

**Attachment 2**

**Builder Application & Records Keeping List, Glennborough HOA**

Supply requested information to:

Glennborough HOA  
c/o In Rhodes Management Inc.  
2391 Pontiac Road, Auburn Hills, MI 48326  
Email: [reception@inrhodes.com](mailto:reception@inrhodes.com) / Fax: (248) 652-0662

Company Name: \_\_\_\_\_

1. State how long you have been in the business of building single family homes:

\_\_\_\_\_

2. State the price range for the last 5 residences you have built: \$\_\_\_\_\_ (lowest) to \$ \_\_\_\_\_ (highest).

3. State the address where you receive your mail and meet with your customers:

Receive Mail: \_\_\_\_\_

Meet with Customers: \_\_\_\_\_

4. Provide to HOA an original copy of a letter from the State of Michigan showing that you have a clean record of no complaints over the previous 5 years. Or, have the State email the letter to the HOA at the email address listed above.

State of Michigan letter received on: \_\_\_\_\_

5. Builder certifies by signing at the end of this document that it has not entered into any bankruptcy status in the past 5 years. Bankruptcy in the previous 5 years may result in denial of approval.
6. Supply the name of your bank where you do most of your business and a bank officer's name, phone number and extension number.

\_\_\_\_\_

7. Supply the name of the Title Company, address, phone number and principal owner or partner of the Title Company with which your company does most of its business:

\_\_\_\_\_

\_\_\_\_\_

8. On a separate page, provide a list of your 5 most recent customers for whom you have built a single family home. **Provide the name, phone number and email address for each customer.** By supplying and signing at the bottom of the (separate) page you supply, you are certifying that there are no omissions to this list. Failure to provide an accurate list or omitting any customer shall result in denial of approval.

Date list of customers received: \_\_\_\_\_

Supply a photo of the front of each of these 5 residences. Date photos received: \_\_\_\_\_

9. I/we give permission to the HOA, or its representative(s), to make a credit check on both me/us and/or my/our Company.

Signature: \_\_\_\_\_ Company Position: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Company Position: \_\_\_\_\_

Date: \_\_\_\_\_

10. Date damage deposit in the amount of \$10,000.00 received by the HOA: \_\_\_\_\_

11. Date of inspection by the HOA: \_\_\_\_\_

12. Letter of corrections required by HOA sent on: \_\_\_\_\_

13. Re-inspection date (if necessary) completed on: \_\_\_\_\_

14. Amount of deposit returned to the builder by the HOA \$ \_\_\_\_\_ Date: \_\_\_\_\_. If there are any deductions from the deposit, a list of the corrections and an itemized list of the costs for each item shall be supplied to the builder by the HOA.

15. Builder has received a copy of the Master Deed and Bylaws from the unit owner and confirms that he/she has read the document as it pertains to all aspects of building in Glennborough.

16. Builder agrees that no signs advertising contractor services may be put out before, during or after work has been completed.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_