

Must have conducted business for five years under your current company name and completed ten structural projects in order to apply under this program. If you do not meet these requirements, please refer to the Associate Builder/Remodeler Application.

HOME BUILDERS ASSOCIATION OF LOUISVILLE

Home Building Center

1000 N. Hurstbourne Parkway – Louisville, KY 40223-4012

Telephone: (502) 429-6000 Fax: (502) 429-6036



APPLICATION FOR REMODELOR COUNCIL MEMBERSHIP

The undersigned respectfully applies to the Remodelers Council for membership in the:

Registered Remodeler Program or the

Home Improvement Specialist Program

of the Home Builders Association of Louisville and certify all statements are true and correct and references may be made to the persons named therein.

Applicant's Name: _____

Home Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

Cell Phone: _____ email address: _____ Metro IPL Contractors ID#: _____

Firm/Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____ Phone: _____ Fax: _____

Chief Executive Officer: _____

List of all principals or corporation officials:

Name/Position: _____ Name/Position: _____

Name/Position: _____ Name/Position: _____

Type of Business Organization:

a. Corporation b. Sole Proprietorship c. Partnership d. Other

Percentage of ownership of applicant: _____%

Name(s) under which you operate:

Name of fraternal or other organizations to which you or your firm belong: _____

In what community activities have you or your firm participated? _____

Number of years in construction or remodeling _____

Duties and responsibilities during this period _____

How long have you been in the construction or remodeling business under this name? _____ years

Description of work performed by your firm (be specific) _____

Is your principal income at present derived from the remodeling of dwelling units and related construction activities?

YES NO

Are you engaged in any other type of business? YES NO

If yes, state nature of business _____

Number of dwelling units remodeled in last 3 years _____; in last 12 months _____

List names and addresses of the last ten clients for whom you are now remodeling, or for whom you have recently completed a job. **Registered Remodelor applicants should ONLY list structural projects.**

1. Name _____ Completion Date ____/____/____
Address _____ City _____ State _____ Zip _____
Home Phone (____) _____ Work Phone (____) _____
List type of project _____

Was this project structural? YES NO Was a permit issued? YES NO

2. Name _____ Completion Date ____/____/____
Address _____ City _____ State _____ Zip _____
Home Phone (____) _____ Work Phone (____) _____
List type of project _____

Was this project structural? YES NO Was a permit issued? YES NO

3. Name _____ Completion Date ____/____/____
Address _____ City _____ State _____ Zip _____
Home Phone (____) _____ Work Phone (____) _____
List type of project _____

Was this project structural? YES NO Was a permit issued? YES NO

4. Name _____ Completion Date ____/____/____
Address _____ City _____ State _____ Zip _____
Home Phone (____) _____ Work Phone (____) _____
List type of project _____

Was this project structural? YES NO Was a permit issued? YES NO

5. Name _____ Completion Date ____/____/____
Address _____ City _____ State _____ Zip _____
Home Phone (____) _____ Work Phone (____) _____
List type of project _____

Was this project structural? YES NO Was a permit issued? YES NO

6. Name _____ Completion Date ____/____/____
Address _____ City _____ State _____ Zip _____
Home Phone (____) _____ Work Phone (____) _____
List type of project _____

Was this project structural? YES NO Was a permit issued? YES NO

7. Name _____ Completion Date ____/____/____
Address _____ City _____ State _____ Zip _____
Home Phone (____) _____ Work Phone (____) _____
List type of project _____

Was this project structural? YES NO Was a permit issued? YES NO

8. Name _____ Completion Date ____/____/____
Address _____ City _____ State _____ Zip _____
Home Phone (____) _____ Work Phone (____) _____
List type of project _____

Was this project structural? YES NO Was a permit issued? YES NO

9. Name _____ Completion Date ____/____/____
Address _____ City _____ State _____ Zip _____
Home Phone (____) _____ Work Phone (____) _____
List type of project _____

Was this project structural? YES NO Was a permit issued? YES NO

10. Name _____ Completion Date ____/____/____
Address _____ City _____ State _____ Zip _____
Home Phone (____) _____ Work Phone (____) _____
List type of project _____

Was this project structural? YES NO Was a permit issued? YES NO

In what phase of construction have you been involved?

- a. Plan and design work? YES NO
- b. On site supervision? YES NO
- c. Financing? YES NO
 - 1. Payment of accounts? YES NO
 - 2. Obtaining construction or permanent financing? YES NO
 - 3. Loan closing? YES NO
- d. Purchase of materials? YES NO
- e. Contracting of subs? YES NO
- f. List present or past trade background (i.e. carpentry, plumbing, etc.)

Have you or your company ever been a party to any litigation, judgment or bankruptcy proceedings within the last five (5) years? YES NO
If yes, explain briefly _____

Have any of your business practices ever been investigated or questioned by the Better Business Bureau or any other authorities? YES NO
If yes, explain briefly _____

Names of principal bank or financial institutions (including loan account numbers) with which you have recently placed loans:

- a. Bank (Business Checking/Savings Account) _____
Address _____ City _____ State _____ Zip _____
Contact _____ Telephone Number _____
Account Number: _____
- b. Lending Institution (Construction Financing) _____
Address _____ City _____ State _____ Zip _____
Contact _____ Telephone Number _____
Account Number: _____

BUSINESS REFERENCES: Names of at least six companies, who are familiar with your work and how you conduct your business, i.e. lumber supplier, plumber, electrician, drywall, concrete supplier, heating contractor, etc.:

- a. NAME: _____ # years _____ Phone(____) _____
Address _____ City _____ State _____ Zip _____
- b. NAME: _____ # years _____ Phone (____) _____
Address _____ City _____ State _____ Zip _____
- c. NAME: _____ # years _____ Phone (____) _____
Address _____ City _____ State _____ Zip _____
- d. NAME: _____ # years _____ Phone (____) _____
Address _____ City _____ State _____ Zip _____
- e. NAME: _____ # years _____ Phone (____) _____
Address _____ City _____ State _____ Zip _____
- f. NAME: _____ # years _____ Phone (____) _____
Address _____ City _____ State _____ Zip _____
- g. NAME: _____ # years _____ Phone (____) _____
Address _____ City _____ State _____ Zip _____
- h. NAME: _____ # years _____ Phone (____) _____
Address _____ City _____ State _____ Zip _____

I hereby make application for Registered Remodelor membership and certify that 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 regulations of the Association, and to promote the objectives of the Association.

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

I further understand that in the event of my certification as a Remodelor Council member of the HBAL, I shall be entitled to the full use and benefit of all materials of the Remodelor Council membership programs and may under my own name, company name, or corporation name, use the benefits of the Remodelor Council membership of the HBAL.

I further understand that the use of any trademark, sign or insignia connected with the Association is a privilege exclusive to members of the Association and should I for any reason resign or no longer be a member of the Association or be suspended from membership, I agree to return any contracts, trademarks, signs or insignias connected with membership in the Association, and further agree not to use said material in any manner whatsoever.

REGISTERED REMODELOR AND HOME IMPROVEMENT SPECIALIST AGREEMENT

I further understand and agree that as a condition of my acceptance as a Registered Remodelor or Home Improvement Specialist member of the HBAL Remodelor Council, I am bound by this agreement to subscribe to the following additional conditions:

- A.** As a Registered Remodelor or Home Improvement Specialist who undertakes proposed remodeling I shall, prior to commencement of such remodeling work, provide each customer with a contract, that shall be fair and equitable to both parties.
- B.** As a Registered Remodelor or Home Improvement Specialist, I shall issue to each customer or owner at contract signing, a one-year limited warranty dated from date of completion.
- C.** As a Registered Remodelor or Home Improvement Specialist I agree to be bound by the Code of Ethics and By-Laws of the Association, and agree to conciliate all disputes between myself and the public, in accordance with procedures as set forth in said By-Laws of the Association.
- D.** Should a complaint be made to the Association against me for non-compliance with the foregoing requirements, or, where a controversy exists, the complaint against a Registered Remodelor shall be assigned to the Registered Builder Committee for its consideration and recommendations. Complaints filed against a Home Improvement Specialist shall be assigned to the Remodelor Council Executive Committee for its consideration and recommendation.
- E-1.** Failure on the part of the Registered Remodelor to comply with the request or directives of the Registered Builder Committee could result in a recommendation to the Board of Directors that said Registered Remodelor be suspended or expelled, thereby depriving him/her the use of the name "Registered Remodelor" in his/her operations.
- E-2.** Failure on the part of the Home Improvement Specialist to comply with the request or the directives of the Remodelor Council Executive Committee could result in a recommendation to the Board of Directors that said Home Improvement Specialist be suspended or expelled, thereby depriving him/her the use of the name "Home Improvement Specialist" in his/her operations.
- F.** I shall, where practical, present my business firms and/or myself to the public as a Registered Remodelor using the insignia when advertising to identify myself as such, and will use such promotional material as is made available under the Registered Remodelor or Home Improvement Specialist programs.
- G.** Any member whose membership is expelled from the Home Builders Association of Louisville for any reason, voluntarily or involuntarily, automatically relinquishes rights to the Registered Remodelor or Home Improvement Specialist programs, its insignias and privileges and I understand that I cannot be considered for membership again under this program for a period of up to five (5) years. Any member, whose membership is expelled from the Home Builders Association due to failure to obtain required education credits, cannot re-apply for membership into the Association for a period of one year from the date that the education credits are complete. I understand that should my Registered Remodelor/Home Improvement Specialist membership be suspended or expelled by the Board of Directors, the fact that such action has been taken shall be published in the Louisville Builder magazine. Re-instatement of membership shall also be published in the Louisville Builder magazine.
- H-1.** In the event the Remodeler feels aggrieved by a decision of the Registered Builder Committee, such Remodeler shall have the right to a review of the record by the Board of Directors. A formal request for a review must be filed with the Association within thirty (30) days after the notification of the decision of the Registered Builder Committee. The record shall then be reviewed by the Board of Directors. The Board of Directors may, by a majority vote, take such action including reprimand, suspension or expulsion, as it may deem to be in the best interest of the Association.
- H-2.** In the event the Home Improvement Specialist feels aggrieved by a decision of the Remodelor Council Executive Committee, such Home Improvement Specialist shall have the right to a review of the record by the Board of Directors. A formal request for a review must be filed with the Association within thirty (30) days after the notification of the decision of the Remodelor Council Executive Committee. The record shall then be reviewed by the Board of Directors. The Board of Directors may, by a majority vote, take such action including reprimand, suspension or expulsion, as it may deem to be in the best interest of the Association.
- I.** Registered Remodelors approved after January 1, 1996 must obtain eight (8) credit hours per calendar year of continuing education. Education courses must come from the HBAL curriculum. Registered Builder Committee may approve alternative courses where applicable. Approval must be received from Registered Builder Committee prior to taking classes.

- J.** Must attend the HBAL orientation and one of local code training courses as provided by HBAL twice per year. Both mandatory sessions must be completed within first year of membership.

In consideration of the promise to comply with the conditions set forth above by the applicant Remodeler, the Home Builders Association of Louisville shall issue a certificate of qualifications.

I certify that I will abide by the By-Laws of the HBAL, Code of Ethics and Rules and Procedures of the Remodelors Council. *(Copies are attached.)* I further certify that, to the best of my knowledge, all information contained herein is true and accurate.

I understand that I, as an individual, am being approved as the Registered Remodeler member of the Home Builders Association of Louisville and I further understand that I will be personally responsible to the Association even though I may build/remodel or conduct business under the name of a partnership, joint venture, corporation or other entity. If more than one Registered Remodeler/Home Improvement Specialist member owns an interest in or is employed by an entity engaged in the construction of houses or other buildings, whenever one of such owners or employees is suspended or expelled or otherwise disciplined by the Board of Directors, the same disciplinary action shall apply to every other such owner or employee of the entity even though such other owner or employee did not participate in the matter resulting in the disciplinary action.

_____ I have received a copy of the HBAL By-Laws, Code of Ethics and Registered Builder Committee Policies.
(Initial)

_____ I have attached copies of my company's workers' compensation and general liability Certificates of Insurance.
(Initial)

CHECKLIST FOR REMODELOR COUNCIL MEMBERSHIP

(Please answer YES or NO)

In order to qualify for the Registered Remodelor Program, you must be able to answer yes to ALL of the following items:

- _____ Have acceptable credit report.
- _____ Have you operated under this business name for a minimum period of five (5) years?
- _____ Attached Certificates of Insurance for Workers' Compensation and Liability?
- _____ Have you controlled and supervised all phases, including the financial and "on-site" responsibilities, of a minimum of ten (10) residential *structural* remodeling projects that were permitted? The ten (10) projects for the Home Improvement Specialist do not have to be structural or permitted.
- _____ Do you agree to satisfy the educational requirements listed in paragraph I and J of Page 5?
- _____ Is your principal income derived from the specified activity?
- _____ Have you submitted City, County and State Identification numbers (where applicable)?

Applicants for Registered Remodelor membership must appear before the Registered Builder Committee for a personal interview. Applicants for Home Improvement Specialist membership must meet with members of the Remodelor Council Executive Committee.

Two HBAL Builder/Remodeler member sponsors must sign below if applying for Registered Remodelor membership. – OR – Two HBAL member sponsors must sign below if applying for Home Improvement Specialist membership – one of which must be a Registered Remodelor.

Member Sponsor _____

Member Sponsor _____

DUES

A check for one year's dues plus application fee must accompany this application -- (see dues schedule below).

The dues of this Association and Remodelor Council dues shall be paid annually on the anniversary date of membership being approved by the Board of Directors at the rate of:

ACTIVE REGISTERED REMODELOR MEMBERS: \$605.00 the first year *(which includes \$50.00 application fee and \$50 Remodelor Council dues)* and \$555.00 per year thereafter. Your dues check MUST accompany the application. Application fee (\$50.00) is non-refundable.

ACTIVE HOME IMPROVEMENT SPECIALIST MEMBERS -- \$505.00 which includes \$200.00 Remodelor Council dues.

ASSESSMENTS – There will be no assessment charges on remodeling permits.

Dues for membership in the National Association of Home Builders and the Home Builders Association of Kentucky are included in the above dues structure, and shall be paid by this Association from its treasury at the rates fixed and under the terms stated in the By-Laws of those Associations (or amendments thereto currently in effect.)

Witness

Remodeler

Date

Corporate Officer

Firm Name

Approved by the Home Builders Association of Louisville, this _____ day of _____, _____.

Executive Vice President

New Applicants for Registered Remodelor membership who have completed the Associate Builder/Remodeler Program shall meet the following requirements unless waived by the Registered Builder Committee:

- A. Have an acceptable credit report
- B. Have two Registered Builder/Remodelor sponsors who have personal knowledge of applicant’s business integrity and construction activity.
- C. Must be in the construction business under own company name.
- D. Have controlled and supervised all phases including the financial and “on-site” responsibilities of a minimum of ten structural remodeling projects.
- E. Whose principal income is derived from the remodeling of dwelling units and/or related real estate activities.
- F. Submit names of ten previous customers for purpose of reference. Eight must respond and recommend applicant to another client.
- G. Appear before the Registered Builder Committee for a personal interview.
- H. Must have completed Associate Builder/Remodeler education credits within first three years of being approved as a member.
- I. Meet all education requirements contained in Paragraph I & J of Page 5.

FINANCIAL INFORMATION RELEASE AUTHORIZATION

I hereby authorize the release of any financial information requested by HOME BUILDERS ASSOCIATION OF LOUISVILLE, as specified below:

Checking and Savings Deposit Verification & Credit Balances and Payment History

A photocopy of this authorization may be deemed to be the equivalent of the original.

APPLICANT

DATE