

Financial Statement Requirements

C Corporation or Subchapter S Corporation

Submit Audited or Reviewed Corporate Financial Statement.

- If the Financial Statement supplied is a compilation, a copy of the company's tax return, including all schedules, will be required.
- If corporate statement meets HOME equity requirements, no personal financial information or Surety Agreements will be required.
- If corporate statement does not meet HOME equity requirements, a personal financial statement and Surety Agreement will be required from the principal(s) and spouse(s), if married. An alternate security is also acceptable. See below for options.

Partnership, Limited Partnership or Limited Liability Corporation

Submit personal financial statement and Surety Agreement signed by principal(s) and spouse(s), if married. If personal financial statement lists the company's net equity as an asset, a copy of the company's tax return, including all schedules, is required.

Sole Proprietorship

Submit personal financial statement. If personal financial statement lists the company's net equity as an asset, a copy of schedule C from your 1040 is required. Blank financial forms are available from HOME for your convenience if you do not have a prepared statement.

Alternate Forms of Security

In the event additional financial security is required for membership approval, any of the following options are acceptable. Letter of Credit/ Surety Bond must be issued under the same name as shown on the Membership Application.

Amount of Security – Contact your HOME Account Executive

Term of Security – 25-26 months - Varies based on option used.

1. **Letter of Credit** – Document prepared by bank. Submission Agreement regarding LOC also required.
2. **Surety Bond** – Prepared by a HOME - approved bond company. A Submission Agreement regarding Bond also required. Contact your Account Executive for Bond application.
3. **Escrow Agreement** – Funds held by HOME in an interest-bearing account. Escrow Agreement and a Certified or Cashier's Check are required.
4. **Certificate of Deposit** – Prepared by bank but original held by HOME. If CD is in Builder's name as opposed to HOME, CD Assignment also required. Only photocopy of original CD must be submitted.

Methods for Membership Application

to

HOME of Texas



1-800-445-8173

Fax: 717-561-4494

www.homeoftexas.com

Methods for Application to HOME

Regular Approval

Cost: \$295 Annual Registration Fee
Time: 10 Business Days*

Requirements

1. Primary Information Application complete with telephone numbers.
 2. Warranty Membership Application, complete with telephone numbers and Builder's signature.
 3. Signed Membership Agreement. If Sole Proprietorship and married, spouse must also sign.
 4. Appropriate current financial statement. *Refer to page 3.*
 5. Most current Corporate Federal Tax Return. If Sole Proprietor, only Schedule C is needed.
 6. Alternate form of security may be required. *Refer to page 3.*
 7. Completed Grandfather Form — Unoccupied Homes Only
 - a. If home is completed (move in condition) or will be completed within 10 days and NOT occupied, send \$100 deposit plus \$150 Underwriting Inspection Fee (Maximum of 3 homes or \$450).
 - b. If home is still under construction (and not completed), send \$100 deposit. Contact your local Account Executive to determine if additional HOME inspections will be required. If purchasing insurance through RWC Insurance Advantage, please note that all homes must be warranted.
 - c. Homes over \$1 million in sales price may have additional requirements. Contact your Account Executive for details.
- PLEASE NOTE:** ALL homes that need to be warranted must be listed on the Grandfather Form and submitted with the application package. Additional homes to be grandfathered MAY NOT be added later, after membership is approved.
8. Annual Registration Fee.

Note: Special Circumstances

1. If Builder sold less than 10 homes in the last 3 years and/or has not been in business for at least 2 years, an alternate form of security is required for membership. The amount of security needed will be based on the projected sales volume to be enrolled with HOME. ***Requirements for modular builders are different - please call HOME for details.***
2. If only one home is to be enrolled within the next 12 months, call our Main Office at 1-800-445-8173 to request information about HOME's 1-Home Plan.
3. If Builder does not meet HOME standard screening criteria, an alternate form of security may also be required.
4. The time frame for approval under these special circumstances may be reduced to 5-10 business days. *

Rush Method for Application to HOME

Rush Approval

This method was created for Builders who need approval in less than 10 business days. This option may be used if:

- Proof of warranty membership is required before county-issued building permits can be released; or
- Closing is to be held within the next 10 days.

Cost: \$295 Registration Fee

Time: 1 Business Day

Requirements

1. Same as Regular Approval, and
2. HOME will be able to issue a warranty within 1 business day of receipt of the **complete** application package **including** alternate form of security, if applicable, and appropriate fees. The screening will then be completed within the regular 2 week time frame. If the HOME requirements are met, the Builder's membership will be approved for 1 year. If the HOME requirements are not met, the Builder's membership will not be approved.

Send Rush Application by overnight delivery to:

HOME of Texas
Attn: Membership Department
5300 Derry Street
Harrisburg, Pa 17111-3598
Phone: 1-800-445-8173

For rate information, contact your local Account Executive.

Most of HOME's application forms are posted online for your convenience at www.homeoftexas.com.