



# TEXAS STAR BUILDER PROGRAM APPLICATION

For more information, call the toll-free help line: (877) 651-TRCC (8722) or visit the website: [www.trcc.state.tx.us](http://www.trcc.state.tx.us).

Instructions are available for completing this application at [www.trcc.state.tx.us](http://www.trcc.state.tx.us).

## SECTION 1: GENERAL INFORMATION

- A. BUILDER/REMODELER NAME: \_\_\_\_\_  
DBA(s): \_\_\_\_\_
- B. REGISTRATION NO. \_\_\_\_\_
- C. AGENT NAME: \_\_\_\_\_  
TITLE: \_\_\_\_\_
- D. ADDRESS: \_\_\_\_\_  
\_\_\_\_\_
- E. OFFICE PHONE: \_\_\_\_\_
- F. FAX: \_\_\_\_\_
- G. E-MAIL ADDRESS: (Optional) \_\_\_\_\_
- H. APPLICANT TYPE: (Select only one) BUILDER  REMODELER

## SECTION 2: ELIGIBILITY

Membership in the Texas Star Builder Program requires experience as a builder or remodeler. As evidence of years of experience, please attach three letters of reference and contact information from unrelated individuals who will verify that the applicant meets the builder/remodeler experience requirement under the eligibility category selected below.

### A. SOLE PROPRIETORSHIP—check one

An individual applicant must meet one of the following eligibility criteria. (A “responsible party,” as that term is used below, is an individual authorized to act on behalf of the registered builder/remodeler’s business entity in transactions involving amounts in excess of \$100,000 not including the execution of contracts or instruments of conveyance for the sale of a single lot or dwelling or the acquisition of construction materials). Number of homes registered in the preceding twelve (12) months \_\_\_\_\_.

1.  Twelve (12) years of experience acting as a residential builder/remodeler in Texas for the years immediately preceding the application; or
2.  Seven (7) years of experience acting as a residential builder/remodeler in Texas for the years immediately preceding the application, and is an active builder member of and has had continuous membership in a trade association related to the residential construction industry for at least 5 years preceding the date of the application (attach proof of continuous membership in a trade association); or
3.  Five (5) years of experience acting as a residential builder/remodeler in Texas for the years immediately preceding the application and the applicant or a responsible party employed by the applicant holds a four-year degree in construction science or its equivalent from an accredited college or university (attach a certified copy of transcripts); or



4.  Three (3) years of experience acting as a residential builder/remodeler in Texas for the years immediately preceding the application and the applicant or a responsible party employed by the applicant has completed the educational requirements administered by an association or institution that designates a level of expertise in the residential construction industry, such as the National Association of Home Builders Graduate Builder and Remodeler Programs (attach proof of educational requirement).

5. For numbers A.3 and A.4, if you named a responsible party for the educational requirement, provide name and date of birth of responsible party:

First Name	Middle Name	Last Name	Suffix	Date of Birth

**B. BUSINESS ENTITY WITH 40 OR FEWER HOME REGISTRATIONS—check one**

An applicant that is a business entity that registered 40 homes or less with the commission in the preceding twelve months must have at least one responsible party of the applicant who meets one of the following eligibility criteria. (A “responsible party,” as that term is used herein, is an individual authorized to act on behalf of the registered builder/remodeler’s business entity in transactions involving amounts in excess of \$100,000 not including the execution of contracts or instruments of conveyance for the sale of a single lot or dwelling or the acquisition of construction materials). Number of homes registered in preceding twelve months \_\_\_\_\_.

1.  Twelve (12) years of experience acting as a residential builder/remodeler in Texas for the years immediately preceding the application; or

2.  Seven (7) years of experience acting as a residential builder/remodeler in Texas in the years immediately preceding the application, is an active builder member of and has had continuous membership in a trade association related to the residential construction industry for at least 5 years preceding the date of the application (attach proof of continuous membership in a trade association); or

3.  Five (5) years of experience acting as a residential builder/remodeler in Texas for the years immediately preceding the application and holds a four year degree in construction science or its equivalent from an accredited college or university (attach certified copy of transcripts); or

4.  Three (3) years of experience acting as a residential builder/remodeler in Texas in the years immediately preceding the application and has completed the educational requirements administered by an association or institution that designates a level of expertise in the residential construction industry, such as the National Association of Home Builders Graduate Builder and Remodeler Programs (attach proof of educational requirement).

5. If not applicant, name and date of birth of responsible party:

First Name	Middle Name	Last Name	Suffix	Date of Birth

**C. BUSINESS ENTITY WITH MORE THAN 40 HOMES REGISTRATIONS IN ONE YEAR**

An applicant that is a business entity that registered more than 40 homes with the commission in the twelve months immediately preceding the application must have at least one responsible party and, for each 40 homes registered in the last twelve (12) months, one employee of applicant who meets one of the following eligibility criteria. (A “responsible party,” as that term is used herein, is an individual authorized to act on behalf of the registered builder/remodeler’s business entity in transactions involving amounts in excess of \$100,000 not including the execution of contracts or instruments of conveyance for the sale of a single lot or dwelling or the acquisition of construction materials). Number of homes registered in preceding twelve months \_\_\_\_\_.

Identify the responsible party and each employee who meets the eligibility requirements as listed in the spaces below.

1.  Each person identified under this section has twelve (12) years of experience acting as a residential builder/remodeler in Texas for the years immediately preceding the application:

1)					
	First Name	Middle Name	Last Name	Suffix	Date of Birth
2)					
	First Name	Middle Name	Last Name	Suffix	Date of Birth
3)					
	First Name	Middle Name	Last Name	Suffix	Date of Birth

2.  Each person identified under this section has seven (7) years of experience acting as a residential builder remodeler in Texas for the years immediately preceding the application, is an active builder member of and has had continuous membership in a trade association related to the residential construction industry for at least five (5) years preceding the date of the application (attach proof of continuous membership in a trade association for each person named):

1)					
	First Name	Middle Name	Last Name	Suffix	Date of Birth
2)					
	First Name	Middle Name	Last Name	Suffix	Date of Birth
3)					
	First Name	Middle Name	Last Name	Suffix	Date of Birth

3.  Each person identified under this section has five (5) years of experience acting as a residential builder remodeler in Texas in the years immediately preceding the application and each holds a four-year degree in construction science or its equivalent from an accredited college or university (attach certified copy of transcripts for each person named):

1)					
	First Name	Middle Name	Last Name	Suffix	Date of Birth
2)					
	First Name	Middle Name	Last Name	Suffix	Date of Birth
3)					
	First Name	Middle Name	Last Name	Suffix	Date of Birth

4.  Each person identified under this section has three (3) years of experience acting as a residential builder remodeler in Texas in the years immediately preceding the application and each has credible documentation of completion of educational requirements administered by an association or institution that designates a level of expertise in the residential construction industry, such as the National Association of Home Builders Graduate Builder and Remodeler Programs (attach proof of the education requirement for each person named):

1)					
	First Name	Middle Name	Last Name	Suffix	Date of Birth
2)					
	First Name	Middle Name	Last Name	Suffix	Date of Birth
3)					
	First Name	Middle Name	Last Name	Suffix	Date of Birth

***\*If you run out of space before including all responsible parties, please continue listing those parties on the addendum on page 8.***

**SECTION 3: FINANCIAL RESPONSIBILITY**

Name of Primary Financial Institution used by applicant for business operations: \_\_\_\_\_

Contact Person at Financial Institution: \_\_\_\_\_

Address of Financial Institution: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

\*\*Submit the TEXAS STAR BUILDER PROGRAM FINANCIAL INFORMATION FORM (a separate form) to your primary financial institution for completion with section 1 of that form completed by you. An application will not be considered until the completed financial information form has been returned to the commission.

**SECTION 4: LIABILITY INSURANCE**

Attach documentation showing current general liability coverage in the required amount for the applicant as prescribed by this section. Required coverage must be maintained as effective for the full term the applicant is a Texas Star Builder/Remodeler.

**A. REMODELER APPLICANT**

A remodeler-applicant that has registered fewer than 25 homes with the commission in the immediately preceding twelve months does not need to comply with the general liability insurance requirements of this section. Check this box if the exemption applies to you.

A remodeler-applicant that has registered 25 homes or more with the commission in the immediately preceding twelve months must maintain a general liability policy in the following amounts based upon the number of home construction projects registered in the preceding twelve months.

- (1) \$300,000 per occurrence, if the applicant registered between 25-75 homes in the preceding twelve months; or
- (2) \$500,000 per occurrence, if the applicant registered between 76-125 homes in the preceding twelve months; or
- (3) \$1,000,000 per occurrence, if the applicant registered 126 or more homes in the preceding twelve months.

**B. BUILDER APPLICANT**

A builder-applicant that has registered fewer than 50 homes with the commission in the immediately preceding twelve months does not need to comply with the general liability insurance requirements of this section. Check this box if the exemption applies to you.

A builder-applicant that has registered 50 homes or more with the commission in the immediately preceding twelve months must maintain a general liability policy in the following amounts based upon the number of homes registered in the preceding twelve months.

- (1) \$300,000 per occurrence, if the applicant registered between 50-150 homes in the preceding twelve months; or
- (2) \$500,000 per occurrence, if the applicant registered between 151-350 homes in the preceding twelve months; or
- (3) \$1,000,000 per occurrence, if the applicant registered between 351-1000 homes in the preceding twelve months; or
- (4) \$2,000,000 per occurrence, if the applicant registered over 1,000 homes in the preceding twelve months.

## SECTION 5. ATTESTATION

I, \_\_\_\_\_, (applicant) do affirm and attest that at the time the application is submitted:

(Initial each statement, if true.)

- 1) \_\_\_\_\_ Neither the applicant, nor any affiliate or corporate officer, general partner or constituent partner of the applicant has filed for federal bankruptcy in this state or any state in the seven years immediately preceding the date of the application.
- 2) \_\_\_\_\_ The applicant is current on all state property taxes or has properly filed a protest or legal challenge to any disputed property taxes that are due and owing.
- 3) \_\_\_\_\_ The applicant does not have unpaid civil judgments against it.
- 4) \_\_\_\_\_ The applicant does not have any enforceable mechanic's and materialmen's liens on any property for which the applicant has entered into a transaction governed by the Act as a result of failure to pay a subcontractor or supplier; or,  
  
\_\_\_\_\_ The applicant has either:
  - (i) secured a properly filed bond to indemnify the lien;
  - (ii) secured the issuance of title insurance to protect the homeowner against the lien claim; or
  - (iii) initiated legal action to contest the lien and demonstrated proof of financial responsibility to pay the costs of defense of title to the property and pay the lien claim if the lien is proven to be proper.
- 5) \_\_\_\_\_ The applicant agrees to actively participate in any eligible SIRP request submitted by a homeowner involving a residential construction project for which the applicant was the builder and agrees to respond timely to the commission and to the homeowner based on the final non-appealable SIRP report and recommendation.
- 6) \_\_\_\_\_ The applicant agrees to abide by the provisions of the Texas Star Builder Program and to timely pay all fees as required.
- 7) \_\_\_\_\_ The applicant authorizes any person and entity as requested by the commission to provide to the commission all information relevant to the investigation of this application, including financial information.
- 8) \_\_\_\_\_ I understand that all information received by the commission shall be treated in accordance with the Texas Public Information Act.
- 9) \_\_\_\_\_ I understand that notice of this application will be posted in the Texas Register for 21 days and that comments received as a result of that notice will be considered in evaluating this application.

The applicant agrees to comply with at least three (3) of the following construction programs during the term of membership as indicated (initial next to at least three (3)):

- 1)\_\_\_\_\_ a green building program sponsored by the Texas Veterans Land Board or the National Association of Builders, or any successor entities, any local governmental authority or similar programs as approved by the Executive Director; or
- 2)\_\_\_\_\_ the Energy Star Program or similar programs as approved by the Executive Director; or
- 3)\_\_\_\_\_ Certified Aging-in-place Specialist Program or EasyLiving Home Certification Program; or
- 4)\_\_\_\_\_ another nationally-recognized program that requires a greater standard of residential construction practice than required by the commission pursuant to the commission-adopted limited warranty and building and performance standards or usual and customary residential construction practices as approved by the Executive Director (submit the name of the program and the standards required to which the applicant is agreeing to abide); or
- 5)\_\_\_\_\_ a private inspection program for at least three (3) phases of construction for all homes built in geographic area that are not subject to inspection by municipal inspectors; or
- 6)\_\_\_\_\_ "Foundation Practices" as defined by commission rule 10 TAC §303.300(b)(4); or
- 7)\_\_\_\_\_ provide homeowners with a third-party warranty program offered by a commission approved third-party warranty company or provide those homeowners with a two-year warranty for all one-year workmanship and materials items pursuant to the commission-adopted building and performance standards in addition to the two and ten-year warranties.

\_\_\_\_\_  
**Signature of Applicant**

SUBSCRIBED and SWORN TO before me, on this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public in and for the State of Texas

**SECTION 6: PAYMENT INFORMATION**

Submit the completed form along with required documentation and the required \$100.00 (non-refundable) application fee via mail or hand delivery.

Mail: P. O. Box 13144, Austin, TX 78711

Hand Delivery: 311 East 14th Street, Suite 200, Austin, TX 78711

---

Check (Payable to TRCC)  Money Order (Payable to TRCC)  Credit Card (Provide Information Below)

Credit Card Information (Select Card):

MasterCard  VISA  American Express  Discover

Card #:

Expiration Date: \_\_\_/\_\_\_ MM/YY

Print Name as it Appears on Card: \_\_\_\_\_ Signature: \_\_\_\_\_

Billing Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

---

For more information, call the toll-free help line: (877) 651-TRCC (8722)  
or visit the website: [www.trcc.state.tx.us](http://www.trcc.state.tx.us).

**ADDENDUM: Additional Responsible Parties**

Space provided to continue listing the responsible parties as required by Section 2, Part C.

1)	First Name	Middle Name	Last Name	Suffix	Date of Birth	Years Experience
2)	First Name	Middle Name	Last Name	Suffix	Date of Birth	Years Experience
3)	First Name	Middle Name	Last Name	Suffix	Date of Birth	Years Experience
4)	First Name	Middle Name	Last Name	Suffix	Date of Birth	Years Experience
5)	First Name	Middle Name	Last Name	Suffix	Date of Birth	Years Experience
6)	First Name	Middle Name	Last Name	Suffix	Date of Birth	Years Experience
7)	First Name	Middle Name	Last Name	Suffix	Date of Birth	Years Experience
8)	First Name	Middle Name	Last Name	Suffix	Date of Birth	Years Experience
9)	First Name	Middle Name	Last Name	Suffix	Date of Birth	Years Experience
10)	First Name	Middle Name	Last Name	Suffix	Date of Birth	Years Experience
11)	First Name	Middle Name	Last Name	Suffix	Date of Birth	Years Experience
12)	First Name	Middle Name	Last Name	Suffix	Date of Birth	Years Experience
13)	First Name	Middle Name	Last Name	Suffix	Date of Birth	Years Experience
14)	First Name	Middle Name	Last Name	Suffix	Date of Birth	Years Experience



# TEXAS STAR BUILDER PROGRAM FINANCIAL INFORMATION FORM

For more information, call the toll-free help line: (877) 651-TRCC (8722)  
or visit the website: www.trcc.state.tx.us.

## SECTION 1: BUILDER/REMODELER INFORMATION (to be completed by Builder/Remodeler)

To Builder/Remodeler: Complete Section 1 and submit to the Financial Institution for completion of Sections 2 and 3 or 4.

\_\_\_\_\_ Builder/Remodeler, registration number \_\_\_\_\_, authorizes \_\_\_\_\_, as the applicant's primary financial institution to provide and release to the Texas Residential Construction Commission the information requested below regarding its financial information.

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Signature

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

### Builder/Remodeler Account Information

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Account Contact: \_\_\_\_\_

Builder/Remodeler Account Number(s): \_\_\_\_\_

Type of Account: \_\_\_\_\_ Date Opened: \_\_\_\_\_

Identify all corporate officers, all partners or affiliates of applicant: 1) \_\_\_\_\_

2) \_\_\_\_\_ 3) \_\_\_\_\_ 4) \_\_\_\_\_

## SECTION 2: FINANCIAL INSTITUTION INFORMATION (To be completed by financial officer at the institution)

**Note:** A financial institution is not required to conduct an independent investigation regarding the Builder/Remodeler's finances beyond the institution's own records or the actual knowledge of the officer completing the form in order to provide the information requested herein. If the financial institution does not elect to provide the requested information, please complete Section 4 and return the form to the commission.

1. Is the Builder/Remodeler current on all credit obligations with this financial institution?

Yes  No  N/A

2. Is the Builder/Remodeler in good standing for purposes of receiving additional credit to fund residential construction projects? Yes  No  N/A



3. Does the financial institution have any knowledge that the Builder/Remodeler has any delinquent property taxes, unsatisfied judgment(s) or outstanding mechanics and materialsmen's lien(s)?

Yes  No

4. The overall relationship with the Builder/Remodeler and this financial institution is best described as:

Excellent  Good  Fair  Poor  Unsatisfactory

5. To the best of my knowledge, the applicant, any affiliate of the applicant or any of the applicant's corporate officers as identified by the applicant to this financial institution, has not filed for federal bankruptcy in this state or any state in the seven years immediately preceding the date provided on the first page in Section 1 of this form. True  False

6. Enter the number of overdrafts items on this applicant's account(s) in the preceding 12 months, if any. Enter "0" if none occurred. \_\_\_\_\_

7. Enter the number of delinquent notices on any of applicant's account(s) in the preceding 12 months, if any. Enter "0" if none occurred. \_\_\_\_\_ If you entered a number greater than 0 to questions 6 and 7, please state whether the account was brought current in a timely manner.

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

**SECTION 3: ATTESTATION (To be completed by financial officer at the institution)**

I, \_\_\_\_\_, the undersigned, do attest and affirm that all information provided herein is true and correct to the best of my knowledge; and I have not received any personal benefit, promise or favor from the Builder/Remodeler in exchange for my preparation of this document.

\_\_\_\_\_  
Date Signature Printed or Typed Name

**SECTION 4: REQUESTED FINANCIAL INFORMATION NOT PROVIDED**

The financial institution identified in Section 1 has elected not to provide the requested information.

\_\_\_\_\_  
Date Signature Printed or Typed Name/Title

Phone Number: \_\_\_\_\_

**SECTION 5: SUBMIT FORM DIRECTLY TO THE TEXAS RESIDENTIAL CONSTRUCTION COMMISSION VIA FAX, MAIL OR HAND DELIVERY**

Fax: 512-463-9507  
Mail: P. O. Box 13144, Austin, TX 78711  
Hand Delivery: 311 East 14th Street, Suite 200, Austin, TX 78711



## INSTRUCTIONS FOR COMPLETING TEXAS STAR BUILDER PROGRAM APPLICATION

**SECTION 1 – GENERAL INFORMATION** Texas Star Builder registration is required annually and must be received by July 1 each year.

- A. Builder/Remodeler name: provide the legal name of your business and all DBA(s), which is any assumed or past names your company operates under, along with address and contact information for those names.
- B. Registration number: the builder registration number issued by the commission.
- C. Agent name and Title: name and physical address of your agent registered with the commission. Give the appropriate title of the agent (president, owner, managing partner, etc.).
- D. Address: street address for your business. This must be a physical address (not a P.O. Box), unless you have a post office box waiver on file with the commission.
- E. Office Phone: your business phone number.
- F. Fax Number: if available.
- G. Email: if available.
- H. Applicant type: Even if your business acts as both a builder and remodeler, check **ONLY ONE** box to indicate whether you applying as a builder or remodeler.

**SECTION 2 – ELIGIBILITY** Select only one category for eligibility. Membership in the Texas Star Builder Program requires experience as a builder or remodeler. **Experience must be supported by three letters of reference and contact information** from individuals who are not related to you or each other to verify that the applicant meets the builder/remodeler experience requirement under the eligibility category you selected. Every letter of reference must indicate the number of years the reference source personally knows that the applicant has worked as a builder or remodeler. Attach the 3 letters to the application.

This section references a “responsible party”, which is defined as an individual authorized to act on behalf of the registered builder/remodeler’s business entity in transactions involving amounts in excess of \$100,000 not including the execution of contracts or instruments of conveyance for the sale of a single lot or dwelling or the acquisition of construction materials.

**Section A: sole proprietorship.** The sole proprietor must have either:

twelve (12) years experience acting as a residential builder/remodeler; **or**

seven (7) years experience acting as a residential builder/remodeler **and** 5 years membership in a trade association (attach membership proof); **or**

five (5) years experience acting as a residential builder/remodeler **and** a 4 year degree in construction science or its equivalent (attach certified copy of transcripts); **or**

three (3) years experience acting as a residential builder/remodeler **and** successful completion of educational requirements that designate a level of expertise in the residential construction industry (attach proof of completion).

A.5. For the purposes of fulfilling the requirements of Sections A.3 and A.4., a builder may designate an affiliated responsible party in this section who meets the educational qualifications. Fill in the full name, salutation (Mr., Mrs., Ms., etc.) and date of birth of the responsible party and attach the required documentation.

**Section B: business entity that registered 40 or less homes with the commission in the preceding 12 months.** If you are applying as a business entity that registered 40 or less homes with the commission in the preceding 12 months, you must designate a responsible party in Section B.5. by filling in the full name, salutation (Mr., Mrs., Ms., etc.) and date of birth of the responsible party. In addition to the responsible party qualifications defined on the previous page, the responsible party must have the required combination of experience and affiliation or education under one of the following categories:

twelve (12) years experience acting as a residential builder/remodeler; **or**

seven (7) years experience acting as a residential builder/remodeler **and** 5 years membership in a trade association (attach membership proof); **or**

five (5) years experience acting as a residential builder/remodeler **and** a 4 year degree in construction science or its equivalent (attach certified copy of transcripts); **or**

three (3) years experience acting as a residential builder/remodeler **and** successful completion of educational requirements that designate a level of expertise in the residential construction industry (attach proof of completion).

B.5. Enter information on the responsible party.

**Section C: a business entity that registered more than 40 homes with the commission in the preceding 12 months.** For every 40 homes registered with the commission, you must designate a **different responsible party** as defined

on the form (ex: if a builder/applicant has registered 41 homes in the last year, the builder/applicant must designate 2 responsible parties who each meet the requirements of at least one of the sections C.1.-C.4.). Each designated responsible party must also meet the required combination of experience and affiliation or education to meet one of the categories designated on the form. Fill in the full name, salutation (Mr., Mrs., Ms., etc.) and date of birth of the responsible party under the section that the party qualifies and attach the required documentation.

C.1. Identify all responsible parties with 12 years experience.

C.2. Identify all responsible parties with 7 years experience **and** 5 years membership in a trade association (attach membership proof).

C.3. Identify all responsible parties with five (5) years experience acting as a residential builder/remodeler **and** a 4 year degree in construction science or its equivalent (attach certified copy of transcripts).

C.4. Identify all responsible parties with three (3) years experience acting as a residential builder/remodeler **and** successful completion of educational requirements that designate a level of expertise in the residential construction industry (attach proof of completion).

**SECTION 3 – FINANCIAL RESPONSIBILITY** Fill in the name, address and telephone number of the financial institution you use for business operations, and the person you normally do business with at that financial Institution.

You must also submit the Texas Star Builder Program Financial Information Form (a separate form) to the financial institution you identified in this section. Before you submit the Texas Star Builder Program Financial Information Form to your financial institution, you must complete Section 1 of that form. After your financial institution has completed the form it must be returned to TRCC at the address indicated on the form. An application will not be considered until the completed financial information form has been returned to the commission.

**SECTION 4 - LIABILITY INSURANCE** Attach a copy of the insurance statement your insurer issued to you showing that you have the insurance coverage in the required amount set forth by this section. Required coverage must be maintained during the entire time the applicant is registered as a Texas Star Builder/Remodeler.

**Section 4.A. Remodeler/Applicant:**

If you are applying as a remodeler that has registered fewer than 25 homes with the commission in the immediately preceding twelve months, you do not need to comply with the general liability insurance requirements of this section. If this exemption applies to you, mark the box in paragraph A.

If you are applying as a remodeler that has registered 25 homes or more with the commission in the immediately preceding twelve months, you must maintain a

general liability policy in the following amounts based upon the number of home construction projects registered in the preceding twelve months. Check the box that applies to the amount of coverage you have and attach the proof of coverage insurance information discussed above.

25-75 homes:	\$300,000 per occurrence;
76 – 125 homes:	\$500,000 per occurrence; or
126 + homes:	\$1,000,000 per occurrence.

**Section 4.B. Builder Applicant:**

A builder applicant that has registered fewer than 50 homes with the commission in the immediately preceding twelve months does not need to comply with the general liability insurance requirements of this section. If that exemption applies to you, mark the box in paragraph B.

A builder applicant that has registered 50 homes or more with the commission in the immediately preceding twelve months must maintain a general liability policy in the following amounts based upon the number of homes registered in the preceding twelve months. Check the box that applies to the amount of coverage you have and attach the proof of coverage insurance information discussed above.

50-150 homes:	\$300,000 per occurrence;
151-350 homes:	\$500,000 per occurrence;
351-100 homes:	\$1,000,000 per occurrence, or
1,000 + homes	\$2,000,000 per occurrence.

**SECTION 5 – ATTESTATIONS** If Section 5 is not complete the commission will not accept your application.

**Section 5.A.1-9:** Read each paragraph and for each attestation initial in each space provided to acknowledge that you have read and understand the statement, and it is true as it applies to you. Failure to initial every attestation will result in an incomplete application that will not be considered by the commission.

**Section 5.B:** You must initial a MINIMUM OF THREE of the listed construction programs that the applicant agrees to follow during the term of the applicant's membership as a Texas Star Builder. If you fail to initial three programs, your application is incomplete and will be rejected.

**Section 5.C.** Notarized signature of applicant. The primary designated agent of the registered builder/remodeler must date, sign, and print/type their name in the space provided before a notary public with the appropriate attestation by the notary.

**SECTION 6 - Payment Information** Select a method of payment. You may pay the required \$100.00 application fee by check, money order or credit card.

If you are paying by check or money order, attach the check or money order payable to "TRCC" to the form. You must mail the form(s) and fee to:  
Texas Residential Construction Commission  
P. O. Box 13144  
Austin, TX 78711

Or hand deliver the form(s) and fee to:  
Texas Residential Construction Commission  
311 E. 14th Street  
Austin, Texas 78701

To pay by credit card, complete the required information for the credit card number, billing address, expiration date and sign the form where indicated. You may mail or hand deliver the form(s) to the addresses above. Credit card information is not subject to public disclosure.

# TEXAS STAR BUILDER CHECKLIST

## SECTION 1 - Company Information

- Provided company registration data
- Signed and dated
- Selected applicant type - Builder or Remodeler

## SECTION 2 - Eligibility Based on Experience/Education

- | Is business type selected on the form?  | Are documents attached proving years of experience for each responsible party required? *  |
|---|--|
| <input type="checkbox"/> Sole Proprietorship  | <input type="checkbox"/> Full name and date of birth for each responsible party(ies) (One per forty homes registered with the commission over the preceding 12 mos.)   |
| <input type="checkbox"/> Business entity registering less than 40 homes in the previous 12 months     | <input type="checkbox"/> 12 years experience <ul style="list-style-type: none"><li><input type="checkbox"/> 3 letters attesting to experience</li></ul>  |
| <input type="checkbox"/> Business entity registering more than 40 homes during the previous 12 months | <input type="checkbox"/> 7 years experience & 5 yrs. trade assoc. membership <ul style="list-style-type: none"><li><input type="checkbox"/> 3 letters attesting to experience</li><li><input type="checkbox"/> Letter proving membership</li></ul>   |
|   | <input type="checkbox"/> 5 years experience & 4-year degree in construction science or similar field of study <ul style="list-style-type: none"><li><input type="checkbox"/> 3 letters attesting to experience</li><li><input type="checkbox"/> Certified transcripts</li></ul>                          |
|   | <input type="checkbox"/> 3 years experience & completion of "Graduate Builder" or similar program <ul style="list-style-type: none"><li><input type="checkbox"/> 3 letters attesting to experience</li><li><input type="checkbox"/> Proof of "Graduate Builder" or other certification stature</li></ul> |

\* Note - years of experience and membership must be years immediately prior to applying for Star Builder status

## SECTION 3 - Financial Responsibility

- Names of corporate officers, all partners or affiliates
- Was a *Texas Star Builder Financial Information Form* sent to your primary financial institution for completion?

## SECTION 4 - Liability Insurance

**Are copies of insurance documents attached? \***  
Is company applying as a Remodeler? (from Sec. 1)

- Not Required (for fewer than 25 homes)
- \$300,000 (for 76 - 125 homes)
- \$500,000 (for 126 or more home)
- \$1,000,000

\* Note - coverage is per incident and volume of homes registered is with the commission over the preceding 12 mos.

Is company applying as a Builder? (from Sec. 1)

- Not Required (for fewer than 50 homes)
- \$300,000 (for 50 - 150 homes)
- \$500,000 (for 151 - 350 homes)
- \$1,000,000 (for 351 - 1,000 homes)
- \$2,000,000 (for over 1,000 homes)

\* Note - coverage is per incident and volume of homes registered is with the commission over the preceding 12 mos.

## SECTION 5 - Attestations

- Statements Initialed
- At least three construction programs selected
- Signed
- Notarized

## SECTION 6 - Payment

- Check or money order provided or;
- Credit Card number with exp. date, billing address, and authorizing signature
- Mailed or hand-delivered - no faxes or emails accepted