



Certified Master Builders of South Carolina

APPLICATION

APPLICANT INFORMATION			
Last Name		First Name	MI
Home Address			
City	State	Zip	Home Phone
Email Address			
Designations			
Building Industry Awards			
Local HBA	Number of Years	HBA Offices Held	
Education Background	<input type="checkbox"/> H.S. Diploma	<input type="checkbox"/> Technical College _____	<input type="checkbox"/> College _____ <input type="checkbox"/> Graduate _____
Other Organization Memberships			
Community Activities			

BUSINESS INFORMATION				
Business Name				
Business Address				
City	State	Zip	Business Phone	Business Fax
Website Address				
Principal Owner			Percentage of Ownership by Applicant	
Other Corporation Officers or Partners				
Name/Position _____				
Name/Position _____				
Name/Position _____				
Type of Business	<input type="checkbox"/> Corporation	<input type="checkbox"/> Sole Proprietorship/Partnership	<input type="checkbox"/> S-Corp	<input type="checkbox"/> LLC <input type="checkbox"/> Other _____
Type of Work Performed	<input type="checkbox"/> Residential Building	<input type="checkbox"/> Remodeling	<input type="checkbox"/> Commercial	
Name(s) Under Which You Build				
Does your company carry workers' compensation insurance?		Does your company carry liability insurance?		
<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No		
In the last five years, has any lawsuit been filed against you in any court of law:				
A. by any buyer or potential buyer? <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, explain:)				
B. by any subcontractor or supplier? <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, explain:)				
In the last five years, has any complaint been filed against you in the SC Department of LLR?				
<input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, explain:)				
In the last five years, have any liens been filed against you or your business?				
<input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, explain:)				
Are there any unanswered liens against you? <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, explain:)				
In the last five years, have you or any entity controlled by you claimed the protection of the bankruptcy laws? <input type="checkbox"/> Yes <input type="checkbox"/> No				

CONSTRUCTION EXPERIENCE	
SC Residential Building License # _____	SC Commerical Contractors License # _____
Total Number of years experience _____	
Number of years experience under your own name _____	
Number of years you have derived income from the building or a related contracting industry: _____	
Three major construction project completed within the past two years:	
1. _____	
2. _____	
3. _____	

REFERENCES	
List the names and addresses of the last three people you have built a home for or who have purchased a new home from you.	
1.	Name _____ Settlement Date _____ Address _____ Home Phone _____ City/State/Zip _____ Work Phone _____
2.	Name _____ Settlement Date _____ Address _____ Home Phone _____ City/State/Zip _____ Work Phone _____
3.	Name _____ Settlement Date _____ Address _____ Home Phone _____ City/State/Zip _____ Work Phone _____
List the names and address of three of your suppliers:	
1.	Supplier _____ Years doing business _____ Address _____ City/State/Zip _____ Phone _____
2.	Supplier _____ Years doing business _____ Address _____ City/State/Zip _____
3.	Supplier _____ Years doing business _____ Address _____ City/State/Zip _____
List the name of the principal lending institution with which you have recently placed loans:	
Lending Institution _____	
Address _____	
City/State/Zip _____ Phone _____	

EDUCATION
Please attach verification of completion of initial 20 credits in approved instruction in business management and technical fields. Candidates have up to 36 consecutive months prior to the application date in which to complete the initial 20 credits. NAHB designation courses and AIA accredited courses may be used, as well as courses approved by the HBASC Education Committee.

CERTIFIED MASTER BUILDER AGREEMENT

I hereby make application to the Certified Master Builders of South Carolina program and certify that the above statements are true and correct and references 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 Certified Master Builder of South Carolina, I shall be entitled to the full use and benefit of all materials of the Certified Master Builders of South Carolina program and may under my own name or company name use the full benefits accorded to the Certified Master Builders of South Carolina membership.

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

I further understand and agree that as a condition of my acceptance as a Certified Master Builder of South Carolina, 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 Certified Master Builder of South Carolina, 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 Certified Master Builder of South Carolina to comply with the recommendations of the SC Master Builder Committee or the terms of any mediation agreed to by the Certified Master Builder of South Carolina and the homeowner could result in a recommendation that said member be suspended or expelled from the Certified Master Builders of South Carolina program, thereby relinquishing all rights accorded as a Certified Master Builder of South Carolina.
- E. Any member who disaffiliates membership with the Home Builders Association for any reason, voluntarily or involuntarily, automatically relinquishes rights to the Certified Master Builders of South Carolina program and its benefits.
- F. In the event a Certified Master Builder of South Carolina feels aggrieved by a decision of the SC Master Builder Committee, such Certified Master Builder of South Carolina shall have the right to a review of the record by the HBASC 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 HBASC 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, 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 in fact true and accurate.

APPLICANT	
Name	Company Name
Signature	Date
SPONSOR	
Name	Company Name
Signature	Date

Return completed application with \$250.00 non-refundable fee to the address below. 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 the Home Builders Association of South Carolina.