP _____
Phone _____ Fax _____

3. CURRENT MAJOR SUBCONTRACTORS (Builder Members Only)

Forward subcontractor reference sheets to companies listed below for completion.

1) Company Name _____ Contact _____
Address _____
City, State, ZIP _____
Phone _____ Fax _____

2) Company Name _____ Contact _____
Address _____
City, State, ZIP _____
Phone _____ Fax _____

4. PERSONAL INFORMATION

Home Address _____
City, State, ZIP _____
Home Phone _____ Date of birth _____

5. CONSTRUCTION SPECIALTY (Builder Members Only)

Please check all that apply:

- Single Family General Contracting
- Single Family Custom Homes
- Remodeler
- Land Development
- Commercial Construction

Warranties Offered:

- None
- Third Party
- Self Warranty
- Other _____

6. PRODUCT/SERVICE CATEGORIES (Associate Members Only)

For a list of available categories, please visit TulsaHBA.com

1) _____ 3) _____
2) _____ 4) _____

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 provide timely payment of valid debts.
- To seek to resolve business controversies in accordance with grievance procedures defined by the Association.

7. 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 amended 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 _____

SELECT YOUR PAYMENT PLAN:

- | | | | |
|-------------------|---------------------------------------|--|---------------------------------------|
| Builder: | <input type="checkbox"/> \$650 Annual | <input type="checkbox"/> \$170 Quarterly | <input type="checkbox"/> \$59 Monthly |
| Associate: | <input type="checkbox"/> \$535 Annual | <input type="checkbox"/> \$140 Quarterly | <input type="checkbox"/> \$49 Monthly |
| Affiliate: | <input type="checkbox"/> \$315 Annual | <input type="checkbox"/> \$82 Quarterly | <input type="checkbox"/> \$29 Monthly |

CHOOSE YOUR PAYMENT METHOD:

Membership Payment Plan: _____

Non-Refundable Application Fee: + \$35.00

Total Amount Due: _____

Credit Card

ACH Bank Draft

Cash/Check

CARD NUMBER: _____ NAME ON CARD: _____

CSV: _____ EXP: _____ EMAIL RECEIPT TO: _____

BANK NAME: _____

ACCOUNT NUMBER: _____ NAME ON ACCOUNT: _____

ROUTING NUMBER: _____ EMAIL RECEIPT TO: _____

This Membership Dues Payment Agreement (the "Agreement") is entered into as of the _____ day of _____, 201__ by and between the Home Builders Association of Greater Tulsa (the "Association") and _____ with _____ company (the "Member"), both of whom agree to be bound by this Agreement. **WHEREAS**, the Member owes the Association \$_____ (the "Annual Dues"); and **WHEREAS**, the Member and the Association desire to enter into this Agreement whereby the Member shall pay the Association the sum of the Annual Dues on a payment plan according to the terms and conditions herein.

NOW, THEREFORE, in consideration of the mutual covenants and promises made by the parties hereto, the Member and the Association covenant and agree as follows:

1. Annual Dues Acknowledgement

The Member agrees and acknowledges that it owes the Association an amount of money equal to the Annual Dues as defined above. Nothing in this Agreement is a waiver of any amounts owed and in the event of any breach of this agreement by the Member, the Association's rights to the Annual Dues shall not be limited.

2. Payment Plan

The parties agree to the payment plan as described. The Member shall pay the first payment at the completion of the membership application and this Agreement, and will then have the option of the following: 1) Make monthly payments to the Association on the first business day of the month each month following membership approval by the HBA Board of Directors; or 2) Make quarterly payments on the first business day of every third month after membership approval by the HBA Board of Directors.

3. Method of Payment

Payments shall be made to the Association in accordance with the payment plan via ACH Account Withdrawal or Recurring Credit Card Charge.

4. Acceleration Upon Breach

In the event the Member fails to make any payments in accordance with the payment plan, upon reaching ten (10) days after the failure to make any such prescribed payment, the full amount of the Annual Dues shall become immediately due and payable.

5. Agreement Modifications

No modification of this Agreement shall be valid unless in writing and agreed upon by both parties.

6. Agreement Renewal

Since the Association shall incur expenses immediately upon the renewal date of the Agreement, it is upon the Member to notify the Association in writing prior to the renewal date of the Member's intention not to renew. If notification is not received prior to the renewal date, the Agreement will be automatically extended for one (1) year and the Member will be responsible for payment of Annual dues in full.

I am financially responsible for payments per this agreement

My company is financially responsible for payments per this agreement

SIGNATURE: _____ **DATE:** _____