

NAHB MEMBER IDENTIFICATION (ID) CODING INSTRUCTIONS

The NAHB Member Identification (ID) Code is made up of eleven data blocks which are explained below. It is separate from the six-digit NAHB Membership Number assigned to each member. The ID Code is designed for use by NAHB and affiliated state and local associations to provide services which respond to the changing needs of our membership. Please note as in the examples below. If the requested data for a particular block is not applicable, enter a dash (-). Also, if you don't know the exact answer for a particular block, please give your best estimate. In order for an associate member to receive the Builder Magazine they must be classified with an occupation code ranging from (A-Z). A "Z" or "other" classification code must also be further defined by writing the members specific occupation in the space provided. Any associate member not classified as outlined will not receive a copy of the Builder Magazine.

Membership Classification:

1st block enter a code (1) for all Builder Members enter a code (2) for all Associate Members

2nd block enter the primary business activity code (a-z) from the following selection including any sub-codes

Builder Member Classification

Associate Member Classification

Subcontractors and Specialty Trade

Code	Description	Code	Description	Code	Description
A	Single Family Builder – Speculative	L	Accounting	W1	Carpentry
B	Single Family Builder – Custom	M	Architects, Planners, Designers, Engineers	W2	Electrical
C	Multifamily Builder - Sale Units	N	Attorneys	W3	Flooring
D	Multifamily Builder/Owner - Rental Units (Own Account)	O	Computer Products and Services	W4	Landscaping
E	Multifamily Contractor - Rental or Sale Units (Other Investments)	P	Financial Services	W5	Plumbing, Heating and Air Conditioning
F	Remodeler – Residential	Q	Insurance and Title Companies	W6	Roofing and Siding
G	Remodeler – Commercial	R	Marketing, Advertising and Public Relations	W7	All Other Subcontractors
H	Commercial Builder (Own Account)	S	Product Manufacturers and Representatives		
I	Commercial Contractor (Other Investments)	T	Property Management		
J	Land Developer	U	Real Estate Brokers and Agents	X1	Appliances
K	Home and Building Manufacturer		Retail Dealers/Distributors	X2	Building Materials
		V1	Appliances	X3	Floor Coverings
		V2	Building Materials/Lumber	X4	Paint/Wall Coverings
		V3	Floor Coverings	X5	All Other Wholesale Dealers
		V4	Paint/Wall Coverings	Y	Utilities
		V5	All Other Retail Dealers	Z	All Other _____

3rd and 4th blocks using the above Business Activity Codes, code the second and third business activity, include sub-code if applicable.

5th block Enter the members annual dollar volume of all construction/development. Choose from the following list of codes:

Code Description:

1. Under \$1 million 2. \$500,000 to \$1 million 3. \$1 million to \$5 million 4. \$5 million to \$10 million

6th block Enter the members annual number of residential dwelling units. Choose from the following list of codes:

Code Description:

1. 0 Units 2. 1 to 10 Units 3. 11 to 25 Units 4. 26 to 100 Units 5. 101 to 500 Units 6. Over 500 Units

7th thru 10th blocks Enter the total number of paid employees, including the member:

11th block Using the following list of Title Codes, enter the member's business title:

- | | | |
|--|--------------------------------------|-------------------------------------|
| A President/CEO/Owner/Principal/Partner | D Sale and Marketing Manager | G Other Management Personnel |
| B VP/General Manager | E Architect/Designer/Engineer | H Non Managerial Personnel |
| C Construction Superintendent | F Financial Manager | I Other _____(specify) |

Example #1: Bill Adams is a home builder and land developer. He is also the owner of a real estate company. Adams has a total of 19 employees in both his companies. Last year he built 11 homes with a total sales value of \$900,000 and he developed 17 building lots for himself and other builders for a total market value of \$500,000. Bill Adams NAHB Membership ID Code would be:

Example #2: Adelle Boyd is the owner of an architectural/design firm with 8 employees on her payroll. Last year her firm also converted an old school building into 8 apartments with a total market value of \$475,000. Adelle Boyd's NAHM Membership ID Code would be:

Example #3: Tom Jones is the owner of a retail appliance store with 10 employees. Tom Jones NAHM Membership ID Code would be:



SOUTHEAST ALASKA BUILDING INDUSTRY ASSOCIATION MEMBERSHIP APPLICATION

(Affiliated with the National Association of Home Builders & the Alaska State Home Building Association)

COMPANY NAME _____

REPRESENTATIVES NAME _____ TITLE _____

BUSINESS ADDRESS _____
Street, City, State, Zip

MAILING ADDRESS _____
(If different from above)

TELEPHONE NUMBER _____ FAX NUMBER _____

E-MAIL _____ WEBSITE _____

BIRTHDAY (MONTH/DAY ONLY) _____ SPOUSE'S NAME _____

**For routine communication from the Association,
how do you prefer to be contacted?**

E-MAIL _____ FAX _____ PHONE _____
Cell _____

Builders: Both Generals and Specialty Contractors please submit a copy of your current contractor's license.

NAHB membership ID code (see attached coding instructions):

1	2	3	4	5	6	7 - 10				11	

If block 2 = "Z", list other business classification: _____

SPONSOR #1 _____ SPONSOR #2 _____

I agree to abide by the Constitution and By-Laws of the Southeast Alaska Building Industry Association, of the National Association of Home Builders (NAHB) with which it is affiliated, and the Alaska State Home Building Association (ASHBA). A total remittance of \$400.00 represents my annual membership dues to all three associations (local, state and national). I understand that the dues breakdown is as follows: Southeast Alaska Building industry (\$175.00), ASHBA (\$75.00) and NAHB (\$150.00).

Dated _____

(Signature of Applicant)

Submit to: **Southeast Alaska Building Industry Association • PO Box 6291 • Ketchikan, AK 99901**
Phone: 247-4903 • Fax: 247-6903 • e-mail: ketchikanhba@hotmail.com

Dues payments to the Southeast Alaska Building Industry Association are NOT deductible as charitable contributions for federal tax purposes. However, a percentage of the dues payments may be deductible by members as an ordinary and necessary business expense, subject to an exclusion for lobbying activity - check with your accountant. Because a portion of your dues is used for lobbying by the National Association of Home builders (\$18.00) and the Alaska State Home Building Association (\$38.00) a total of \$56.00 is not deductible for your income tax purposes.