

# Certified Master Builder – New Member Application

## Office Portion

A. Local Association \_\_\_\_\_ B. Fee Received \$ \_\_\_\_\_  
 C. Application Date \_\_\_\_\_ D. Proof of Worker's Comp. Ins. \_\_\_\_\_  
 E. Proof of General Liability Ins. \_\_\_\_\_ F. Reference Sheets \_\_\_\_\_

**CMB Application fee:** \$1,000, valid for two years

- Enclosed check
- Visa/Mastercard # \_\_\_\_\_ Exp: \_\_\_\_/\_\_\_\_

Company Name:		EIN:	ICE/RCE:
Address:		City:	Zip:
Years in Business:	Homes built last 12 months:	Homes built last 3 years:	
Email Address:		Phone:	

Please answer all questions and submit the Application fee, Reference Sheets, proof of Workers Compensation Insurance and proof of General Liability Insurance.

1. Type of Business Organization:

- Corporation
- Sole Proprietorship
- Joint Venture
- Partnership
- LLC

2. List all company owners:

Name/position \_\_\_\_\_  
 Name/position \_\_\_\_\_  
 Name/position \_\_\_\_\_  
 Name/position \_\_\_\_\_

3. Name(s) under which you build: \_\_\_\_\_  
 \_\_\_\_\_

4. How long have you been in the construction industry? \_\_\_\_\_ years.

Roles, duties, and responsibilities during this period: \_\_\_\_\_  
 \_\_\_\_\_

5. Does your primary income come from building and development activities? \_\_\_\_\_

6. Do you work in any other type of business? \_\_\_\_\_

If yes, state nature of business \_\_\_\_\_



7. Organizations to which you belong: \_\_\_\_\_  
\_\_\_\_\_

8. Community activities: \_\_\_\_\_  
\_\_\_\_\_

9. Have you ever been suspended from FHA or VA? \_\_\_\_\_  
If yes, briefly explain \_\_\_\_\_  
\_\_\_\_\_

10. Have you or your company been a party to a lawsuit or bankruptcy in last 5 years? \_\_\_\_\_  
If yes, briefly explain \_\_\_\_\_  
\_\_\_\_\_

11. Have you ever had your advertising questioned by the Better Business Bureau, newspapers or other authority? \_\_\_\_\_  
If yes, briefly explain \_\_\_\_\_  
\_\_\_\_\_

12. Have you had any unresolved consumer complaints during your membership in the Certified Master Builder Program?  
If yes, briefly explain \_\_\_\_\_  
\_\_\_\_\_

13. Has your company had any liens filed against you in the last year? \_\_\_\_\_  
If yes, briefly explain \_\_\_\_\_  
\_\_\_\_\_

By signing this application, I authorize the Certified Master Builder program Board of Directors to investigate my credit history and rating and contact any references listed herein for the purpose of membership. I have read and agree to comply with the eligibility requirements of the Certified Master Builder program.

Applicant's signature	Date:
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## Customer References

Please provide consumer references from six recent projects:

Name:	Closing date:
Email Address:	Phone:

Name:	Closing date:
Email Address:	Phone:

Name:	Closing date:
Email Address:	Phone:

Name:	Closing date:
Email Address:	Phone:

Name:	Closing date:
Email Address:	Phone:

Name:	Closing date:
Email Address:	Phone:

## Business References

Please provide eight business references for companies that you have done business with for at least two years. References should be a mix of business types including subcontractors, suppliers, banks, title companies, architects, etc.

Company:	Contact Name:
Email Address:	Phone:
Number of years doing business:	Type of Business:

Company:	Contact Name:
Email Address:	Phone:
Number of years doing business:	Type of Business:



Company:	Contact Name:	
Email Address:	Phone:	
Number of years doing business:	Type of Business:	

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