



Certified Professional Program
Builder, Remodeler, Builder/Remodeler

Application



Mississippi Housing Institute

Revised
July 2017

Certified Professional Program

Builder, Remodeler, Builder/Remodeler

Eligibility:

1. Must be licensed and in good standing by the Mississippi State Board of Contractors
2. Must be a member of the local, state and national Home Builders Association
3. Must maintain primary occupation in residential building, remodeling or commercial building and/or remodeling
4. Must have built at least ten (10) homes or completed five (5) residential remodeling jobs with a value of \$20,000 or more
5. Must provide five (5) letters of reference with application: two (2) homebuyers, two (2) suppliers, and one (1) banker.
6. Applicants that have had foreclosures in the last four (4) years or bankruptcies in the last seven (7) years (whether it be personal, business or partnership) are not eligible for participating in the program

All Certified Professional Builders/Remodelers are required to adhere to the following:

1. Must apply for recertification annually
2. Must maintain licensure with the Mississippi State Board of Contractors
3. Must maintain membership with the local, state and national Home Builders Association
4. Must attend four (4) hours of continuing education annually
5. Must maintain appropriate insurance coverage including builders risk, general liability and workers' compensation
6. Must distribute the Homeowners Handbook and adhere to its standards of customer satisfaction and the integrity of the program
7. Must agree to offer binding arbitration with every contract
8. Must adhere to the Code of Ethics adopted by the Mississippi Housing Institute

Application for Certified Professional Program

<i>Please indicate which program this application corresponds to</i>	
<input type="checkbox"/>	Certified Professional Builder
<input type="checkbox"/>	Certified Professional Builder
<input type="checkbox"/>	Certified Professional Builder/Remodeler

General Information

First Name _____

Last Name _____

Preferred Name _____

Company Name _____ **Company Title** _____

Address _____ **City** _____ **State** _____ **Zip Code** _____

Office Phone _____ **Cell Number** _____ **Fax Number** _____

Email _____ **Website** _____

Social Media Links

Facebook _____ Twitter _____

Pinterest _____ Houzz _____

Other _____

BUILDING TO PREMIER STANDARDS

Initial by each statement to signify agreement:

- _____ My builders license by the Mississippi State Board of Contractors is current and in good standing.
(Attach a copy of your builders license)
- _____ I agree to maintain builder's risk, general liability and workers' compensation insurance.
(Attach insurance certificates for general liability and workers' compensation)
- _____ I agree to maintain membership in the local, state and nation Home Builders Associations.
- _____ I agree to complete a minimum of four (4) hours of continuing education annually.
- _____ I agree to adhere to the attached Code of Ethics of the Certified Professional Builder Program, provided by the Mississippi Housing Institute.

FINANCIAL INFORMATION

Initial by each statement to signify agreement:

_____ I have not filed for personal, business or partnership foreclosure in the last four years.

_____ I have not filed for personal, business or partnership bankruptcy in the last seven years.

If you could not agree to an above statement, please explain.

CERTIFIED PROFESSIONAL BUILDER APPLICANT’S ONLY

Initial by each statement to signify agreement:

_____ I have built a minimum of ten (10) new residency homes.

_____ My primary occupation is home building.

_____ I agree to offer binding arbitration with every home buying transaction.

_____ I agree to adhere to the standards as prescribed in the Homeowner Handbook, adopted by the Mississippi Housing Institute and the Certified Professional Program.

_____ I have submitted five (5) references with my application, including the name, address and contact information for these references. These references include two (2) home buyers, two (2) suppliers and one (1) banker.

CERTIFIED PROFESSIONAL REMODELER APPLICANT’S ONLY

Initial by each statement to signify agreement:

_____ I have completed a minimum of ten (10) remodeling jobs with a minimum value of \$20,000.

_____ My primary occupation is home is home remodeling.

_____ I agree to offer binding arbitration with every remodeling contract.

_____ I have submitted five (5) references with my application, including the name, address and contact information for these references. These references include two (2) remodeling customers, two (2) suppliers and one (1) banker.

CERTIFIED PROFESSIONAL BUILDER/REMODELER APPLICANT'S ONLY

Initial by each statement to signify agreement:

_____ I have built a minimum of ten (10) new residency homes.

_____ I have completed a minimum of five (5) remodeling jobs with a minimum value of \$20,000.

_____ My primary occupation is home building.

_____ I agree to offer binding arbitration with every home buying transaction.

_____ I agree to adhere to the standards as prescribed in the Homeowner Handbook, adopted by the Mississippi Housing Institute and the Certified Professional Program.

_____ I have submitted five (5) references with my application, including the name, address and contact information for these references. These references include two (2) home buyers, two (2) suppliers and one (1) banker.

By signing below, I certify that the statements below are true, complete and correct, at the no information has been omitted.

Signature

Date

Witness

Please note that the Mississippi Housing Institute reserves the right to deny membership to any individual, as well as remove designation for failing to adhere to program guidelines or for any other reason the Board of Directors deems necessary.

Payment

Certified Professional Builder	\$200 <i>Includes orientation and one (1) Homeowners Handbook</i>
Certified Professional Remodeler	\$200
Certified Professional Builder/Remodeler	\$225 <i>Includes orientation and one (1) Homeowners Handbook</i>

Make checks payable to:

The Mississippi Housing Institute
290 Commerce Park Drive, Suite B
Ridgeland, MS 39157

Mississippi Housing Institute's Code of Ethics

As a Certified Professional (Builder, Remodeler and/or Builder/Remodeler), I believe in, and accent the responsibilities and obligations inherence in providing quality building services. Basic to these ethical beliefs, I agree to abide by and support the following objectives:

I pledge...

TO CONDUCT my business affairs with honesty and professionalism.

TO PROTECT the consumer through the use of quality materials and building practices backed by integrity and service.

TO MEET my financial obligations in a responsible manner.

TO COMPLY with the letter of my business contracts, and manage all of my employees, with fairness and honor.

TO NOT ATTEMPT to injure, with malicious intent, either director or indirectly, the professional reputation, prospects, practice, or employment of another builder or associate member.

TO COMPLY with rules and regulations prescribed by law and government agencies for the health, safety and welfare of the community.

TO PROVIDE timely responses to items covered under warranty.

TO KEEP informed regarding public policies and other essential information, which affect my business interests and those of the building industry as a whole.

TO SEEK to resolve controversies which I may become involved in through non-litigation dispute resolution mechanism such as attribution.

TO SUPPORT and abide by the decisions of the Mississippi Housing Institute in promoting and enforcing this Code of Ethics.

Signature

Date

Witness



Mississippi Housing Institute

290 Commerce Park Dr, Suite B
Ridgeland, MS 39157
601.969.3446—phone
601.510.9897—fax