

APPLICATION FOR MEMBERSHIP

MEMBERSHIP INFORMATION:

COMPANY: _____

CONTACT PERSON: _____ SOCIAL SECURITY #: _____

BUSINESS ADDRESS: _____

CITY/STATE/ZIP: _____

TELEPHONE: (_____) _____ FAX: (_____) _____

LVBA utilizes a fax broadcast system to inform its membership of news and upcoming events.

If you do not wish to receive membership information via fax, please check this box:

E-MAIL ADDRESS: _____ WEBSITE ADDRESS: _____

HOME ADDRESS: _____

CITY/STATE/ZIP: _____

Others within your company who should receive mailings (please limit to two): _____

This business is operated by:

Individual _____ Partnership _____ Corporation _____ Date business was started: _____ EIN#: _____

Partners' names or corporate officials:

(Name & Title) (Address)

(Name & Title) (Address)

SPONSORED BY:

Please list the name of the individual who urged you to join the LVBA. They'll thank you for joining, earning them a Spike Credit!

NAME: _____ COMPANY: _____

**IMPORTANT: APPLICATION MUST BE COMPLETED IN FULL
WITH REQUIRED SIGNATURES AND PAYMENT TO BE CONSIDERED FOR MEMBERSHIP.**

MEMBERSHIP APPROVAL PROCESS:

1. All candidates submit a completed membership application to the Lehigh Valley Builders Association accompanied by dues and one-time administration fee payment.

MAIL TO: Lehigh Valley Builders Association, 1524 Linden Street, Allentown, PA 18102

2. Membership committee reviews application; references and credit history are subject to investigation.

3. Required supplemental documentation is made available by candidate; i.e. certificate of General Liability and Worker's Compensation insurance, signed LVBA *Code of Ethics*.

4. Application for membership is brought to LVBA Board of Directors by Membership Committee for initial consideration.

5. Board reviews and votes on all applications for membership. All payments so made shall be returned in full if membership is denied.

6. Membership to state (Pennsylvania Builders Association, PBA) and national (National Association of Home Builders, NAHB) is automatic with local (Lehigh Valley Builders Association, LVBA) acceptance upon final review of the LVBA Board of Directors.

FOR OFFICE USE ONLY: Builder _____ Associate _____ Supporting _____
Credit Check _____ Check Enclosed _____ Application Received: _____

Certificates of Insurance:
General Liability _____ Worker's Comp _____

Affidavit of Exemption from Worker's Comp _____

Code of Ethics Signed _____

MEMBERSHIP CLASSIFICATION: (PLEASE SELECT AND COMPLETE ONLY ONE CATEGORY)

- Eligibility to a membership category shall be limited only to those of good character and business reputation who subscribe to the *Code of Ethics* of this association.

1. BUILDER

Builder Membership is open to any person, firm or corporation where primary business includes two-thirds of business revenue from the construction or structural modification of housing or light commercial properties, or land development who shall have conducted business primarily in the territorial jurisdiction of the Association **for a period of not less than two (2) years.**

Primary business of building or remodeling is what type: (please check one)

<input type="checkbox"/> Residential Homes	<input type="checkbox"/> Remodeler	<input type="checkbox"/> Land Developer
<input type="checkbox"/> Single Family	<input type="checkbox"/> Commercial	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Multi-Family	<input type="checkbox"/> Industrial	_____

Please enter a one to two-line description of your business that will be used in the LVBA *Directory and Buyers Guide*. Builders may list price range of homes they build: _____

If the building business is less than two years old, what was your previous experience? _____

Certificate of Insurance (please attach or have your agent fax to 432-2923, a certificate of General Liability and Worker’s Compensation insurance). The LVBA should be listed as a Certificate Holder.

2. ASSOCIATE

Associate Membership is open to any person, firm or corporation engaged in a trade or industry other than that of builder whose business practice is not inconsistent with the objectives of this association. (Any business directly related to the home building industry providing products or services to builders, developers, or remodelers.)

Business other than construction or remodeling is of what type: (please check one)

<input type="checkbox"/> Wholesale Supplier	<input type="checkbox"/> Retail Supplier	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Banking/Financial	<input type="checkbox"/> Subcontractor	_____
<input type="checkbox"/> Title Company	<input type="checkbox"/> Real Estate	_____

Please enter a one to two-line description of your business that will be used in the LVBA *Directory and Buyers Guide*: _____

Certificate of Insurance (please attach or have your agent fax to 432-2923, a certificate of General Liability and Worker’s Compensation insurance). The LVBA should be listed as a Certificate Holder.

3. SUPPORTING

Supporting Membership is open to any company or person whose business objectives are determined not to be in conflict with the objectives of this association and who are found acceptable for recommendation by the membership committee. Supporting members are non-voting members. (Any business **NOT** directly related to the home building industry.)

Please enter a one to two-line description of your business that will be used in the LVBA *Directory and Buyers Guide*: _____

Certificate of Insurance (please attach or have your agent fax to 432-2923, a certificate of General Liability and Worker’s Compensation insurance). The LVBA should be listed as a Certificate Holder.

REFERENCES:

Please give two bank references:

(Bank) (Address) (Acct. #)

(Bank) (Address) (Acct. #)

Please give two client references: (for residential builders and remodelers, these should be home buyer references)

(Name/Co.) (Address) (Phone)

(Name/Co.) (Address) (Phone)

Please give two supplier/trade references:

(Name/Co.) (Address) (Phone)

(Name/Co.) (Address) (Phone)

Applicant agrees that the information provided is true and correct, and holds the LVBA harmless in the usage of the information provided. Applicant is giving the LVBA permission to contact any references listed and make any necessary credit checks to determine applicant's ability to meet established LVBA membership requirements.

Should membership be extended to Applicant, it is further agreed that Applicant will abide by the Constitution, By-Laws, and the Code of Ethics of LVBA and its state and national counterparts and membership is conditioned upon these standards.

Upon termination of member status, Applicant promises to return intact and at Applicant's own cost all materials, agreements and logos/decals and to immediately cease all advertising and publicizing of Applicant's connection with the Lehigh Valley Builders Association (LVBA).

Applicant understands that acceptance of this application does not constitute membership until approved by the Board of Directors in accordance with the by-laws. (Applicant will be notified in writing upon action by the Board of Directors.)

Applicant also understands that membership can afford significant savings on certain insurance rates if Applicant is eligible. While membership is a requirement to take advantage of certain insurance programs, acceptance into these programs is not guaranteed.

(Signature) (Date)

(Please PRINT the name of the above signature) (Title)

MEMBERSHIP FEES:

Membership Dues (annual): \$ _____

One-Time Administration Fee: \$ _____

*Remodelors™ Council Dues (annual) \$ _____

TOTAL AMOUNT ENCLOSED: \$ _____

***Note:**

The Remodelors™ Council addresses the issues and concerns of the remodeling industry. Membership in this council is an optional, individual membership.

Dues payments to LVBA are not deductible as charitable contributions for federal income tax purposes. However, dues payments may be deductible as ordinary and necessary business expense, subject to an exclusion for lobbying activity. Because a portion of your dues is used for lobbying by NAHB, 20% of the total NAHB portion of your dues, is not deductible for income tax purposes.

CODE OF ETHICS

The goal of the members of the Lehigh Valley Builders Association shall be to provide quality products and services at fair and competitive prices, thereby promoting the well being of our industry, our association, our communities and our country. Further, we agree to and endorse the following Code of Ethics as the standard by which we shall do business.

1. **Honesty** Honesty and integrity shall be our guiding business policy and the way we conduct our business affairs.

2. **Fairness** We shall deal fairly with our employees, suppliers, subcontractors, and customers, pledging fairness in all our business relationships refraining from any act intended to restrain trade or suppress competition.

3. **Laws** We shall comply with the letter and spirit of all federal, state, and local laws, codes, and ordinances that affect the construction industry and work with our elected officials to improve these laws. We shall also abide by the by-laws of the Lehigh Valley Builders Association.

4. **Insurance** We shall always maintain the proper amounts of insurance coverage for our business, employees and customers.

5. **Safety** We shall provide safe and healthy work places as well as construct safe and healthy buildings.

6. **Design** We shall strive to design and build attractive, functional, well-situated and energy efficient new and remodeled buildings with appropriate drawings, contracts, and specifications.

7. **Quality** We shall conduct all of our construction work in a careful, professional manner in keeping with local industry standards of quality. We shall ensure that every home owner and resident of a rental dwelling shall get the greatest value possible for his housing dollar.

8. **Professionalism** We shall strive to manage our business to meet the professional standards of our industry and continue to learn by experience, education, research, and sharing with one another in a healthy competitive spirit.

9. **Scheduling** We shall provide customers with realistic schedules and make every effort to facilitate our projects to meet those schedules.

10. **Warranty** We shall acknowledge any defects in our materials and workmanship and correct them in a mutually agreeable and timely manner.

11. **Payment** We shall pay all of our invoices in a mutually agreeable arrangement with our creditors.

I agree to abide by the Lehigh Valley Builders Association's Code of Ethics.

Date

Signature

Company