

## NAHB MEMBER IDENTIFICATION (ID) CODING INSTRUCTIONS

### Before Filling Out, Please See the Examples on Page 2

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 its affiliated state and local associations to provide services which respond to the changing needs of our membership. Please note as in the example below, if the requested data for a particular block is not applicable, **enter a dash (-)**. Also, if you do not 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 members of the specific occupation in the space provided. Any Associate Member not classified **will not receive a copy of "Builder Magazine."**

1<sup>ST</sup> block

**MEMBER CLASSIFICATION**  
Enter a Code (1) for all Builder Members OR Enter a Code (2) for all Associate Members

2nd block

Enter the primary business activity code (A-Z) from the following Occupation Codes including any sub-codes:

### OCCUPATION CODES

Builder Member Classification		Associate Member Classification		Subcontractors / Specialty	
A	Single Family Builder Speculative (detached & attached)	L	Accounting	W1	Carpentry
B	Single Family Builder Custom	M	Architects, Planners, Designers, Engineers	W2	Electrical
C	Multifamily Builder Sale Units	N	Attorneys	W3	Flooring
D	Multifamily Builder/Owner Rental Units (Own Account)	O	Computer Products and Services	W4	Landscaping
E	Multifamily Contractor Rental Sale Units (Other Investor)	P	Financial Services	W5	Plumbing, Heating/Air
F	Remodel/Residential	Q	Insurance	W6	Roofing and Siding
G	Remodel/Commercial	R	Marketing, Advertising & Public Relations	W7	All other Subcontractors
H	Commercial Builder (Own Account)	S	Product Manufacturer/Representative		
I	Commercial Contractor (Other Investors)	T	Property Management		
J	Land Developer	U	Real Estate Brokers		
K	Home and Building Manufacturer				
			<b>Retail Dealers/Distributors</b>		<b>Wholesale Dealers / Distributors</b>
		V1	Appliances	X1	Appliances
		V2	Building Material/Lumber	X2	Building Materials
		V3	Floor Coverings	X3	Floor Coverings
		V4	Paint/Wall Coverings	X4	Paint/Wall Coverings
		V5	All Other Retail Dealers	X5	All Other Wholesale Dealers
				Y	Utilities
				Z	All Other _____ (please specify)

3<sup>rd</sup> & 4th blocks

Using the Occupation Codes (above), code the 2<sup>nd</sup> & 3<sup>rd</sup> business activity, incl subcodes if applicable.

5th block

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

ANNUAL DOLLAR VOLUME CODE DESCRIPTION			
1	Under \$1 Million	3	\$5 Million - \$10 Million
2	\$1 Million - \$5 Million	4	Over \$10 Million

6th block

Enter the Member's annual number of residential dwelling units. Choose from the following list of codes:

ANNUAL RESIDENTIAL DWELLING UNITS CODE DESCRIPTION			
1	0 Units	4	26-100 Units
2	1-10 Units	5	101-500 Units
3	11-25 Units	6	Over 500 Units

7<sup>th</sup>-10<sup>th</sup> block

Enter the total number of paid employess including the Member.

11<sup>th</sup> block

Enter the Member's Business Code. Choose from the following list of codes:

TITLE CODE DESCRIPTION			
A	President/CEO/Owner/Principal Partner	E	Architect/Designer/Engineer
B	VP/General Manager	F	Financial Manager
C	Construction Superintendent	G	Other Management Personnel
D	Sales & Marketing Manager	H	Non Management Personnel
		I	Other _____ specify

Examples on Next Page

**Example #1** – Bill Adams is a home builder and land developer. He also owns a Real Estate office. Adams has 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)=1 (2)=B/- (3)=J (4)=U/- (5)=2 (6)=3 (7)= - (8)= - (9)=2 (10)= 0 (11)=A**

**Example #2** – Adelle Boyd is the owner of an architectural/design firm with 8 employees. Last year her firm also converted an old school building into 8 apartments with a total marked value of \$475,000.

*Adelle Boyd's NAHB Membership ID Code would be:*

**(1)=2 (2)=M (3)=I (4)= - I - (5)=1 (6)=2 (7)= - (8)= - (9)= - (10)= 9 (11)=A**