



## Builders Association of South Central Kentucky

# Registered Builder/Remodeler Membership Application

859 Lovers Lane · Bowling Green KY 42103 · 270.781.3375 · Fax 270.782.5082 · www.bascky.com

All applications for **Registered Builder/Remodeler Membership** are subject to approval by the Board of Directors of the Builders Association of South Central Kentucky in who resides the exclusive right to accept or deny membership. *A check for one year's dues (\$475) plus application fee (\$50) must accompany this application. Total to join: \$525.*

If for any reason your application is not approved, the application fee is non-refundable but the dues amount will be refunded. We offer a **Membership Satisfaction Guarantee Agreement** and will refund the local portion of your membership dues after completion of the Agreement requirements, in the event that you are unsatisfied with your membership investment. *Contributions or gifts to the Builders Association of South Central Kentucky are not tax deductible as charitable contributions. However, they may be tax deductible as ordinary and necessary business expense.*

### Criteria for Registered Builder/Remodeler Membership application:

- Have an acceptable credit report-business and personal. (Authorization Signature required for Credit Check.)
- Must have two (2) current Registered Builder sponsors. Sponsor must have knowledge of applicant's performance history.
- Must have been in the construction business under their own name for a period of at least one year.
- Must have supervised, completed and sold a minimum of six (6) significant building or remodeling projects under the applicant's own name (residential, commercial, remodels or industrial).
- Principal occupation shall be derived from the building or building related industry.
- Must submit names and phone numbers of references including:
  1. Six Non-related Customers
  2. Three Suppliers
  3. Three Contractors
  4. One Financial Institution
- Must submit to the Conciliation Program in an effort to resolve disagreements between a member and a customer.
- Must use a written contract and provide a one year written warranty. If Builder uses a contract or warranty not supplied by the Builders Association of South Central Kentucky, the Contract and Warranty must include the same provisions as set forth in the Registered Builder Contracts and Warranties.
- Must complete required continuing education each calendar year. At least two of those hours must include safety training. Hours will be prorated for new members. (See Continuing Education Requirements)
- Applicant must submit current certificates of insurance for Worker's Comp and General Liability.
- Applicant will be interviewed by designated members of the Registered Builder Committee.
- Applications will be reviewed by the Registered Builder Committee with a recommendation to approve or deny submitted to the Board of Directors.
- The Board of Directors reserves the right to recommend or deny approval of applicant based on their previous experience and/or other factors that may indicate that applicant is qualified or not qualified to represent the Association in an acceptable manner. (See Criteria for Denial of Membership.)
- New applicants must sign an agreement that they will abide by the Constitution, Bylaws, Policies and Code of Ethics, as well as the decisions of the Registered Builder Committee as contained herein or as subsequently modified from time to time.

### Criteria for denial of membership includes any of the following.

1. Failure to provide all required data and information.
2. Credit report indicating serious delinquency, liens or unsatisfied judgments.
3. A legitimate negative response on financial stability from a lender, supplier or subcontractor.
4. Two or more legitimate negative responses from customers.
5. A negative report from a building inspector, legitimate negative responses in technical competence from any government agency contacted, or a lack of supervisory experience by the applicant in home construction.
6. A negative response from a member in good standing.

Any applicant who is denied membership in the Builders Association of South Central Kentucky as a Registered Builder will be notified in writing. Any applicant rejected by the Registered Builder Committee may appeal by making an appointment and appearing in person before the Board of Directors of the Builders Association of South Central Kentucky.

**Applicant's Initials:** \_\_\_\_\_

**Company Name** \_\_\_\_\_ **No. of Employees** \_\_\_\_\_  
 Corporation     Partnership     Sole Proprietorship    **Federal ID #** \_\_\_\_\_  
 Other (list \_\_\_\_\_)    **SS# of Primary Contact** \_\_\_\_\_  
**Date of Birth** \_\_\_\_\_

Company Add1 \_\_\_\_\_ Company Add2 \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Business Phone \_\_\_\_\_ Mobile Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 Email \_\_\_\_\_ Website \_\_\_\_\_

**Name of Registered Builder/Remodeler who shall serve as the Primary Contact:**

*This is the **individual** that will need to complete the required continuing education and will serve as the point of contact for all communications. If a company names only one Registered Builder/Remodeler, the continuing education requirement is 8 hours per year, with 2 of those being safety related. If a company adds additional Registered Builders to its record, the continuing education requirements will reflect that the primary Registered Builder contact must complete six hours (with two of those being safety related) while each additional Registered Builder must complete four hours. Individuals can only be listed as additional Registered Builders if they are employed in one of the positions listed below. The Primary Contact must initial each page of the application.*

**Registered Builder Primary Contact Position and/or Business Title (check all that apply):**

- Owner (indicate percentage of ownership \_\_\_\_\_%)     Principal     Partner     President/CEO
- VP/General Manager     Construction Superintendent     Architect/Designer/Engineer
- Financial Manager/Director     Sales & Marketing Manager/Director
- Other (specify) \_\_\_\_\_

**Registered Builder Primary Contact (complete only if different from above):**

Mobile Phone \_\_\_\_\_ SS# \_\_\_\_\_ Date of Birth \_\_\_\_\_  
 Home Phone \_\_\_\_\_ Business Phone \_\_\_\_\_  
 Email Address \_\_\_\_\_  
 Home Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Please list any additional Registered Builders to be affiliated with this company:**

Name \_\_\_\_\_ Email Address \_\_\_\_\_  
 Mobile Phone \_\_\_\_\_ SS# \_\_\_\_\_ Date of Birth \_\_\_\_\_  
 Owner (indicate percentage of ownership \_\_\_\_\_%)     Principal     Partner     President/CEO  
 VP/General Manager     Construction Superintendent     Architect/Designer/Engineer  
 Financial Manager/Director     Sales & Marketing Manager/Director  
 Other (specify) \_\_\_\_\_

Name \_\_\_\_\_ Email Address \_\_\_\_\_  
 Mobile Phone \_\_\_\_\_ SS# \_\_\_\_\_ Date of Birth \_\_\_\_\_  
 Owner (indicate percentage of ownership \_\_\_\_\_%)     Principal     Partner     President/CEO  
 VP/General Manager     Construction Superintendent     Architect/Designer/Engineer  
 Financial Manager/Director     Sales & Marketing Manager/Director  
 Other (specify) \_\_\_\_\_

Name \_\_\_\_\_ Email Address \_\_\_\_\_  
 Mobile Phone \_\_\_\_\_ SS# \_\_\_\_\_ Date of Birth \_\_\_\_\_  
 Owner (indicate percentage of ownership \_\_\_\_\_%)     Principal     Partner     President/CEO  
 VP/General Manager     Construction Superintendent     Architect/Designer/Engineer  
 Financial Manager/Director     Sales & Marketing Manager/Director  
 Other (specify) \_\_\_\_\_

**Applicant's Initials:** \_\_\_\_\_

List all principals or corporation officials with their title:

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

List any other company name(s) under which you build:

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

Number of years in construction business \_\_\_\_\_

Number of years in business under applicant name \_\_\_\_\_

Number of dwellings built last 2 years \_\_\_\_\_

Number last 12 months \_\_\_\_\_

Indicate activities your company is currently engaged in:

- Commercial Construction       New Construction       Remodeling       Industrial       Developing
- Other (List \_\_\_\_\_)

BG/Warren County Contractors License No. \_\_\_\_\_ Date Issued \_\_\_\_\_

*(Only required if building in Warren County, including Bowling Green city limits.)*

Other counties in which you provide services \_\_\_\_\_

Have you ever been a member of this builder's association or any other?  yes  no

*If yes, please name association and reason for lapse in membership.*

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

Is your principal income at present derived from building or related real estate activities?  yes  no

Are you engaged in any other type of business?  yes  no (If yes, please list \_\_\_\_\_)

List any other organizations to which you belong or have had significant community involvement

\_\_\_\_\_

Worker's Compensation Insurer Name \_\_\_\_\_

Account No. \_\_\_\_\_ Exp. Date \_\_\_\_\_

General Liability Insurer Name \_\_\_\_\_

Account No. \_\_\_\_\_ Exp. Date \_\_\_\_\_

*(Workers Compensation and General Liability Coverage is required for membership in the Builders Association of South Central Kentucky. A Certificate showing coverage amounts must be submitted with your application.)*

**Applicant's Initials:** \_\_\_\_\_

**Supplier References:** Please list the names and addresses of three (3) suppliers who are familiar with your work and how you conduct your business.

1 Company \_\_\_\_\_ Contact \_\_\_\_\_ Phone \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

2 Company \_\_\_\_\_ Contact \_\_\_\_\_ Phone \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

3 Company \_\_\_\_\_ Contact \_\_\_\_\_ Phone \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Subcontractor References:** Please list the names and addresses of three (3) subcontractors who are familiar with your work and how you conduct your business.

1 Company \_\_\_\_\_ Contact \_\_\_\_\_ Phone \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

2 Company \_\_\_\_\_ Contact \_\_\_\_\_ Phone \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

3 Company \_\_\_\_\_ Contact \_\_\_\_\_ Phone \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Homeowner Reference:** Please list the names and addresses of the last six (6) people for whom you have either built a house, or who has purchased one of your new homes, or for whom you have completed a major remodel project. These homeowners must be unrelated to you.

1 Name \_\_\_\_\_ Settlement Date \_\_\_\_\_ Phone \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

2 Name \_\_\_\_\_ Settlement Date \_\_\_\_\_ Phone \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

3 Name \_\_\_\_\_ Settlement Date \_\_\_\_\_ Phone \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

4 Name \_\_\_\_\_ Settlement Date \_\_\_\_\_ Phone \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

5 Name \_\_\_\_\_ Settlement Date \_\_\_\_\_ Phone \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

6 Name \_\_\_\_\_ Settlement Date \_\_\_\_\_ Phone \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Name of Principal Bank(s) or Financial Institution(s):**

1 Company \_\_\_\_\_ Contact \_\_\_\_\_ Phone \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Business Checking/Savings     Personal Checking/Savings     Construction Financing

2 Company \_\_\_\_\_ Contact \_\_\_\_\_ Phone \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Business Checking/Savings     Personal Checking/Savings     Construction Financing

**Applicant's Initials:** \_\_\_\_\_

**In what phase of building have you been involved?**

- a. Plan and design work: yes no
- b. On-site supervision: yes no
- c. Payment of accounts: yes no
- d. Obtaining financing: yes no
- e. Loan closing: yes no
- f. Contracting of subs: yes no
- g. Purchase of materials: yes no
- h. Other duties: \_\_\_\_\_

i. List present or past trade background (i.e. carpentry, plumbing):  
 \_\_\_\_\_  
 \_\_\_\_\_

**Have you ever been investigated or questioned by the Better Business Bureau or any other agency?**

yes no  
 If yes, briefly explain circumstances:  
 \_\_\_\_\_  
 \_\_\_\_\_

**Have you ever been a party to any litigation, judgment, lien, or bankruptcy proceedings within the last five years?**

yes no  
 If yes, briefly explain circumstances:  
 \_\_\_\_\_  
 \_\_\_\_\_

**List any other educational background:**  
 \_\_\_\_\_

**Registered Builder/Remodeler Classification. Select up to 3 in order of importance \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_.**

- a. Single Family Spec/Tract Building
- b. Single Family General Contracting
- c. Single Family Custom Building
- d. Multifamily Building (Condo/Co-op Units)
- e. Multifamily Building/Ownership (Rental Units)
- f. Multifamily General Contracting
- g. Remodeling-Residential
- h. Remodeling-Commercial
- i. Commercial Building (Own Account)
- j. Commercial General Contractor
- k. Land Development
- l. Modular/Panelized/Log

**Annual dollar volume of all construction/development**

- Under \$500,000
- \$500,000 to \$999,999
- \$1 million to \$4,999,999
- \$5 million to \$9,999,999
- \$10 million or over
- No construction activity

**Annual number of residential dwelling units.**

- 0 units
- 1 to 10 units
- 11 to 25 units
- 26 to 100 units
- 101 to 500 units
- Over 500 units

**Acknowledgements and Permissions**

I agree to accept and abide by the Constitution, Bylaws, Policies & Procedures, Code of Ethics and Conciliation Procedure as currently written and as may be revised or amended. In the event that I feel aggrieved by a decision of the Registered Builder Committee, I shall have the right to a review of record by the Board of Directors. A formal request for a review must be filed with the Association within thirty (30) days of notification of the Registered Builder Committee decision. The Board may, by a majority vote, take such action including reprimand, suspension or expulsion as it may deem necessary to be in the best interest of the Association. The decision of the Board of Directors shall be final.

***Applicant's Initials:*** \_\_\_\_\_

I hereby give permission to the financial institutions and business and homeowner references listed on this application to release the information that is requested by the Builders Association of South Central Kentucky.

***Applicant's Initials:*** \_\_\_\_\_

Membership at the state (Home Builders Association of Kentucky-HBAK) and national (National Association of Home Builders-NAHB) level are included in Registered Builder/Remodeler membership dues of the Builders Association of South Central Kentucky. Dues for HBAK and NAHB shall be paid by this Association from its treasury at the rates fixed and under the terms stated in the Bylaws of those Associations (or amendments thereto currently in effect.) Additionally, Registered Builder/Remodelers have access to Registered Builder Logos, Contracts and Warranties through the local Builders Association office. *Your New Home and How to Care For It* and other helpful publications can be purchased through BuilderBooks.com, a service of the National Association of Home Builders.

***Applicant's Initials:*** \_\_\_\_\_

**Code of Ethics**

Members of this Association shall be limited to those persons and firms who shall subscribe to the following Code of Ethics:

- A. Members believe and affirm that
  - 1. Homeownership can and should be within the reach of every American family.
  - 2. American homes should be well-designed, well-constructed, and well-located in attractive communities, with educational, recreational, religious and shopping facilities
  - 3. American homes should be built under the free enterprise system.
- B. To achieve these goals, we pledge allegiance to the following principles and policies:
  - 1. Our paramount responsibility is to our faith, our family, our customers, our community, and our country.
  - 2. Honesty is our guiding business policy.
  - 3. High standards of health, safety and sanitation shall be built into every home
  - 4. Members shall deal fairly with their respective employees, subcontractors and suppliers.
  - 5. As a member of a progressive industry, we encourage research to develop new materials, new building techniques, new building equipment and improved methods of home financing to the end that every home purchaser may get the greatest value possible for every dollar.
  - 6. All sound legislative proposals affecting our industry and the people we serve shall have our informed and vigorous support.
  - 7. We hold inviolate the free 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

***Applicant's Initials:*** \_\_\_\_\_

**Credit Report Authorization**

The Applicant authorizes CIC Business Credit Reporting Inc., dba NACM Nashville, and the Builders Association of South Central Kentucky to obtain a consumer credit report (written or oral) from any credit reporting agency. The Applicant authorizes any bank or business with which the Applicant has current or inactive experience to give any and all necessary credit information to the Builders Association of South Central Kentucky, which will assist in the credit investigation. To aid in the credit investigation, the Applicant also grants for the Builders Association of South Central Kentucky to pull a personal credit report.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

Upon signing of this Registered Builder/Remodeler Application, I agree that I have read and fully understand this document, all documents relating to this agreement, and to the conditions and standards as set forth. I certify that all statements contained within these documents are true and correct. I further acknowledge that I have received a copy of the Builders Association of South Central Kentucky's Code of Ethics, Constitution, Bylaws, Conciliation Procedure and Registered Builder Committee Policies. And by signing, I do respectfully apply for Registered Builder membership in the Builders Association of South Central Kentucky.

\_\_\_\_\_  
**Applicant** Signature

\_\_\_\_\_  
Date

**Workers Comp Certificate of Insurance Attached**

**General Liability Certificate of Insurance Attached**

\_\_\_\_\_  
**Application Sponsor** Signature

\_\_\_\_\_  
Date

Return this application with payment to:  
**Builders Association of South Central Kentucky**  
859 Lovers Lane · Bowling Green KY 42103  
Phone 270.781.3375 · Fax 270.782.5082

\_\_\_\_\_  
**Registered Builder Sponsor** Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
**Registered Builder Sponsor** Signature

\_\_\_\_\_  
Date

*At minimum, two Registered Builder/Remodeler members who are familiar with the Applicant must sign as sponsors. However, application can be signed by those RB Committee members who perform the review. An Associate can be an Application Sponsor and receive recruitment credit. Or if no application sponsor is designated, one of the Registered Builders will receive recruitment credit.*