

## Builder Sampling Application

<b>Rater Name:</b>				<b>Date:</b>	
<b>Builder Name:</b>				<b>Phone:</b>	
<b>Builder Address:</b>					
<b>City:</b>		<b>State:</b>		<b>Zip Code:</b>	
<b>Email:</b>				<b>Fax:</b>	
<b>Development Name:</b>					
<b>Development Address:</b>					
<b>City:</b>		<b>State:</b>		<b>Zip Code:</b>	
<b>Primary Contact:</b>				<b>Phone:</b>	
<b>Email:</b>				<b>Fax:</b>	
<b>Builder's QA Inspector:</b>				<b>Rater Number:</b>	
<b>Provider Name:</b>				<b>Phone:</b>	
<b>Provider Address:</b>					
<b>City:</b>		<b>State:</b>		<b>Zip Code:</b>	
<b>Email:</b>				<b>Fax:</b>	

### Requirements for Builder Eligibility

For complete guidelines for sampling, please see *SERH Sampling Provider Operation Policies and Procedures*. To be eligible for sampling, a builder must show the ability to consistently build high-performance homes. In order for a builder to qualify:

1. The builder must have a project plan that calls for completion of at least 50 multi-family homes or 100 single family homes in a 12 month period.
2. The builder must demonstrate consistent building performance by:
  - a. Completing a set of sampling controls on 7 consecutive homes built in the same subdivision by the builder prior to beginning sampling. For example, 7 homes must pass all requirements of a pre-drywall inspection and a final inspection without failure before qualification/certification sampling can begin. This requirement must be met for each new metropolitan area.
  - b. After the builder has met the above requirement: for each new subdivision in the same metropolitan area, the builder must complete a set of sampling controls on 3 consecutive homes before sampling can begin in the new subdivision.
3. The builder must have an in-house Quality Assurance (Q.A.) program that meets the following requirements:
  - a. The builder must have a written Q.A./project management process to ensure that subcontractors utilize proper installation techniques. This document must be submitted by the builder along with the production rollout schedule to the Rater for review. The Rater will then submit this document to the SERH.
  - b. The builder's Q.A. program must include an in-house or third-party Inspector. In-house inspectors must have completed, at a minimum, a one day training program on the certification program under which the project is being certified through sampling.
  - c. The third-party inspector must be, at minimum, a Certified HERS Rater or equivalent.

**Rater Submittal Requirements**

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To qualify a builder for sampling, please check that the following documents are attached:

- Builder’s Quality Assurance (Q.A.) program document
- Project rollout plan
- Affected trades scope of work submitted to builder
- Affected trades training form
- Documentation of builder’s prior sampling experience (if applicable)

In addition to the above documents, Rater shall submit the following documents:

**Preconstruction**

Signed *Trade Quality Assurance Form* for all affected trades showing training compliance

**Presampling**

Confirmation of builder’s successful completion of sampling control set without failure  
HERS Rating files with minimum threshold specifications

**Precertification**

All pre-drywalls, Manual Js and HERS ratings  
*Sampling Tracking Form* with, if applicable, list of additional failures or multiple additional failures and corrective actions taken  
Signed Builder Affidavit confirming all units received sampling sticker

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Upon Southface Energy Rated Homes review of all submitted documentation, the Rater will be informed of the builder’s sampling eligibility status.

If approved, the Rater may then begin conducting sampling procedures for the approved builder and subdivision.

If denied approval, the Rater will be informed in writing by SERH of the reasons for denial. Denial may be appealed by the Rater within a period of 90 days, after which SERH will have 30 days to review the appeal and respond to the Rater with a decision.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
David Pedrick, Southface Quality Assurance Designee

**Signed:** \_\_\_\_\_ **Signed:** \_\_\_\_\_  
Builder Rater

**Print:** \_\_\_\_\_ **Print:** \_\_\_\_\_