

## The Membership Process: What to Expect

Congratulations on making the choice to become a member of the Nova Scotia Home Builders' Association. The NSHBA is the representative voice of the residential construction industry in Nova Scotia. By becoming a member, you will be adding your voice to a group of over 300 member companies whose mission is to provide professionalism in all aspects of the industry and provide quality, affordable housing choices to Nova Scotians.

This information sheet is designed to help you understand what happens during the membership application process and answer any questions you might have.

### **Application Form:**

Fill out your application form in full and send to the NSHBA office by mail or fax. Make sure you include your current information and a working e-mail address. You will also need to include the name and company of a current NSHBA member who has agreed to sponsor your application.

### **Membership Fees:**

Your membership fees are pro-rated according to the month in which you join the association. The renewal and billing date for members is November, however, applications are accepted in any month.

### **Credit Check:**

Before your application is approved, a credit check will be performed to ensure that your company is in good standing, financially.

### **Approval Process:**

Following the credit and sponsor check, your application is brought before the board. Payment will be processed following final approval.

### **Final Steps:**

Once your application has been approved by the board, you become a member of the NSHBA. A New Member Package will be sent to you within two weeks.

For more information, please contact:

**The NSHBA office**  
tel: 902 450 5554 fax: 902 450 5448  
e-mail: nshba@nshba.ns.ca



## The Membership Checklist: What to Remember

Here is a list of things to remember when applying for membership in the Nova Scotia Home Builders' Association:

- Have you filled out your application form?
- Did you include your e-mail address?
- Do you have an NSHBA member to sponsor your application?
- Have you signed the application form?
- Have you included a method of payment? (Visa, MC, cheque)

### **Annapolis Valley Membership Fee Structure\***

November	\$570
December	\$570
January	\$500
February	\$455
March	\$410
April	\$365
May	\$320
June	\$275
July**	\$570
August**	\$570
September	\$570
October	\$570

\*Prices do not include HST.

\*\*Join in July or August and receive two months at no charge. Your application will be presented to the board of directors in September.

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