



# 2023 Membership Application

The following information is related specifically to the company and will be published as the company contact information on the MBA Website and printed directory. Information such as phone, address, and email, *may* differ from the information related to the primary contact.  
Ex: General Office Phone Number, info@\_\_.com, etc.

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**Company Information**

Company: \_\_\_\_\_  
Company Federal Tax Id Number: \_\_\_\_\_ Date Business Began: \_\_\_\_\_ # of Employees: \_\_\_\_\_  
Company Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_ (  Check here if this is a residential address )  
Company Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Website: \_\_\_\_\_  
Company Email: \_\_\_\_\_ Nature of Business: \_\_\_\_\_  
MBA Sponsor Name & Company (MBA member who encouraged you to join. Please list only one name): \_\_\_\_\_

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**Primary Contact Information**

The following information is related specifically to the primary contact. Information such as phone, address, and email, *may* differ from the information related to the company. Ex: Direct Office Phone Number, John.Smith@\_\_.com, etc.

Primary Contact First Name: \_\_\_\_\_ Middle Initial \_\_\_\_\_ Last Name \_\_\_\_\_  
Position Title: \_\_\_\_\_ Birthdate: \_\_\_\_\_  
Primary Contact Address (if different from company): \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_ Email: \_\_\_\_\_  
Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

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**Company Ownership**

Name of ALL Company Partners/Principals/Officers. Please attach list if there are additional names. (Include First Name, Middle Initial, Last Name; this information is kept confidential and used for background verification purposes):

First \_\_\_\_\_ Middle Initial \_\_\_\_\_ Last \_\_\_\_\_ Birthdate \_\_\_\_\_  
First \_\_\_\_\_ Middle Initial \_\_\_\_\_ Last \_\_\_\_\_ Birthdate \_\_\_\_\_  
First \_\_\_\_\_ Middle Initial \_\_\_\_\_ Last \_\_\_\_\_ Birthdate \_\_\_\_\_

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**Previous MBA Membership History (if none – skip this section)**

Were you or any of the Principals/Partners/Officers listed in this application ever previous applicants or members of the MBA? Y/N (circle one)  
If yes, please provide the name and the company name of the applicant/member and the date below (attach list if there are additional names):

| Name | Company | Date of application /membership | Do you/they have any outstanding debts with the previous company? |                             |
|------|---------|---------------------------------|---|-----------------------------|
|      |         |                                 | <input type="checkbox"/> Yes                                      | <input type="checkbox"/> No |
|      |         |                                 | <input type="checkbox"/> Yes                                      | <input type="checkbox"/> No |
|      |         |                                 | <input type="checkbox"/> Yes                                      | <input type="checkbox"/> No |

Reasons for Joining: \_\_\_\_\_  
\_\_\_\_\_

**Code of Ethics**

- To conduct business affairs with professionalism, honesty, and skill
- To deal fairly with respective employees, subcontractors, suppliers, and other members
- To respect members who choose to participate in the MBA promotions and pledge to refrain from competing against or distracting from those promotions
- To provide the best housing value possible through the use of quality materials, services, and construction practices
- To build and renovated homes with high standards of safety, sanitation, and livability
- To comply with all codes and regulations prescribed by law and government agencies for health, safety, and progress of the community
- To comply with the applicable industry standards as adopted by the Association
- To provide timely response to items covered under the applicable warranty
- To see and resolve business controversies through non-litigation dispute resolution mechanism
- To support all sound legislative proposals affecting our industry and the people we serve

**Applicant Background Information**

Eligibility for MBA membership requires that applicant must meet **ALL** "Membership Requirements" as listed in this document. Applicants must have conducted and continue to conduct business in compliance with the MBA Code of Ethics, agree to comply with all MBA bylaws and agree to comply with all applicable laws relating to the construction industry or their specialty. Applicants certify that they have no unresolved issues with the BBB of Wisconsin and the WI Dept of Trade & Consumer Protection. Membership is conditional upon approval by the Board of Directors.

Has/does the applicant's current owner(s), directors, officers, managing employees:

1. Ever been convicted of a crime involving any incident where physical harm or threats toward another person or sexual assault was alleged?  
 Yes  No
2. Have any mechanics liens or lien foreclosures (excluding pre-lien notices) filed against any of your projects remained unresolved for longer than one year?  Yes  No
3. Ever been a principal or officer of a building or remodeling business whose contractor's license has been revoked, suspended or denied?  
 Yes  No
4. Have any unsatisfied judgments?  Yes  No
5. Filed for bankruptcy or protection from creditors within the last 5 years?  Yes  No
6. Had any formal administrative action taken by any local, state or federal authority against your business and/or your state contractor license?  
 Yes  No
7. Have any unresolved issues with the Better Business Bureau?  Yes  No
8. Have you ever been denied membership to the MBA?  Yes  No

If you answered "Yes" to any of the questions listed above, please provide a detailed written explanation including but not limited to the identity of the person or company involved, and how the matter was resolved or will be resolved if pending.

**Membership Dues**

In making this application, I agree to abide by the By-laws and Code of Ethics posted on the MBA website (www.mbaonline.org) and by approved actions of the Board of Directors and membership of the Metropolitan Builders Association, the Wisconsin Builders Association, and the National Association of Home Builders. I agree that if my membership is terminated by receipt of written notification, or for non-payment, I will pay all obligations owed to the Association which were accrued prior to the date of cancellation. In the event of termination of membership in this Association, I agree to immediately discontinue the use of its insignias in any form. **\*\*PAYMENT MUST BE RECEIVED WITH APPLICATION. \*\***

I have attached my remittance representing dues in the Metropolitan Builders Association, Wisconsin Builders Association, and the National Association of Home Builders, in accordance with the applicable provisions of the By-laws

Please charge my MasterCard/VISA for my dues in the Metropolitan Builders Association, Wisconsin Builders Association, and the National Association of Home Builders, in accordance with the applicable provisions of the By-laws

**Total Due with Application**

| Membership Level                          |              | x | Total             |
|---|--------------|---|-------------------|
| Associate Membership Dues                 | \$695        |   |                   |
| Builder / Interim Builder Membership Dues | \$985        |   |                   |
|   | <b>TOTAL</b> |   | <u>          </u> |
| Promo Code                                |              |   |                   |

\*\*Please refer to the "Membership Requirements" to determine your Membership Level

Account Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ CVV Code: \_\_\_\_\_ Billing Zip Code: \_\_\_\_\_

Signature: \_\_\_\_\_ Name on Card: \_\_\_\_\_

2120 Pewaukee Road, Suite 103, Waukesha, WI 53188 | P: 262.436.1122

**APPLICATION ALSO AVAILABLE ONLINE AT [mbabuilds.org](http://mbabuilds.org)**

# Membership Requirements

## Builder Member

Builder member shall be any individual, entity, or employee of a firm, (corporation, partnership, or limited liability company) who has been in the business of: (I) building or remodeling homes, apartments, schools, commercial, industrial, or other structures normally related and appurtenant to a community with three homes built and sold; or (II) land development within the jurisdiction of this Association.

Membership Requirements for Builder Members:

- Three satisfactory Credit References (Banks, Major Suppliers, etc.)
  - Three satisfactory Customer References.
  - Disclose all financial partners in company.
  - Applicant authorizes the MBA to conduct inquiries as may be necessary for the MBA's determination of the applicant's financial and technical ability to meet obligations to subcontractors and suppliers.
  - Agree to utilize arbitration and mediation services when requested by a homeowner or another member.
  - Agree to abide by the By-laws, Code of Ethics, and approved actions of the Board of Directors.
- Agree to complete the mandatory education requirement of a full-morning orientation program and one educational program on the Uniform Dwelling Code within one year of acceptance.

## Interim Builder Member

Any contractor who has not met the minimum requirement for Builder membership. Such members are not permitted to vote, to use the MBA logo, or participate in MBA promotions (Home Builders Expo, Spring Tour, Parade of Homes) until attaining Builder membership status. Upon meeting all membership requirements, the Interim Builder shall be considered for full Builder membership.

Membership Requirements for Interim Builder Members:

- Three satisfactory Credit References (Banks, Major Suppliers, etc.)
- Disclose all financial partners in company.
- Applicant authorizes the MBA to conduct inquiries as may be necessary for the MBA's determination of the applicant's financial and technical ability to meet obligations to subcontractors and suppliers.
- Applicant shall furnish Copy of Contractors Certification Card to MBA.
- Have a personal interview with Membership Committee.
- Agree to utilize arbitration and mediation services when requested by a homeowner or another member.
- Agree to abide by the By-laws, Code of Ethics, and approved actions of the Board of Directors.
- Agree to complete the mandatory education requirement of attending a New Member Orientation program and one educational program on the Uniform Dwelling Code within one year of acceptance.

*Note: The MBA desires to have Interim Builder Members reach Builder Member status as soon as possible. Once three homes have been built and sold please contact the MBA so we can obtain three customer references and upgrade your membership status*

## Associate Members

Associate member shall be any person, firm, corporation engaged in a trade, business, industry or profession related to the home building industry. The greater part of business activity should consist of the performance of work or labor and the furnishing of materials used in or about the erection, construction, repair of buildings or the financing of the buildings.

Membership Requirements for Associate Members:

- Disclose all financial partners in company.
- Applicant authorizes the MBA to conduct inquiries may be necessary for its determination of the applicant's financial and technical ability to meets its obligations.
- Agree to utilize arbitration and mediation services when requested by a homeowner or another member.
- Agree to abide by the By-laws, Code of Ethics, and approved actions of the Board of Directors.

## How to determine if you are a Builder or an Associate Member? (BOD Approved 9.19.2012)

From time to time it is difficult to classify whether a company should be an associate member or a remodeler (builder member). To help define what it means to be an associate or a builder, please review your company's business model and ask the following questions:

1. Is your primary business to build, rehabilitate or remodel space or replace via some new construction?
2. Does any of your work that your business performs require a dwelling contractor certification?
3. Are you required to pull construction building permits for your projects (this does not include permits for activities such as electrical or plumbing work)?

If the business can answer **YES** to any of the questions above, you should be classified as a Builder Member. If the business can answer no to each of these questions, then they should be classified as an Associate Member. Over time, if a member's business model changes that would require a change in membership status, that change will happen at the member company's next membership renewal.

## **How to determine if your project meets the builder member requirement?**

The MBA is looking for customer and subcontractor references for projects that are new home constructions or remodels that closely resembles the full construction process.

Projects should include:

- Contract written in applicant company's name to a customer (if for client\*)
- Building permit was issued from the local municipality in applicant company's name
- Project is substantially completed AND occupancy permit has been issued within the last two years

*\*Note: if a project has no owner (i.e. model or spec home) additional information for a subcontract may be given in lieu of an owner.*

The MBA understands that developers and remodels may have projects that do not meet the criteria above. Developers may need to submit information regarding size and scope of developments for consideration as projects. Remodelers may have projects that will meet this requirement (i.e., additions, kitchens remodels and basement buildouts, etc.) but must have a minimum of three trades in each project.

The main scope of all reference projects, whether a builder or remodeler, must also be that of the primary business focus for the applicant company. For example, if the applicant is a home builder, the three projects should be new home construction and if the applicant is a remodeler and specializes in basements, the three projects must be basement buildouts or renovations.

**If you have questions or need clarification to any of these requirements, or to find out if your project meets the intent of the information above, please contact the Metropolitan Builders Association office and speak with the Membership and Business Development Manager.**

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**Through my signature below**, I understand that the failure to meet any financial obligations to the Association may jeopardize my Member in Good Standing status. I also understand that this membership shall be effective as of the date of the signing of this application, subject only to subsequent approval of the Board of Directors. It is further understood and agreed that the Association has the right to investigate all applicants, including conducting a personal interview.

As the applicant, I hereby authorize the Metropolitan Builders Association (MBA) to conduct such investigations of the applicant's activities, make certain inquires for its determination of the applicant's financial and technical ability to meet its obligations to subcontractors and suppliers. I hereby direct all credit reporting agencies and/or financial institutions to make available to the MBA and representatives any information in the possession of such agencies.

By signing this data sheet, I am hereby giving the MBA and its subsidiaries and affiliates, including WBA and NAHB permission to transmit communication to my company and its staff using any company e-mail, telephone numbers, postal mailings, facsimile numbers, and personal cell phone numbers. The MBA also had my permission to put company contact information on the MBA website and in the membership directory.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Thank you for your interest in joining our association. The Metropolitan Builders Association consists of two distinct membership classifications: the Builder member and the Associate member. Both are integral to the success of our association and the housing industry. The following defines Builder Members, Interim Builder Members and Associate Members. Please be prepared to provide the appropriate information with your completed application.