

## 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:

1<sup>st</sup> block  enter a code (1) for all Builder Members      enter a code (2) for all Associate Members

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

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

5<sup>th</sup> 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

6<sup>th</sup> 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

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

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

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

1
2
3
4
5
6
7 - 10
11

**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:

1
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5
6
7 - 10
11

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

1
2
3
4
5
6
7 - 10
11



# 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 \$425.00 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 (\$107.00), ASHBA (\$120.00) and NAHB (\$198.00).

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 (\$38.00) and the Alaska State Home Building Association (\$48.00) a total of \$86.00 is not deductible for your income tax purposes.