

## Home Owner Reference

Dear Sir/Madam:

I have recently made application to the Home Builders Association of Greater Tulsa. In order for my application to be complete I need at least two references from home owners. It would be greatly appreciated if you would provide one of these references for me. Simply write a recommendation below or provide it yourself. Once complete you can either return it to me or you can mail/email directly to the Home Builders Association, attention Julie Rivers at [jrivers@tulsahba.com](mailto:jrivers@tulsahba.com) . That address is 11545 East 43<sup>rd</sup> Street Tulsa, Oklahoma 74146 or fax (918) 628-0493.

Thank you for taking the time to prepare a reference for my company. Please return it as soon as possible as my membership cannot be approved without it. If you have any questions, please feel free to contact me at \_\_\_\_\_.

Sincerely,

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Home Owner's Name: \_\_\_\_\_

Phone #: \_\_\_\_\_ Date the home was purchased/remodeled: \_\_\_\_\_

Name of the Company that built/remodeled the home: \_\_\_\_\_

Comments:

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

## Sub Contractor Reference

Attention: \_\_\_\_\_

Regarding (company name): \_\_\_\_\_

Account #: \_\_\_\_\_

Dear Sir/Madam:

I have recently made application to the Home Builders Association of Greater Tulsa. In order for my application to be complete I need a sub-contractor reference from you. Please provide this reference by completing the information below and returning it via mail to 11545 East 43<sup>rd</sup> Street Tulsa, Oklahoma 74146 or email [jrivers@tulsahba.com](mailto:jrivers@tulsahba.com) attention Julie Rivers.

I appreciate your prompt response to this request as my membership cannot be approved until this reference is received. Thank you for your cooperation in this matter. If you have any questions please feel free to contact me at \_\_\_\_\_.

Sincerely,

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Sub-Contractor Company Name: \_\_\_\_\_

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

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Date Account Opened: \_\_\_\_\_ Date of Last Sale: \_\_\_\_\_

Credit Limit: \_\_\_\_\_ Balance: \_\_\_\_\_ Amount Past Due: \_\_\_\_\_

Terms: \_\_\_\_\_ Account paid by: Cash    Credit Card    Check

Remarks: \_\_\_\_\_

\_\_\_\_\_

Reference Completed by: \_\_\_\_\_ Dated: \_\_\_\_\_

## Supplier Reference

Attention: \_\_\_\_\_

Regarding (company name): \_\_\_\_\_

Account #: \_\_\_\_\_

Dear Sir/Madam:

I have recently made application to the Home Builders Association of Greater Tulsa. In order for my application to be complete I need a supplier reference from you. Please provide this reference by completing the information below and returning it via mail to 11545 East 43<sup>rd</sup> Street Tulsa, Oklahoma 74146, or email to [jrivers@tulsahba.com](mailto:jrivers@tulsahba.com) attention Julie Rivers.

I appreciate your prompt response to this request as my membership cannot be approved until this reference is received. Thank you for your cooperation in this matter. If you have any questions, please feel free to contact me at \_\_\_\_\_.

Sincerely,

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Supplier Company Name: \_\_\_\_\_

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

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Date Account Opened: \_\_\_\_\_ Date of Last Sale: \_\_\_\_\_

Credit Limit: \_\_\_\_\_ Balance: \_\_\_\_\_ Amount Past Due: \_\_\_\_\_

Terms: \_\_\_\_\_ Account paid by: Cash    Credit Card    Check

Remarks: \_\_\_\_\_

\_\_\_\_\_

Reference Completed by: \_\_\_\_\_ Dated: \_\_\_\_\_