



MEMBERSHIP APPLICATION

The undersigned hereby applies for Membership in the Canadian Home Builders' Association – Lethbridge Region which is affiliated with the Provincial and National Canadian Home Builders' Associations

| | | | |
|--|---|------------------------------------|---------------------------------------|
| Company Name and Registered # Company | | | |
| Address | | | |
| City, Province | | Postal Code | |
| Business Phone () | | Fax: () | |
| Company Website | | | |
| Company Email (Main) | | | |
| Company Principles | Name: | | |
| | Title: | Cell: | |
| | Email: | | |
| Company Representative | Name: | | |
| | Title: | Cell: | |
| | Email: | | |
| Please attach a separate list of any additional emails that you would like to add to our email list | | | |
| Type of Business | <input type="checkbox"/> Builder | <input type="checkbox"/> Renovator | <input type="checkbox"/> Trade |
| | <input type="checkbox"/> Land Developer | <input type="checkbox"/> Supplier | <input type="checkbox"/> Manufacturer |
| | <input type="checkbox"/> Service & Professional | <input type="checkbox"/> Retailer | |
| Description of Business | | | |
| NOTE: Information you provide above will be utilized, as stated, on the Association's website and in the Annual Membership Directory. Please ensure all information is accurate. | | | |
| Business License #: | GST #: | Worker's Compensation # : | |
| SAFETY CERTIFIED: By 2010, all CHBA-LR builder, trade, supplier, manufacturer members must have their Safety Certificates. | | | |
| Do you have Certificate of Recognition(COR) or Small Employer Certificate of Recognition (SECOR) ? | | | |
| <input type="checkbox"/> If Yes, Please provide copy of Certificate <input type="checkbox"/> No <input type="checkbox"/> Not Applicable to Service Professional or Retailer | | | |
| <input type="checkbox"/> In Progress – Please check what is completed: <input type="checkbox"/> Standard First Aid <input type="checkbox"/> Safety Manual <input type="checkbox"/> Audit | | | |
| Courses Completed or in Progress (Please list): _____ | | | |
| _____ | | | |
| Number of Years in Business: | | | |
| Please provide name of your Company's Insurance Provider: | | | |
| Please name any previously owned business? | | | |
| Have you claimed bankruptcy in the last 5 years? | | | |
| If so, what is the Date of Discharge? | | | |

ADDITIONAL INFORMATION AND REQUIREMENTS

THIS PAGE IS FOR BUILDERS ONLY:

WARRANTY COVERAGE

APPROVED Warranty Provider:

Builder Members MUST provide warranty coverage for ALL new homes built thru a Canada Mortgage & Housing Corp. Approved warranty provider:

Alberta New Home Warranty Program Warranty Registration # _____

National Home Warranty Programs Warranty Registration # _____

Progressive Home Warranty Solutions Inc. Warranty Registration # _____

 PLEASE PROVIDE A COPY OF YOUR WARRANTY REGISTRATION

BUILDING HISTORY

 Builders must have built at least one home with their company prior to making application for membership to CHBA-LR.

 Please provide a copy of a building permit (with your company name on it) as well as a final inspection notice.

DOCUMENTATION:

Please provide a copy of the following with your application form:

 Business License

 GST Registration Number

 If applicable, WCB Number (in good standing)

THANK YOU!

REFERENCES: (all applicants must provide references)

| | | |
|------------------------------|---------------|--------|
| CHBA Member Reference | Company Name | |
| | Contact: | Phone: |
| | Email: | |
| Industry Reference | Company Name: | |
| | Contact: | Phone: |
| | Email: | |

MEMBERSHIP APPROVAL PROCESS

- Reference checks are conducted and verification that all mandatory membership requirements and criteria are satisfied.
- Membership applications are subject to CHBA-LR Board approval.
- Applicants will be notified of the Board of Directors decision typically within one week of the decision.

FEE STRUCTURE:

ONE VOICE ONE INDUSTRY! When you join your local Association, you automatically become a member of the Provincial and National Home Builder Associations. Yearly Dues are as follows:

| Local Dues | Provincial HBA Dues | National HBA Dues | Total Dues | GST * | TOTAL |
|-----------------------|-------------------------|-------------------|------------------|----------|-------------------|
| \$ 130 | General : \$400 | \$ 300 | \$830 | \$41.50 | \$871.50 |
| \$130 | Builder Members: | \$300 | \$ 930 | \$ 46.50 | (0 -3) \$ 976.50 |
| | 0- 3 permits: \$ 500 | | \$1030 | \$ 51.50 | (4-10) \$1081.50 |
| | 4 -10 permits: \$ 600 | | \$1230 | \$ 61.50 | (11-20) \$1291.50 |
| | 11-20 permits: \$ 800 | | \$1930 | \$ 96.50 | (21-40) \$2026.50 |
| | 21-40 permits: \$1500 | | \$4430 | \$221.50 | (41-99) \$4651.50 |
| 41-99 permits: \$4000 | \$6430 | \$321.50 | (100+) \$6751.50 | | |
| 100 + permits: \$6000 | | | | | |

- The Membership Year is November 1 – October 31 each year
- **ALL MEMBERS RENEWAL DATE SHALL BE NOVEMBER 1ST OF EACH YEAR AND ARE SUBJECT TO BOARD APPROVAL**
- Membership Fees are prorated quarterly – **please see fee schedule attached**
- Membership Fees are subject to change by resolution of the Board of Directors
- **APPLICATIONS WITHOUT REQUIRED FEES ARE NOT PROCESSED.**

All fees are held until all approvals are in place. Should this application be refused, the membership fee shall be returned to the applicant without interest.

METHOD OF PAYMENT

Please make Cheques Payable to: **CHBA Lethbridge** *GST Registration #103310926

| | | | |
|----------------------------|--|--------------|--|
| VISA OR MASTER CARD # | | Expiry Date: | |
| Card Holder's Name (Print) | | | |
| Authorized Signature | | | |

COMPANY BUSINESS PROFILE and SIGNED DECLARATION

Please fill out the Business Profile and review, then sign, the Code of Ethics and Declaration attached

CANADIAN HOME BUILDERS' ASSOCIATION – LETHBRIDGE REGION

#7, 320 W.T. Hill Blvd. South, Lethbridge, AB T1J 4W9

Phone: (403) 328-2288 Fax: (403) 328-2450

Email: info@chbalethbridge.com Web: www.chbalethbridge.com

DECLARATION:

Declaration for All Membership Categories:

I hereby make application for membership in the Canadian Home Builders' Association at all levels and attach payment covering membership fees as per the above schedule.

I certify that none of the principals of this company has been refused membership, refused renewal of membership or had membership revoked by any level of the Canadian Home Builders' Association, across Canada.

I state that all information contained on this application to be true and accurate and I authorize the Association to undertake investigative procedures to confirm the accuracy of such information including, but not limited to a verification of the credit worthiness of the applicant and reference checks. The Board of Directors reserves the right to reject any application for membership in the Association, or to defer consideration of an application. Should my application be rejected, I agree to fully indemnify and save harmless the Association and its directors from any and all loss, cost, claims or damage of whatever kind and however arising as a result of such refusal of this application.

Information Disclosure for All Membership Categories: (Privacy Agreement)

It is the mandate of the Canadian Home Builders' Association at all levels, local, provincial and national, to provide information, promote membership and foster communications, i.e. catalogues of members, Internet information, new products and services etc. The applicant hereby consents to the use of the information in this application for such purposes (banking and credit card information exempted) by all levels of the CHBA.

Additional Declaration for New Home Builders, Renovators and Developers Specifically:

I commit that all new homes built by my company that are eligible for warranty coverage will be enrolled in a new home warranty program. **(BUILDERS ONLY)**

I accept that where an Association-required industry designation programs are in place, the company will achieve and maintain the required designations.

I agree that where an Association-required voluntary workplace health and safety program is available, our company must participate in this program.

Acceptance of By-laws and Code of Ethics – For All Members

I hereby acknowledge receipt of the Association By-laws and Code of Ethics, and I promise to operate my firm in accordance with the spirit and intent of these By-Laws and Code of Ethics. I understand that violation of any By-law or any portion of the Code of Ethics will be subject to disciplinary procedures as set out in the By-laws.

Signature of Applicant: _____ Date: _____
(Corporate Signing Officer)

Name: _____ Position: _____



CODE OF ETHICS

Members shall comply with applicable building codes of Canada as a minimum standard for construction and shall work toward its improvement in the interests of structural sufficiency, safety, and health.

Members shall plan their sites and homes to conform to the principles of good community planning and support for the environment.

Members shall deal justly with their employees, subcontractors, and suppliers of all goods and services.

Members shall deal honestly and fairly with their customers and stand behind the quality of their work and service commitments.

Members shall exchange information and experience, and encourage research on materials, technical advancements, and building techniques in order to provide the best value for their customers.

Members shall avoid all conduct or practice detrimental to the house building industry, to the Association, to the good name or reputation of any of its members, or its customers.

Members shall commit to continuing learning through human resource policies and practices, including employment practices which treat employees as assets.

Members shall actively promote health and safety principles.

Members shall treat their competitors, including their property and ideas, with respect.

*These responsibilities are freely and solemnly assumed
as they form part of an obligation as members of the
Canadian Home Builders' Association – Lethbridge Region*

I CONFIRM I HAVE READ THE ABOVE CODE OF ETHICS (INITIAL HERE): _____



Business Profile

Company Name _____ **Year:** _____

*please note that the staff of the CHBA-LR will be the only ones to review this information.

Briefly describe your product or business concept: _____

Has this changed in the last year? _____

Tell us the history of your company (when and where did you start): _____

Who are the key players on your management team and how long have they been in those positions? _____

What strengths and experience do you and your team bring to the business and industry? (Experience, education, specialties, etc.) _____

Who is your target market? Please circle all that apply.

- Builders Consumers Trades Suppliers Manufacturers Service Prof

How do you monitor your customer satisfaction or quality assurance (Current Methods)? (Please circle all that apply)

- Customer Surveys Third Party Information Call backs to Customers

Other: _____

Do your business projections for the next year look like the following, (please circle one)

Same as last year Moderate Growth (10-20%) High Growth (20 %+)

Less than last year

What are your reasons for being a member of the CHBA-LR? (Circle all that apply)

Networking Education Lobbying Innovation Marketing

Other _____

Do you currently have your COR (Certificate of Recognition) or SECOR (Small Employee Certificate of Recognition)? Yes No

If You do, please provide a copy of your certificate and include your number: _____

If you do not have your COR/SECOR, please indicate below what stage you are at by checking one of the following:

- Taking Courses (indicate what course have been taken) _____
- Preparing Documentation (indicate what documentation is completed) _____
- Internal Audit
- External Audit
- Waiting for Results of Audit

How do you plan on marketing your business in the upcoming year? (Circle all that apply)

Word of Mouth Television Advertising Radio Advertising Newspaper Advertising

Direct Mail Sponsorship Community Involvement Industry Involvement

Are there any specific marketing initiatives that you are planning for this year?

(Anniversary celebration, special charity event, etc.) _____

Are there any significant changes you are planning on making in your business this year? (Succession, re-branding, expansion, renovations, etc.) _____

Would you be interested in participating in the following CHBA-LR Marketing Activities?
(Please check off any that apply)

- Monthly Dinner meetings Table Top Displays
- Lethbridge Home Trends Magazine
- Membership Directory
- Global Image Building Campaign
- Radio Image Building Campaign
- Business Bust Out-host an event promoting your business
- Awards Sponsorship
- Christmas Auction Donation
- Parade Guide and Map Advertising
- Home and Garden Trade Show
- Golf Sponsorship
- Family Picnic Sponsorship
- Lethbridge New Homes Map
- Demo Days Career In Trades Show
- Trades For Tomorrow Program
- Sizzling Trades Calendar
- Skills Canada Sponsorship

**Please return this Business Profile with your Membership Application
Thank you!**

#7, 320 W.T. Hill Blvd. South Lethbridge, AB T1J 4W9
Telephone: (403) 328-2288 Fax: (403) 328-2450
www.chbalethbridge.com

Canadian Home Builders Association **Membership Fee Schedule**

Membership Renewal date for all members is November 1 of each year – (Membership Fees subject to change by resolution of the Board)

| Month Joined: | Nov | Dec | Jan | Feb | Mar | Apr | May | June | July | Aug | Sept | Oct |
|----------------------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|
| General Member Fees | 830.00 | 830.00 | 830.00 | 622.50 | 622.50 | 622.50 | 415.00 | 415.00 | 415.00 | 207.50 | 207.50 | 207.50 |
| GST | 41.50 | 41.50 | 41.50 | 31.13 | 31.13 | 31.13 | 20.75 | 20.75 | 20.75 | 10.38 | 10.38 | 10.38 |
| Total | 871.50 | 871.50 | 871.50 | 653.63 | 653.63 | 653.63 | 435.75 | 435.75 | 435.75 | 217.88 | 217.88 | 217.88 |

| Builder Member Fees: | Nov | Dec | Jan | Feb | Mar | Apr | May | June | July | Aug | Sept | Oct |
|-----------------------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|
| 0- 3 Permits | 930.00 | 930.00 | 930.00 | 697.50 | 697.50 | 697.50 | 465.00 | 465.00 | 465.00 | 232.50 | 232.50 | 232.50 |
| GST | 46.50 | 46.50 | 46.50 | 34.88 | 34.88 | 34.88 | 23.25 | 23.25 | 23.25 | 11.63 | 11.63 | 11.63 |
| Total | 976.50 | 976.50 | 976.50 | 732.38 | 732.38 | 732.38 | 488.25 | 488.25 | 488.25 | 244.13 | 244.13 | 244.13 |

| | | | | | | | | | | | | |
|-----------------------|----------------|----------------|----------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|
| 4 - 10 Permits | 1030.00 | 1030.00 | 1030.00 | 772.47 | 772.47 | 772.47 | 514.98 | 514.98 | 514.98 | 257.49 | 257.49 | 257.49 |
| GST | 51.50 | 51.50 | 51.50 | 38.62 | 38.62 | 38.62 | 25.75 | 25.75 | 25.75 | 12.87 | 12.87 | 12.87 |
| Total | 1081.50 | 1081.50 | 1081.50 | 811.09 | 811.09 | 811.09 | 540.73 | 540.73 | 540.73 | 270.36 | 270.36 | 270.36 |

| | | | | | | | | | | | | |
|------------------------|----------------|----------------|----------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|
| 11 - 20 Permits | 1230.00 | 1230.00 | 1230.00 | 922.50 | 922.50 | 922.50 | 615.00 | 615.00 | 615.00 | 307.50 | 307.50 | 307.50 |
| GST | 61.50 | 61.50 | 61.50 | 46.13 | 46.13 | 46.13 | 30.75 | 30.75 | 30.75 | 15.38 | 15.38 | 15.38 |
| Total | 1291.50 | 1291.50 | 1291.50 | 968.63 | 968.63 | 968.63 | 645.75 | 645.75 | 645.75 | 322.88 | 322.88 | 322.88 |

| | | | | | | | | | | | | |
|------------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|---------------|---------------|---------------|
| 21 - 40 Permits | 1930.00 | 1930.00 | 1930.00 | 1447.47 | 1447.47 | 1447.47 | 964.98 | 964.98 | 964.98 | 482.49 | 482.49 | 482.49 |
| GST | 96.50 | 96.50 | 96.50 | 72.37 | 72.37 | 72.37 | 48.25 | 48.25 | 48.25 | 24.12 | 24.12 | 67.88 |
| Total | 2026.50 | 2026.50 | 2026.50 | 1519.84 | 1519.84 | 1519.84 | 1013.23 | 1013.23 | 1013.23 | 506.61 | 506.61 | 550.37 |

| | | | | | | | | | | | | |
|------------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| 41 - 99 Permits | 4430.00 | 4430.00 | 4430.00 | 3322.53 | 3322.53 | 3322.53 | 2215.02 | 2215.02 | 2215.02 | 1107.51 | 1107.51 | 1107.51 |
| GST | 221.50 | 221.50 | 221.50 | 166.13 | 166.13 | 166.13 | 110.75 | 110.75 | 110.75 | 55.38 | 55.38 | 55.38 |
| Total | 4651.50 | 4651.50 | 4651.50 | 3488.66 | 3488.66 | 3488.66 | 2325.77 | 2325.77 | 2325.77 | 1162.89 | 1162.89 | 1162.89 |

| | | | | | | | | | | | | |
|----------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| 100 + Permits | 6430.00 | 6430.00 | 6430.00 | 4822.47 | 4822.47 | 4822.47 | 3214.98 | 3214.98 | 3214.98 | 1607.49 | 1607.49 | 1607.49 |
| GST | 321.50 | 321.50 | 321.50 | 241.12 | 241.12 | 241.12 | 160.75 | 160.75 | 160.75 | 80.37 | 80.37 | 80.37 |
| Total | 6751.50 | 6751.50 | 6751.50 | 5063.59 | 5063.59 | 5063.59 | 3375.73 | 3375.73 | 3375.73 | 1687.86 | 1687.86 | 1687.86 |