



Membership Application

Please type or print clearly, using appropriate spelling, capitalization, abbreviations, spacing, etc. Complete both pages.

Name of Company _____

Affiliate or Division of _____

Mailing Address _____

City _____ State _____ Zip _____

Telephone _____ Fax _____

Street Address if Different from above: _____

City _____ State _____ Zip _____

E-mail Address _____

Name of First Contact Person for mailing list: _____

While most members have only one contact name on the NCMHI mailing list, each member company is entitled to two contact names as part of their membership at no extra charge. These contact names may be at the same address or different addresses. Each contact name on the mailing list will receive all the same mailings. Each contact name would also be listed in the NCMHI directory and would receive a copy of the directory. If you would like to have a second contact name on the mailing list please enter the information below. Additional contact names (#3, #4, etc.) can be added at \$75.00 each to cover printing, mailing and directory costs. For additional names see the back of this sheet.

Name of Second Contact Person for mailing list: _____

Mailing Address _____

City _____ State _____ Zip _____

Telephone _____ Fax _____

Street Address if Different from above: _____

City _____ State _____ Zip _____

E-mail Address _____

Category of Membership for which you are applying: (Note: Membership will be prorated for first year of membership)

- Associate Member (non-industry-must be approved) \$100.00 per year _____
- Finance \$250.00 per year _____
- Insurance \$250.00 per year _____
- Developer \$100.00 per year _____
- Service/Supplier \$250.00 per year _____
- Installation Contractor \$50.00 per year _____

Community Owner/Operator – Number of Spaces in community _____

- Check One: _____ 1-10 spaces \$25.00
 _____ 11/110 spaces \$25.00 + \$1.00 for each space over 10 (40 spaces - \$25.00 + \$30.00 = \$55.00)
 _____ 111 + spaces \$125.00

Manufacturer: \$600.00 minimum per year (\$600.00 must accompany this application: this represents the first 12 floors shipped to NC retailers).

I will remit \$50.00 for each floor shipped to a NC retailer beginning (date) _____

Name: _____

Title: _____

Signature: _____

Additional Contact names (3rd, 4th, etc.) _____ names at \$75.00 each per year (list 3rd contact name on the back of this sheet, any additional attach a sheet) _____

Enclosed is a check in the amount of: _____

Please charge my credit card _____ Visa _____ Mastercard in the amount of \$ _____

Card # _____ exp. Date _____

Name on Card: _____ Signature _____

Code of Ethics

We, as members of the North Carolina Manufacturing Housing Institute, find the following principles paramount. It is by evoking these principles that we achieve the American way of life and uphold the free-enterprise system.

- 1. Honesty and fairness in all dealings.
2. As our fundamental responsibility is to our customers, we will honor warranties and commitments within a reasonable time.
3. Stay informed of laws governing this industry, pledge support to enhancing the public image and promote the positive aspects of manufactured and modular home living.
4. We will deal fairly with employees, associates and suppliers.
5. Encourage business dealing with members who are in good standing with our association.

Manufacturers Division

- A. Meet or exceed all applicable code requirements in the construction of manufactured and modular housing.
B. Maintain high standards of health, safety and livability in every home we build.
C. Avoid appropriating the trade secrets or other intellectual property of others.
D. Encourage the development of new techniques and construction methods for the continued progress of the manufactured and modular housing industry.

Service/Supplier Division

- A. Provide products and service to the Manufactured and Modular Housing industry that comply with North Carolina Building Standards.
B. Develop products and/ or services that strive to achieve the best value for long-term performance.
C. Communicate in a truthful manner regarding the appropriateness and performance of a particular product or service for use in our industry.
D. Provide clear and concise technical information to the customer concerning proper installation.
E. Maintain a policy of efficiency on warranty issues.

Financial Services Division

- A. Comply with all federal, state and local laws and regulations, including but not limited to the North Carolina Predatory Lending Act, the North Carolina Mortgage Lending Act, The Equal Credit Opportunity Act, The Truth in Lending Act, and the Real Estate Settlement Procedures Act, which regulate the manufactured and modular housing industry.
B. Exercise prudent, ethical and legal lending practices.
C. Clearly and conspicuously disclose in a timely manner the rights of all consumers, including the right to know all costs, charges, and rates.
D. Improve quality customer service.
E. Cooperate and participate with other organizations dedicated to the betterment of the manufactured and modular housing industry.
F. Pursue membership in other industry trade associations and build a cooperative relationship.

Retailers Division

- A. Comply with the laws governing retailers.
B. Observe high standards of honesty in all transactions, including subcontractors and suppliers. Submit quotes, merchandise, industry products and services without false promises or misrepresentation.
C. Honor confidentiality and respect the privacy of others.
D. Support in principle and practice equal opportunity for all and comply with Fair Housing Laws.
E. By example, lead to a higher standard in our industry.

Installation Contractors Division

- A. Comply with all laws and regulations governing the installation of manufactured and modular housing.
B. Enhance public perception of manufactured and modular housing through quality installation and service.
C. Encourage the development of new techniques, methods and products for the installation and set-up of manufactured and modular housing.
D. Strive to maintain the highest standards of professional service and installation in a timely manner.

Community/Developer Division

- A. Promote open communication with residents.
B. Enforce all agreements concerning relations between the management and residents in a fair, consistent and professional way.
C. Be committed to promoting excellent resident relations and exhibit that commitment through policies and practices.
D. Provide written agreements to residents including all fees, charges, assessments, rules, and other regulations.
E. Contribute constructively to the public image of manufactured home community living.
F. Be truthful in advertising statements.
G. Strive to provide excellence in environment and maintenance within my Community.

It is by this Code of Ethics that the community, our customers and colleagues are able to trust one another. Upon being accepted as members of NCMHI, we voluntarily accept this code and understand that demonstrating behavior that is outside this code puts in jeopardy my membership to NCMHI.

We have read the Code of Ethics and hereby attest that our company will adhere to these ethics.

Name _____

Title _____

Signature _____ Date _____

Sponsored by (if applicable) _____

In what manner is your line of business related to the manufactured/modular housing industry?

Name of Third Contact Person for mailing list (\$75.00 per year): _____

Mailing Address _____

City _____ State _____ Zip _____

Telephone _____ Fax _____

E-mail Address _____

Return to: NCMHI, PO Box 58648, Raleigh, NC 27658 or fax with credit card to (919) 872-4826. Your membership will be up for approval at the next scheduled Board Meeting. If you have any questions please call the NCMHI office at (919) 872-2740