

APPLICATION COVER SHEET
THIS FORM MUST BE THE TOP FORM OF YOUR APPLICATION

Dear Applicant:

It is our goal to process your application in a timely manner. Please review the checklist below and be sure all items are included before mailing your application in for processing. **Any applications received that are missing this form and any of the below items will be automatically returned and not processed.** Please be sure your information is correct.

Insurance certificates enclosed:

_____ **General Liability**

_____ **Builders Risk**

_____ **Workers Comp** _____ **Not applicable less than 3 employees**

You may call your insurance company and request that our fax number is added to your account and that your certificate renewals are sent to us automatically.

Reference information completely filled out including name, complete address, phone number and fax.

_____ **Suppliers**

_____ **Trade Contractors**

_____ **Homeowners**

_____ **Financial**

_____ **CPHB References** (If you do not know a current CPHB builder on the list provided please submit reference sheet with Board of Directors Interview in place of the names)

_____ **I called all my references** (Please call your references and let them know a letter or fax will be sent to their attention)

_____ **Proof of Limited Warranty and Set of Building Performance Standards**

(If you currently use the HBA's Limited Warranty and Homeowner Handbook program please submit written verification; if you are using something different you will need to submit for approval from the Board of Directors.)

_____ **Copy of Georgia State Builder License Certificate**

_____ **Copy of current Home Inspection Guidelines** (If you are using The Housing Institute's (THI) current policies please submit written verification; if you are using something different you will need to submit for approval)

_____ **Copy of current Customer Service Warranty Reporting Procedure** (If you are using THI's current policies please submit written verification; if you are using something different you will need to submit for approval)

_____ **Application is Signed and Dated by the Principal Builder** (for a definition of "Principal" please see the "Instructions" section of the Application)

_____ **Notary Stamp**

_____ **Orientation Attendance** (If you have not attended an orientation, please call (678) 775-1462 to make a reservation for the next class)

_____ **Check made payable to The Housing Institute, Inc. for \$450.00** (this is your first year of dues and a non-refundable \$100.00 application fee)

_____ **My application is filled out completely please accept and begin the application process.**

If my application is incomplete in any manner please contact:

Phone: _____

Email: _____