

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 member's specific occupation in the space provided. Any associate member not classified as outlined will not receive a copy of the Builder Magazine.

Membership Classification:

1st block

Enter code (1) for Builder Member, code (2) for Associate Member

2nd block

Enter the primary business activity code (a-z) from the following selection:

Builder Member:

Code Description

- A** Single Family Builder – Speculative
- B** Single Family Builder – Custom
- C** Multifamily Builder - Sale Units
- D** Multifamily Builder/Owner - Rental Units (Own Account)
- E** Multifamily Contractor - Rental or Sale Units
(Other Investments)
- F** Remodeler – Residential
- G** Remodeler – Commercial
- H** Commercial Builder (Own Account)
- I** Commercial Contractor (Other Investments)
- J** Land Developer
- K** Home and Building Manufacturer

Associate Member:

Code Description

- L** Accounting
- M** Architects, Planners, Designers, Engineers
- N** Attorneys
- O** Computer Products and Services
- P** Financial Services
- Q** Insurance and Title Companies
- R** Marketing, Advertising and Public Relations
- S** Product Manufacturers and Representatives
- T** Property Management
- U** Real Estate Brokers and Agents
- V1** Appliances
- V2** Building Materials/Lumber
- V3** Floor Coverings
- V4** Paint/Wall Coverings
- V5** All Other Retail Dealers

Subcontractors and Specialty Trades:

Code Description

- W1** Carpentry
- W2** Electrical
- W3** Flooring
- W4** Landscaping
- W5** Plumbing, Heating and Air Conditioning
- W6** Roofing and Siding
- W7** All Other Subcontractors

Wholesale Dealers/Distributors

- X1** Appliances
- X2** Building Materials
- X3** Floor Coverings
- X4** Paint/Wall Coverings
- X5** All Other Wholesale Dealers
- Y** Utilities
- Z** All Other _____

3rd and 4th blocks

using the above Business Activity Codes, code the second and third business activity.

5th block

Enter the members annual dollar volume of all construction/development. Choose from the following list of codes:

Code Description:

- “-” No Construction Activity **1.** Less than \$500k **2.** \$500,000 to \$1 million **3.** \$1 million to \$5 million
4. \$5 million to \$10 million **5.** \$5 million to \$10 million **6.** More than \$15 million

6th 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

7th thru 10th blocks

Enter the total number of paid employees, including the member:

11th block

Using the following list of Title Codes, enter the primary member's business title:

- | | | |
|--|--------------------------------------|-------------------------------------|
| A President/CEO/Owner/Principal/Partner | D Sale and Marketing Manager | G Other Management Personnel |
| B VP/General Manager | E Architect/Designer/Engineer | H Non-Managerial Personnel |
| C Construction Superintendent | F Financial Manager | I 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	B	J	U	2	3	-	-	2	0	A
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:

2	M	I	-	1	2	-	-	-	9	A
1	2	3	4	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:

2	V	1	-	-	-	-	-	1	1	A
1	2	3	4	5	6	7-10				11

