



# MEMBERSHIP APPLICATION

## BUILDER MEMBERSHIP

**\$675** Annual **\$170** Quarterly **\$60** Monthly

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.
- Applicant consents to membership committee making inquiries about the applicant.
- Certificate of General Liability with minimum coverage of \$300,000 and Workers Compensation.
- One reference or letter or call from a current member, customer, supplier, or subcontractor

## ASSOCIATE MEMBERSHIP **\$675** Annual **\$170** Quarterly **\$60** Monthly

An Associate Member is any individual who is the owner of/or 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 consents to membership committee making background inquiries of applicant.
- Certificate of General Liability with minimum coverage of \$300,000 and Workers Compensation.
- One reference or letter or call from a current member, customer, supplier\*\*, or subcontractor\*\*

\*\* Only required if you provide labor or service at or on customer home/premises or to a builder.

## AFFILIATE MEMBERSHIP **\$45** Annual

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 RESCINDING MEMBERSHIP

- Failure to provide required data.
- Inquiry check indicates financial instability (unexplained judgments or liens against firm or individual in past five years).
- Three (3) negative customer references or records of legitimate, unsatisfied complaints filed against the Applicant with the Construction Industries Division 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 based on membership requirements. 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 rescinding membership, Applicant may immediately reapply for membership or, in a written request, ask the Membership Committee for reconsideration of the application.
- After reconsideration, the Membership Committee will forward to the Board of Directors, its recommendation of rejection or reinstatement of the membership.
- 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: \_\_\_\_\_ YEARS IN BUSINESS: \_\_\_\_\_

NAME OF REPRESENTATIVE: \_\_\_\_\_ TITLE: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

BILLING ADDRESS: \_\_\_\_\_

OFFICE PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ CELL: \_\_\_\_\_

EMAIL: \_\_\_\_\_ WEBSITE: \_\_\_\_\_

SOCIAL MEDIA HANDLES: \_\_\_\_\_

2. REFERENCE LETTER Builder and Associate\* Applicants Only

3. CONSTRUCTION SPECIALTY (Builder Applicants 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

4. ANNUAL DUES PAYMENT

## SELECT YOUR PAYMENT PLAN

Builder / Associate: \$675 Annual / \$170 Quarterly\* / \$60 Monthly\*

Affiliate: \$45 Annual

### PAYMENT METHOD

Membership Payment Plan: \_\_\_\_\_

Total Amount Due: \_\_\_\_\_

- Credit Card - send invoice
- ACH - send invoice
- Cash
- Check

## #5 Membership Information Reporting Form Codes

**Business Activities:** Circle the most important business activities from the list of codes below. Up to three (3) choices are available.

### BUILDER MEMBER CLASSIFICATIONS:

A	Single Family Spec/Tract Building	E	Multifamily General Contracting
B1	Single Family General Contracting	F	Remodeling - Residential
B2	Single Family Custom Building	F1	Additions
B2a	Adobe	F2	Kitchens, Baths
B2b	Brick, Stone, Masonry, Rastra, Foam Block	F3	Patios, Porches, Sunrooms
B2c	Strawbale	G	Remodeling - Commercial
B2d	Frame Stucco	H	Commercial Building (Own Account)
B2e	Wood	I	Commercial General Contracting
B2f	Specialties (Specify)	J	Land Development
C	Multifamily Building (Condo/Coop Units)	K	Manufacturing of Modular/Panelized/Log Homes
D	Multifamily Building/Ownership (Rental Units)		

### **BUILDERS:**

**Primary Business Activity** \_\_\_\_\_ **Secondary Business Activity** \_\_\_\_\_ **Tertiary Business Activity** \_\_\_\_\_

### ASSOCIATE MEMBER CLASSIFICATIONS:

L	Accounting	P1	Commercial Banking/Thrift Institution
M1	Architecture	P2	Mortgage Banking
M2	Engineering	Q	Insurance or Title Company
M2a	Civil	R	Marketing, Advertising or Public Relations
M2b	Electrical	S	Building Material Manufacturing
M2c	Mechanical	T	Property Management
M2d	Structural	U	Real Estate
M3	Planning/Designing/Drafting	U1a	Appraiser
N	Legal Services	Y	Utilities
		Z	Other (Specify)

### **Wholesale Dealers/Distributors:**

X1	Appliances	X3	Floor Coverings	X5	Other Wholesale Dealership (Specify)
X2	Building Materials/Lumber	X4	Paint/Wall Coverings		

### **Subcontractors and Specialty Trade Contractors:**

W1	Carpentry	WA	Excavation Work	WZf	Home Automation
W2	Electrical	WC	Appliances	WZg	Insulation
W3	Masonry, Stone, Tile, Plastering	WD	Security Systems	WZh	Interior Design/Decorating
W4	Landscaping	WZ	Other Subcontractor (Specify)	WZi	Mobile/Cellular Phone Service
W5	Plumbing, Heating, Air Conditioning	WZa	Cabinets	WZj	Recycled Products/Services
W6	Roofing, Siding, Sheet Metal	WZb	Countertops	WZk	Stairs
W7	Painting, Paper Hanging	WZc	Drilling	WZl	Surveying
W8	Floor Laying, Other Floor Work	WZd	Electronic Wiring	WZm	Welding
W9	Concrete Work	WZe	Fabricating	WZn	Windows, Glass, Mirrors

### **Retail Dealers/Distributors:**

V1	Appliances	V3	Floor Coverings	V5	Other Retail Dealership (Specify)
V2	Building Materials/Lumber	V4	Paint/Wall Coverings		

### **ASSOCIATES:**

**Primary Business Activity** \_\_\_\_\_ **Secondary Business Activity** \_\_\_\_\_ **Tertiary Business Activity** \_\_\_\_\_

### ALL MEMBER CLASSIFICATIONS:

**\$ Volume:** Approximate Annual Dollar Volume of new residential construction/development (use codes below): **\$Vol (Optional):** \_\_\_\_\_

0	Under \$500,000	2	\$1 million - \$4,999,999	4	\$10 million or more
	\$500,000 - \$999,999	3	\$5 million - \$9,999,999	5	No construction activity

**# Units:** Approximate Annual Number of residential units built in the last 12 months (use codes below): **#Units (Optional):** \_\_\_\_\_

1	0 units	3	11 to 25 units	5	101 to 500 units
2	1 to 10 units	4	26 to 100 units	6	Over 500 units

**# of Employees:** Enter the total paid employees. Please include the applying member in the total figure. **# of Employees:** \_\_\_\_\_

**Title:** Enter the code that best describes the member's business title (use codes below): **Title:** \_\_\_\_\_

1	President/CEO	4	Sales & Marketing Director/Manager	7	Owner, Principal,
2	VP/General Manager	5	Architect, Designer or Engineer	B	Partner Other (Specify)
3	Construction Superintendent	6	Financial Manager/Director		

### **Annual Dues Acknowledgment**

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.

### **Agreement Renewal**

Since the Association shall incur expenses immediately upon the renewal date of the Agreement, 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 automatically be extended for one (1) year and the Member will be responsible for payment of Annual dues in full.

### **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 / mediation / arbitration or alternate methods as defined in contracts.

*I have read and understand the membership requirements and responsibilities of NNMBA / SFAHBA and 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 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 Membership Committee or its assignees to perform inquiries about the Applicant and/or the Applicant's firm.*

**Applicant's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_



Santa Fe Area  
Home Builders Association

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Northern New Mexico  
Builders Association

## REASONS TO JOIN THE ASSOCIATION

### **Credibility**

Every HBA member agrees to abide a code of ethics pledging the highest value to homeowners. They are licensed, insured, submit to background check, and are approved by our board of directors.

### **Become the Voice of the Industry**

Regulatory changes routinely challenge builder businesses and our ability to provide affordable housing for home buyers. The HBA has a seat at the table whenever issues that can affect the home building / construction / and design industries are being discussed. Plus, the State of NM HBA political action committee supports local and statewide candidates who will support the NM housing industry.

### **Build Valuable Relationships**

The HBA hosts over events, meetings, luncheons, seminars and more annually offering you a wide range of networking opportunities to make connections and grow your business.

### **Earn Discounts**

Earn local discounts on products, insurance and other services from both members and national programs.

### **Learn Vital Industry Information**

Stay ahead of the game with email updates on legislation, subdivision regulations, city issues and more.

### **Exclusive Sponsorship Opportunities**

Our members get exclusive access to hundreds of sponsor opportunities that help them advertise to their direct market ranging from events, meetings, products, on-line and in publications.

### **Enjoy 3 memberships in 1 – Local, State and National**

Your membership at the Santa Fe Area HBA / Northern NM Builders Association not only earns you benefits here but serves as a membership at the state level with the New Mexico Home Builders Association and nationally at the National Association of Home Builders (NAHB).

### **Become an Industry Leader**

Our members gain leadership skills by serving on committees and council leadership boards to better serve our Association and community.