



Application

(Applicants may attach additional sheets as necessary)

Name _____

Home address _____

City _____ State _____ ZIP _____ Phone _____

Company name _____

Business address _____

City _____ State _____ ZIP _____

Business phone _____

Principal owner name _____

Other corporation officers or partners:

Name _____ Position _____

Name _____ Position _____

Name _____ Position _____

Name _____ Position _____

Type of business organization:

Corporation Sole Proprietorship/Partnership S-Corp LLC Other

If other, please describe: _____

Percentage of ownership _____ %

Name(s) under which you build _____

Biographical Information

Membership with the Home Builders Association of _____

Number of years (*minimum two years required*) _____

Offices held in the Association _____

Educational background _____

Other organizations to which you belong _____

Community activities _____

Residential Construction Experience

Number of years _____

Responsibilities during that time _____

Residential construction experience under your own name, number of years _____

Describe three major construction projects completed within past two years. (Must have completed three major projects like a new home or remodeling job consisting of multitask improvements or addition of living space for application to be approved):

#1 _____

#2 _____

#3 _____

SC Builder License # _____

Number of years you have derived principal income from the building or a related contracting industry. (Must have at least five years' building experience, or the application will not be approved.) _____

Business Information and References

Does your company carry workers compensation insurance? Yes No (If yes, please supply certificate with application.)

Does your company carry liability insurance? Yes No (If yes, please supply certificate with application.)

In the last five years, has any complaint been filed against you in any court:

A) by any buyer or potential buyer? Yes No (If yes, explain:) _____

B) by any subcontractor or supplier? Yes No (If yes, explain:) _____

In the last five years, have you or any entity controlled by you claimed the protection of the bankruptcy laws? Yes No

HOMEOWNER REFERENCES. List the names and addresses of the last three people you have built a home for or have purchased a new home from you:

1. Name _____ Settlement date _____

Address _____

City _____

State _____

ZIP _____

Home phone _____

Work phone _____

2. Name _____ Settlement date _____

Address _____

City _____

State _____

ZIP _____

Home phone _____

Work phone _____

3. Name _____ Settlement date _____

Address _____

City _____

State _____

ZIP _____

Home phone _____

Work phone _____

BANK REFERENCES. List the name of principal lending institution with which you have recently placed loans:

| | | |
|---------------------|-------|-----|
| Lending Institution | Phone | |
| Address | | |
| City | State | ZIP |

BUSINESS REFERENCES. Please list the names of your principal lumber and concrete suppliers and any one of three of your plumbing, heating, or electrical subcontractors:

| | | |
|-----------------|----------------------|-------|
| Lumber supplier | Years doing business | Phone |
| Address | | |
| City | State | ZIP |

| | | |
|-------------------|----------------------|-------|
| Concrete supplier | Years doing business | Phone |
| Address | | |
| City | State | ZIP |

| | | |
|--------------------------------------|----------------------|-------|
| Plumbing, HVAC, or electrical contr. | Years doing business | Phone |
| Address | | |
| City | State | ZIP |

Education

Please attach verification of completion of initial 20 credit hours in approved instruction in business management and the technical field. Candidates have up to 36 consecutive months prior to the application date in which to complete the initial 20 hours, and NAHB designation courses (CGB or CGR) may be used as well as all courses approved by the Education Committee.

Registered Builder/Remodeler Agreement

I hereby make application to the South Carolina Master Builder Program and certify that the above statements are true and correct and reference may be made to the persons named above.

I agree to be governed by the Articles of Incorporation, the By-Laws, and any other rules, procedures and policies of the Association, and to promote the objectives of the Association.

I agree that should I wish to withdraw from the program, I will pay all dues and indebtedness due the Association and tender resignation in writing to the Board of Directors.

I further understand that as a SC Master Builder, I shall be entitled to the full use and benefit of all materials of the SC Master Builder Program and may under my own name or company name use the full benefits accorded to SC Master Builder Membership.

I further understand that should I, for any reason, resign from the SC Master Builder Program or the Association, that I will no longer be able to use the SC Master Builder name, logo, or materials in conjunction with my company name.

I further understand and agree that as a condition of my acceptance as a SC Master Builder member of the Association, I am bound by this agreement to subscribe to the additional conditions set forth below:

A. Prior to the commencement of any residential construction, I agree to provide each customer with a written contract that shall be fair and equitable to both parties (send copy of contract with included arbitration and disclaimer clauses).

B. As a SC Master Builder, I shall issue each customer of a new home a one-year limited warranty dated from the final inspection or occupancy, whichever comes first. This limited warranty shall include, at least the provisions set forth in the Association Construction Standards and Limited Warranty (send copy of warranty).

C. Should a complaint be made to the Association against me for non-compliance with the foregoing requirements, or where controversy exists, the complaint shall be assigned to the SC Master Builder Committee for its consideration and recommendations.

D. Failure on the part of the SC Master Builder to comply with the recommendations of the SC Master Builder Committee or the terms of any mediation agreed to by the SC Master Builder and the Homeowner could result in a recommendation that said member be suspended or expelled from membership as a SC Master Builder, thereby relinquishing all rights accorded as a SC Master Builder.

E. Any member who disaffiliates membership with the Home Builders Association for any reason, voluntarily or involuntarily, automatically relinquishes rights to the SC Master Builder Program and its benefits.

F. In the event a SC Master Builder feels aggrieved by a decision of the SC Master Builder Committee, such SC Master Builder shall have the right to a review of the record by the Board of Directors upon written request to the Association within thirty (30) days after the notification of the decision of the SC Master Builder Committee. The Board of Directors may, by a majority vote, take any action deemed to be in the best interest of the Association.

In consideration of the promise to comply with the conditions set forth above by the applicant SC Master Builder, the Home Builders Association shall issue a certificate of membership and assign a certificate number to the approved applicant.

I hereby certify that to the best of my ability and knowledge, all information contained herein is fact true and accurate.

SC Master Builder Applicant

(signature)

(date)

(company name)

Sponsor (After Jan. 1, 2006, sponsor must be a Master Builder)

See enclosed

Member Contact List

(signature)

(date)

(company name)

Return completed application with \$250.00 non-refundable fee to the address below, c/o HBA of South Carolina. A certification fee of \$150.00 will be due upon acceptance into the program. You may wait until completion of all necessary work before sending the application and fees. Please make checks payable to: **HBA of SC**

1419 Pendleton Street, Columbia, SC 29201

Tel. 803.771.7408 Fax. 803.254.5762 www.hbaofsc.com