



## **APPLICATION FOR MEMBERSHIP**

Thank you for your decision to join the National Home Watch Association. Whether your company is already established, or you are in the very early stages of your business start-up, the NHWA is here to assist, guide, and mentor you. Please fill out the application to the best of your ability. **IF YOU HAVE NOT YET MET CERTAIN REQUIREMENTS, COMPLETE WHAT YOU CAN.**

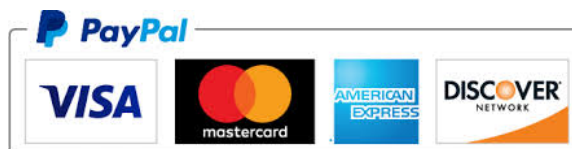
This form is a fillable PDF form, meaning you can type directly onto the form:

- TYPE in what you can (no signatures or initials).
- SAVE to your computer.
- PRINT FORM.
- Sign and initial where indicated.
- SCAN the signed document and email to [info@nationalhomewatchassociation.org](mailto:info@nationalhomewatchassociation.org) .\*\*
- Mail the original signed and initialed pages to:

NHWA  
PO Box 2359  
Murrells Inlet, SC 29576

\*\*Should you not have access to a scanner, please mail entire packet to PO Box 2359, Murrells Inlet, SC 29576.

Payment can be made by check or PayPal. Should you want to pay by ACH (directly from your bank account), please contact us at (843) 357-6660 (option 4), and we will invoice you directly.



After we receive your membership application and payment, you will be contacted by the NHWA.



**APPLICATION FOR MEMBERSHIP**

**CONTACT INFORMATION**

\_\_\_\_\_  
Company Name (if using a dba, put parent company name)

\_\_\_\_\_  
DBA/Fictitious Name

Physical address:  Use this address on NHTWA website

Mailing address:  Check if same as physical address

Use this address on NHTWA website

\_\_\_\_\_  
Number and street

\_\_\_\_\_  
Number and street

\_\_\_\_\_  
City/State/Zip (or City/Province/Postal Code)

\_\_\_\_\_  
City/State/Zip (or City/Province/Postal Code)

**Check here if you want your city or town ONLY listed on the NHTWA website.**

\_\_\_\_\_-\_\_/\_/\_\_\_\_\_  
Company Principal 1 – Print Full Name and Date of Birth

\_\_\_\_\_-\_\_/\_/\_\_\_\_\_  
Company Principal 2 – Print Full Name and Date of Birth

\_\_\_\_\_  
Company Principal 1 – Title and Cell Phone Number

\_\_\_\_\_  
Company Principal 2 – Title and Cell Phone Number

\_\_\_\_\_  
Number and street

\_\_\_\_\_  
Number and street

\_\_\_\_\_  
City/State/Zip (or City/Province/Postal Code)

\_\_\_\_\_  
City/State/Zip (or City/Province/Postal Code)

**If your company has more than two principals, have the other principal(s) use a second application for their info..**

\_\_\_\_\_  
Contact Person: Name, Cell Phone Number, and Best Time to Call

Which phone number do you want included on the NHTWA website? \_\_\_\_\_

What email address should we be using to communicate with you during start-up?  
\_\_\_\_\_

**TO ENSURE PROPER COMMUNICATION, YOU MUST NOTIFY US IF ANY OF THE LISTED INFORMATION CHANGES.**

## COMPANY INFORMATION

\_\_\_\_\_  
State or Province of Incorporation

\_\_\_\_\_  
Date of Incorporation (MM/YYYY)

Type of Business:

- LLC  
 Corporation  
 Sole Proprietorship  
 Partnership

Do you currently have employees? (Not including principals). If so, how many? \_\_\_\_\_

It is crucial that we know what services **ASIDE FROM HOME WATCH** your company will be performing. If you plan on **MAKING ARRANGEMENTS** for other services, you will not be performing them yourself. The services you list will actually be performed by your company. They are:

- |  |   |
|--|---|
| <input type="checkbox"/> Keyholder         | <input type="checkbox"/> Concierge              |
| <input type="checkbox"/> Cleaning          | <input type="checkbox"/> VRBO/Airbnb Assistance |
| <input type="checkbox"/> Basic maintenance | <input type="checkbox"/> Storm Services         |
| <input type="checkbox"/> Basic Handyman    | <input type="checkbox"/> Other: _____           |
- \_\_\_\_\_  
\_\_\_\_\_

Are you currently licensed?  Yes  No If yes, you will need to provide a copy of your current business licenses. If you don't have them, you must apply to the cities/towns you will be doing business in. **WHEN APPLYING FOR BUSINESS LICENSES, USE NAICS CODE 812990.** Unless you have a Property Management license, do not call yourself property management. (Note: If you are in Massachusetts, you will need to apply for a Commonwealth of Massachusetts Department of State Police Watch Guard Patrol License.)

Cities/towns served by your business (service area): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have any consumer or criminal complaints been filed against you or your company? If so, please explain. (Use an extra sheet if necessary.) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## INSURANCE

The cornerstone of NHTWA membership is proper insurance. The NHTWA requires general liability insurance for a minimum of \$1 million limit per occurrence. **THE POLICY MUST ADDRESS AND COVER THE ACT OF HOME WATCH.** Other services offered should be covered by specific insurance for those services unless they are included. The NHTWA highly recommends professional liability (E & O – Errors & Omissions) insurance. The NHTWA requires all insurance policies to name the National Home Watch Association as an additional insured. **This is non-negotiable.**

The NHTWA requires a dishonesty bond of at least \$10,000.

I am interested in the National Home Watch Association Insurance Program.

My company:

Is currently insured  Yes  No Is currently bonded  Yes  No

Carries workers' compensation insurance, if required  Yes  No  N/A

I hereby give the NHTWA permission to speak to my insurance agent/broker to confirm said coverage and requirements, and I agree to provide a copy of my certificate of insurance.

Insurance broker/company for general liability insurance:

\_\_\_\_\_  
(Name and phone number)

Insurance broker/company for workers' compensation insurance:

\_\_\_\_\_  
(Name and phone number)

**I understand that any additional insured added to the National Home Watch Association Insurance Program, aside from the NHTWA, will be assessed a surcharge of \$250 per additional insured, with a maximum charge of \$1,000. This does not apply to the naming of certificate holders, which are unlimited and at no cost to the program participant.**

NAME OF BUSINESS (including parent and dba, if applicable):

\_\_\_\_\_  
\_\_\_\_\_

By \_\_\_\_\_ By \_\_\_\_\_  
Print Name Print Name

\_\_\_\_\_  
Signature Signature

Date \_\_\_\_\_ Date \_\_\_\_\_

# NHWA INTELLECTUAL PROPERTY

As a member in good standing of the NHWA, you will have access to intellectual property of the NHWA. Data, findings, marketing materials, presentations, newsletters, photos, and conversations/discussions are the intellectual property of the NHWA and are not to be shared without express permission from the NHWA. By signing here, you acknowledge that you have received this information and understand that the unauthorized sharing of NHWA intellectual property is strictly prohibited and could result in legal action, expulsion, and forfeiture of membership fees.

I understand that Intellectual Property of the National Home Watch Association is not to be shared with anyone outside of the NHWA and could result in legal action, expulsion, and forfeiture of membership fees.

By \_\_\_\_\_ By \_\_\_\_\_  
Print Name Print Name

\_\_\_\_\_  
Signature Signature

Date \_\_\_\_\_ Date \_\_\_\_\_

You will be sent the most up-to-date Accredited Member logo upon qualification. The logo will be supplied directly from the NHWA Offices. Displaying any NHWA logo or making representation of being an Accredited Member of the NHWA prior to earning accreditation is strictly prohibited. The correct HTML link will be provided to you. Should you need any assistant, please call the NHWA at (843) 357-6660.

I hereby agree to display the proper NHWA logo in a prominent area on my website and like the logo to the NHWA website for the duration of my accreditation. \_\_\_\_\_  
Initial Initial

You also agree to the following:

- To give credit and attribute to the NHWA any borrowed intellectual property (e.g., FAQs, social media, etc.) \_\_\_\_\_  
Initial Initial
- Not to plagiarize the NHWA website or any other Home Watch website on your own website.  
\_\_\_\_\_  
Initial Initial
- To only display the NHWA Accredited Member logo on your vehicle if it is removable, e.g., decals, vinyl magnetic signs. (We will send you decals when you become accredited.) \_\_\_\_\_  
Initial Initial
- **IN THE EVENT THAT YOU ARE NO LONGER A MEMBER OF THE NHWA, I WILL IMMEDIATELY REMOVE THE LOGO AND ANY MENTION OF THE NHWA FROM MY WEBSITE, PROMOTIONAL MATERIALS, AND VEHICLES.** \_\_\_\_\_  
Initial Initial

## **OTHER TERMS AND CONDITIONS**

**I AGREE TO ALL OF THE FOLLOWING TERMS AND CONDITIONS OF MEMBERSHIP IN THE NATIONAL HOME WATCH ASSOCIATION:**

I hereby give permission to the NHTWA to verify the documentation I have submitted, along with checking for any complaints against my company or myself. \_\_\_\_\_  
Initial Initial

I hereby agree that the content of my company's website and promotional material shall be truthful and honest, and that their content is subject to review by the NHTWA. \_\_\_\_\_  
Initial Initial

I understand that the honesty and integrity of my business is paramount. As such, I understand that in the event of any criminal or unethical behavior on the part of any company principals or employees, membership will be reviewed immediately, and a determination will be made as to the future status of the company's inclusion in the NHTWA. \_\_\_\_\_  
Initial Initial

I understand that this membership is non-transferrable. I will **IMMEDIATELY** notify the NHTWA if there is a change in ownership and/or principals of my company, or of any change in contact information. \_\_\_\_\_  
Initial Initial

I understand that this membership applies only to one location. Any additional locations are subject to an additional location fee. \_\_\_\_\_  
Initial Initial

I understand that the NHTWA will run a criminal background check on me, as well as on any other principal of my company. \_\_\_\_\_  
Initial Initial

I understand that the marketing or sales to NHTWA members must be reviewed and approved by the Executive Director of the NHTWA. The use of NHTWA forums to market non-approved products or services is strictly prohibited and could result in revocation of membership. \_\_\_\_\_  
Initial Initial

I understand that it is my responsibility as a member to respond to any surveys or requests for information from the NHTWA. As a rule, these surveys and requests are anonymous. \_\_\_\_\_  
Initial Initial

I understand that I must provide any and all required materials (i.e., licenses, certificates of insurance) in a timely manner, in order to achieve and maintain accreditation. Failure to do so can and will result in the removal of my listing on the NHTWA website and temporary loss of accreditation. \_\_\_\_\_  
Initial Initial

I understand that within 60 days of joining, I must attend a New Member Orientation, held on the third Thursday of each month. \_\_\_\_\_  
Initial Initial

**I WILL INFORM THE NHTWA OF MY INTENT TO RENEW MY MEMBERSHIP WITHIN 45 DAYS OF MY EXPIRATION DATE.** \_\_\_\_\_  
Initial Initial

I have read, understand, and hereby agree to uphold and abide by the standards and ethics set forth by the National Home Watch Association (see attached Code of Ethics and Mission Statement).

By \_\_\_\_\_ By \_\_\_\_\_  
Print Name Print Name

\_\_\_\_\_  
Signature Signature

Date \_\_\_\_\_ Date \_\_\_\_\_

### **PUBLICITY**

For publicity purposes, please attach a bio of your company and the principal(s). You should include what prompted you to start your Home Watch business and some personal background information for each principal. Please submit a PROFESSIONAL-LOOKING HEAD SHOT. We recommend that you wear a company shirt or a collared shirt. This photo will be used in newspapers and online and will be representing your company. If there is more than one principal, you can submit a group shot, but we recommend that you also submit individual head shots.

We will be sending out a press release to your local paper(s). **THIS IS NOT OPTIONAL.** Please provide the name and address of each local publication where we should send the press release, along with the **exact email address for submission of a press release or business announcement. (This is not an ad.)** It is your responsibility to provide the NHWA with the proper contact information, including email. By not providing this, you are decreasing the chances of your publicity being published.

Name of local publication:

EXACT EMAIL ADDRESS FOR PRESS RELEASE:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

## PAYMENT

- PLEASE SEND ME AN INVOICE** for ACH (direct payment from my bank account).
- CHECK ENCLOSED** payable to the NHTA for my first annual dues in the amount of \$495., plus a one-time fee of \$50.00 per principal for a criminal background check.
- PAID VIA PAYPAL** – Go to [www.nationalhomewatchassociation.org/paypal](http://www.nationalhomewatchassociation.org/paypal) to make your payment.
- PLEASE CHARGE MY CREDIT CARD** for my first annual dues in the amount of \$495., plus a one-time fee of \$50.00 per principal for a criminal background check. **A 4% convenience fee** will be added for direct credit card charges.
- Visa**     **MasterCard**     **American Express**

\_\_\_\_\_  
NAME EXACTLY AS IT APPEARS ON  
CREDIT CARD

\_\_\_\_\_  
Account Number

\_\_\_\_\_  
Signature

Expiration Date \_\_\_\_ / \_\_\_\_ CVV Code: \_\_\_\_\_

\_\_\_\_\_  
BILLING ADDRESS ON FILE WITH  
CREDIT CARD COMPANY:  
  
\_\_\_\_\_  
  
\_\_\_\_\_



## National Home Watch Association Code of Ethics

- Always** look out for the client's best interest.
- Always** protect the best interests of the Home Watch Industry.
- Always** maintain proper insurance and bonding.
- Always** maintain current business licenses.
- Always** look to improve on existing industry standards.
- Always** be diligent when checking the references of anyone or any company that you agree to do business with.
- Always** think twice before speaking about competitors.
- Always** use honesty and integrity in your business dealings.

## National Home Watch Association Mission Statement

*It is the mission and goal of the National Home Watch Association to establish and maintain the highest set of standards and ethics for all Home Watch companies in the United States of America and Canada;*

*To establish and maintain trust and confidence between homeowners and Home Watch professionals;*

*To protect the public from uninsured, unbonded and unethical individuals who represent themselves as Home Watch professionals;*

*To promote public awareness of the Home Watch industry; and*

*To ensure that only companies who represent the highest levels of professionalism are accredited as members of the National Home Watch Association.*