



ONLINE APPLICATION

Instructions, Hints and Tips



"FAST START" INSTRUCTIONS

*Thank you for choosing HOME of Texas
for your warranty needs!*

*It's easy to join but we put together
a handy list of steps to guide you along.*

1. Start the process at www.homeoftexas.com and look for the **Join Now** button under the Builder's tab.
2. Create an account in Warranty Express and watch your email to validate the account.
3. Complete the application online.
 - Make sure the company name you list is the exact legal name of your company. It will show up later on your membership agreement.
 - Be sure to click the acknowledgement button at the end, right above the signature line.
4. Pay your membership fee online.
5. Sign your membership agreement.
 - You'll see directions on where to get to the agreement as you move along.
 - You may need to view it in "full screen" mode so that you can scroll to the signature and date lines.
6. Upload any needed documents. Your Account Executive will be in touch to let you know what it is needed.

If you want to see screen shots of each of the steps above, read on.

If you have questions at any time, don't hesitate to reach out to us.

- Contact your Account Executive
- Call us toll free at 800-445-8173
- Send us an email at sales@homeoftexas.com

***That's it! Then we'll take it from there
and get back to you if we have questions or with your approval!***

New Online Application

It's easy to join HOME of Texas (HOME) using our online application.

Go to www.homeoftexas.com.

Hover over the Builder tab at the top of any page and click on the red JOIN NOW button to create your Warranty Express Account.

The screenshot shows the 'Create Warranty Express Account' page. At the top left, the HOME of Texas logo is circled in red. Below the title, there are two radio buttons: one for RWC and one for HOME of Texas, with the latter also circled in red. The form contains three input fields: 'Email Address' (with a sub-label 'Email'), 'Username', and 'Password'. Below the fields, a message states: 'Once you click **Create Account** below, a verification link will be sent to your email address.' A blue button labeled 'CREATE ACCOUNT →' is positioned below the message. A red arrow points from the bottom of the page to this button. At the bottom left, there is a graphic of two houses (one blue, one green). To the right of the graphic is a text box that reads: 'Use the form above to create your Warranty Express account. You may then use that account to apply for membership or enroll homes into our warranty program. If you have questions, please call us at 1-800-445-8173.'

Click "CREATE ACCOUNT" and a validation email is sent to you.

ACCOUNT VERIFICATION

Keep an eye out for an email.

Verify Account

Please check your email for your password

Thank you for creating a Warranty Express account! We've sent you an email containing a verification link that you can use to continue the membership process.

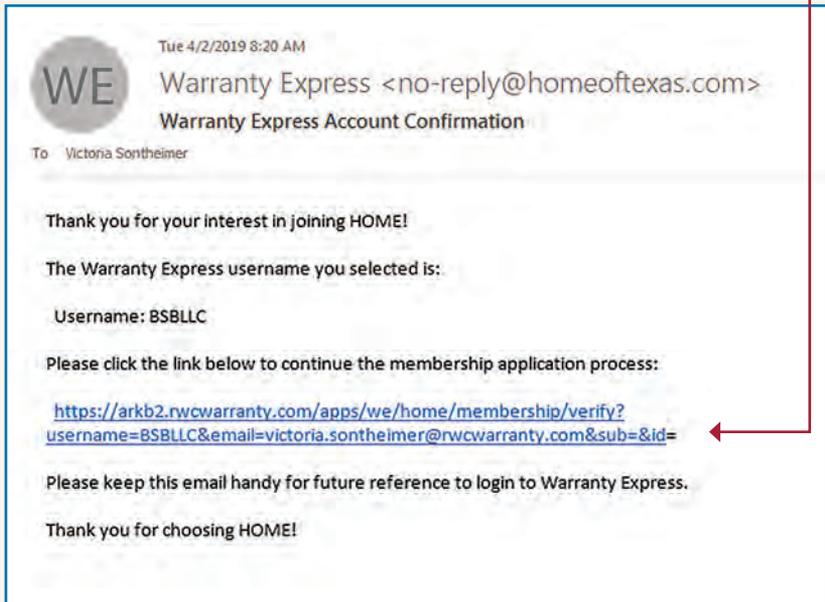
To continue, open the email, and click the link included in the email.

If you don't see the email within a few minutes, be sure to check your spam folder.

WATCH YOUR EMAIL

Watch Your Email for the Validation Email

To continue to your application, you must click this link
in your validation email.



...READ THE INSTRUCTIONS

Read the instructions and then click "CONTINUE" to begin.

Welcome to HOME's online membership application!

Online Membership Application

Thanks for your interest in becoming a member of HOME!

The steps you are about to take will begin the process for you to become a Member with HOME. If you were only looking for a rate quote or more information, we can better answer that question here: [Get A Rate Quote from HOME](#). If you're ready to join, we're ready to help!

1. We're first going to have you fill out the application and pay the membership registration fee.
2. Then we will direct you to a link to sign the membership agreement.
3. Lastly, we will have you upload some documents to round out your membership application.

You can save the progress on your application and continue later when you have time to finish it.

Click below to continue onto the membership application.

CONTINUE →

If you were actually only looking for a rate quote, stop. Click on "[Get a Rate Quote from HOME](#)" instead and we will be in touch shortly.

INDICATE LOCATION

First, tell us what zip codes you're building in.

In which Zip Codes Are you Planning to Build?

Please add zip codes below

HOME of Texas does not do business in all of Texas. Please provide us with the zip codes in which you are planning on building in? Once submitted below, we will verify if we can meet your warranty needs.

Zip Codes

Add 

SUBMIT ZIP CODES 

FILL OUT THE APPLICATION

Fill out the application with your company's information.

IMPORTANT NOTE: Make sure you use the **correct and full name for the company** as this will appear on the Membership Agreement later on. If the names do not match, it will delay your approval.

Membership Application

Please Enter Your Application Information Below

Full Legal Company Name (Please include; Inc, LLC or Corp, etc.)		
<input type="text" value="Applicant Firm"/>		
CEO / Owner		
<input type="text" value="CEO"/>		
Address		
<input type="text" value="Address"/>		
Address 2 (optional)		
<input type="text" value="Address 2"/>		
City	State	Zip
<input type="text" value="City"/>	<input type="text" value="State"/>	<input type="text" value="Zip"/>
<input type="checkbox"/> Check here if you have a mailing address different than the above.		
Phone Number		
<input type="text" value="Phone Number"/>		
Fax Number (optional)		
<input type="text" value="Fax Number"/>		
Entity Type		

CLICK TO ACKNOWLEDGE AND SUBMIT

Be sure to click the box to acknowledge your agreement to the terms listed.

In the next 12 months, homes to be warrantied under:

[Click here to see a description of our warranty products.](#)

Standard 10 Year MSD Warranty

Enhanced Coverage (in addition to standard coverage)

Remodeler Warranty

In what states does Applicant build?

NONE SELECTED ▾

Additional Comments

Additional Comments

Please Review Terms

INVESTIGATION: The Applicant firm hereby authorizes the Warranty Company selected to conduct such investigation of the Applicant's activities and make such inquires and obtain credit reports as may be necessary for its determination of Applicant's financial and technical ability to meet its obligations to purchasers. Applicant hereby directs all credit reporting agencies to make available to the Warranty Company any information in the possession of such agencies.

Check here if you agree to the above terms.

This application has been executed by or on behalf of the Applicant.

If you need to quit in the middle, hit SAVE & RETURN LATER.

Once done, hit SUBMIT APPLICATION.

Preparer Name

Preparer Name

SAVE & RETURN LATER ↺ SUBMIT APPLICATION →

 The form contents will be emailed to you when the application process is completed. If you have questions, please call us at 1-800-445-8173.

PAYMENT, AND...

Payment Comes Next

You may pay by credit card or by transferring funds from a checking account.

The Miscellaneous field is for company use and can be skipped.

Payment Information

Please Enter Your Payment Information Below

Your total payment due is **\$295**. How would you like to pay for that?

Credit Card

Transfer funds from your Checking Account

Note: Payment must be received in order to start processing your membership application. For cancellations and/or refunds, please contact HOME of Texas at 1-800-445-8173.

Miscellaneous

YOUR APPLICATION IS SUBMITTED!

Application is done, paid for and in process
with our Membership department!

NEXT STEP: Now click "PROCEED TO MAIN MENU" so you can electronically sign your membership agreement, upload your financials and any other needed documents.

Application Submitted

Completed Membership Application

Your application has been submitted!

You have successfully submitted the membership application form, thank you!

Next, proceed to the main menu, where you will be prompted to sign the membership agreement, and upload some documents.

We appreciate your confidence in us and look forward to fulfilling your warranty needs! If you have any questions, please call us at 1-800-445-8173.

Cordially,
HOME of Texas

[PROCEED TO MAIN MENU →](#)

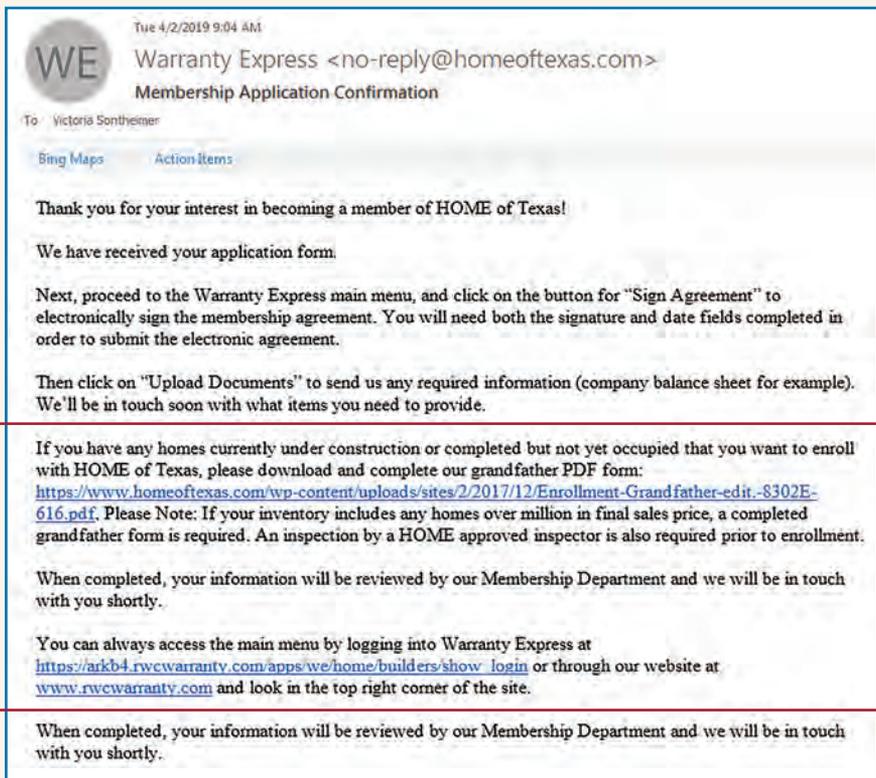
NOTE: You can also login to Warranty Express anytime from our main website (www.homeoftexas.com). Link is in the top right corner ("Warranty Express Login")

TIP: DO NOT use the *Join Now* button again or you will start a brand new application.

WATCH YOUR EMAIL AGAIN

You Will Receive An Email Confirming the App Was Submitted

These links take you back to Warranty Express and also to the grandfather form PDF. If you have any homes over \$1 million in final sales price, the grandfather form will be needed.



The image shows a screenshot of an email from Warranty Express. The email header includes the WE logo, the date and time (Tue 4/2/2019 9:04 AM), the sender (Warranty Express <no-reply@homeoftexas.com>), and the subject (Membership Application Confirmation). The recipient is Victoria Sontheimer. The email body contains instructions for the next steps in the application process, including signing the agreement and uploading documents. A red box highlights a specific paragraph about the grandfather form, which includes a link to the PDF and a note about homes over \$1 million. Another red box highlights a paragraph about accessing the main menu. A red arrow points from the top text to the highlighted paragraph.

WE Tue 4/2/2019 9:04 AM
Warranty Express <no-reply@homeoftexas.com>
Membership Application Confirmation

To: Victoria Sontheimer

[Bing Maps](#) [Action Items](#)

Thank you for your interest in becoming a member of HOME of Texas!

We have received your application form.

Next, proceed to the Warranty Express main menu, and click on the button for "Sign Agreement" to electronically sign the membership agreement. You will need both the signature and date fields completed in order to submit the electronic agreement.

Then click on "Upload Documents" to send us any required information (company balance sheet for example). We'll be in touch soon with what items you need to provide.

If you have any homes currently under construction or completed but not yet occupied that you want to enroll with HOME of Texas, please download and complete our grandfather PDF form: <https://www.homeoftexas.com/wp-content/uploads/sites/2/2017/12/Enrollment-Grandfather-edit-8302E-616.pdf>. Please Note: If your inventory includes any homes over million in final sales price, a completed grandfather form is required. An inspection by a HOME approved inspector is also required prior to enrollment.

When completed, your information will be reviewed by our Membership Department and we will be in touch with you shortly.

You can always access the main menu by logging into Warranty Express at https://arkb4.rvcwarranty.com/apps/we/home/builders/show_login or through our website at www.rvcwarranty.com and look in the top right corner of the site.

When completed, your information will be reviewed by our Membership Department and we will be in touch with you shortly.

SIGN AND UPLOAD

Sign Your Membership Agreement and Upload Any Needed Documents (Company Balance Sheet, Work History, etc.)

Once back on the Warranty Express page,
click SIGN AGREEMENT to sign the membership agreement.

Click UPLOAD DOCUMENTS to securely upload
financials, work history, grandfather form, etc.

The screenshot displays the HOME OF TEXAS Warranty Express member portal. At the top left is the HOME OF TEXAS logo. To its right is the Warranty Express logo. In the top right corner are buttons for Log Out, Main Menu, and Help. Below the header is a white box containing the text "Welcome, New Builder!". The main content area is divided into three sections. On the left is the "Order History" section, which states "There are no orders in your order history." Below it is the "Statistics" section, showing "Last login:" and "Total homes enrolled:". On the right is the "New Members: Next Steps" section. It features a red alert message: "Your Membership Application is almost ready to be reviewed! To finalize the process, please complete the steps below." Underneath this message is a "Next Steps" section with two buttons: "Sign Agreement" and "Upload Documents". Below the "New Members: Next Steps" section is the "MAIN MENU" section. It contains two sub-sections: "Account Settings" with buttons for "Account Settings" and "Upload Files", and "New Members" with an "Application" button. Red arrows point from the text above to the "Sign Agreement" and "Upload Documents" buttons.

THE MEMBERSHIP AGREEMENT...SIGN IT...

Sign Your Membership Agreement (Make Sure You Can See the Entire Screen.)

The scroll bar nearest the words affects scrolling **through the document itself**.

The scroll bar to the far right affects **the outside area around the agreement... very important to see all of that area!**

- Use your mouse to sign by the "x".
- Then click the red scroll button to enter today's date.
- If you can't see these sections, you may need to view this in a full screen (large) mode.

Sign Document POWERED BY RightSignature YOUR PROGRESS

WHAT TO DO NEXT: Read then scroll to **Page 5** NEED HELP?

Before signing, please review the [Terms of Use](#) and [Consumer Disclosure](#).

HOME OF TEXAS HOME LIMITED WARRANTY PROGRAM — MEMBERSHIP AGREEMENT
Insured through Warranty Underwriters Insurance Company

HOME of Texas (HOME), Warranty Underwriters Insurance Company, (WUIC) and the Member, intending to be legally bound, in consideration of the mutual promises contained herein, covenant and agree as follows:

A. Membership, Registration and Terms

1. Member has applied for registration as a member of the HOME Limited Warranty Program and represents that all information supplied in connection with its application is true and correct.
2. Member certifies that it is properly licensed and approved to do business in accordance with all governmental requirements of the areas in which it conducts business and will remain so licensed and approved for the entire term of this Agreement.
3. HOME has accepted Member as a registered member of the HOME Limited Warranty Program.
4. Member has paid its initial membership fee. All membership registration fees (initial and annual) are set by HOME, at its discretion, and are nonrefundable.
5. Member agrees to abide by all of the rules and regulations applicable to the Program as issued by HOME or WUIC from time to time.
6. The term of this Agreement shall be for twelve (12) months dating from the date of execution by HOME. This Agreement shall be automatically renewed at each one (1) year anniversary for an additional one (1) year term unless it is terminated by either party by giving written notice to the other of its intention not to renew at least ninety (90) days prior to the expiration of the initial or any renewal term or it is terminated pursuant to Section G of this Agreement.
7. Member hereby authorizes HOME and WUIC to conduct such investigation of Member's activities and make such inquiries and obtain such credit reports as may be necessary for its determination of Member's financial and technical ability to meet its obligations. Member hereby directs all credit reporting agencies to make available to HOME and WUIC any information in the possession of such agencies.

B. Warranties

1. When warranting homes other than detached single family dwellings, Member shall warrant all individual units of any multi-unit dwelling such as, but not limited to, duplexes and townhouses. If Member is purchasing commercial insurance through a HOME affiliated company, Member must warrant all homes and all remodeling projects that affect the structural integrity of the building to be remodeled or that cost the building owner \$25,000 or more.
2. For each home and remodeling project warranted, Member shall pay a non-refundable warranty fee, the amount and time of payment of which shall be determined by HOME. A minimum warranty fee, as indicated on the enrollment form, may apply.
3. Member shall abide by all Program procedures established by HOME. Homes and remodeling projects must be submitted (initially enrolled) prior to completion of construction, except under the following limited circumstances:
 - (a) A newly approved Member may warrant homes under construction and homes completed but not closed or occupied as of the date of initial acceptance in the HOME Warranty Program, provided that a list of such homes accompanies the Membership Application, and all such homes were inspected by an engineer or other accepted or approved municipal authority immediately prior to the foundation pour and installation of drywall. HOME can establish additional reasonable underwriting criteria for any such homes. Final inspections may be required on completed homes.
 - (b) A model home must be warranted by the end of the first year of use as a model to qualify for a HOME warranty. The warranty will be issued to the

SCROLL

X

I agree to the Terms of Use, Consumer Disclosure, and all pages above.

FINISH SIGNING

...AND DATE IT...THEN SUBMIT

- Enter today's date.
- The submit signature box will be activated when both the signature and date fields have been completed.
- The company name you entered on your application and the address will be on the executed agreement. If you need to make a change at this stage, contact member services at 800-445-8173.

The screenshot displays the 'Sign Document' interface. At the top, it says 'powered by RightSignature' and shows 'YOUR PROGRESS' at 50%. A yellow banner reads 'WHAT TO DO NEXT: Read then scroll to Page 5'. The main content area shows a document with the following text:

THIS AGREEMENT is among HOME OF TEXAS (HOME), a Texas corporation and Warranty Underwriters Insurance Company (WUIC), with offices at 5300 Derry Street, Harrisburg, PA 17111 and Test Co
(Company Name: indicate whether a corporation, partnership, individual or other)
123 Fourth Street Houston TX 77001
(Complete Address of Company)

Below this, there are fields for 'MEMBER: Test Co' (Member Company Name), 'By:' (Signature and Title of Principal or Corporate Officer), and 'By:' (Spouse's Signature (if proprietorship)).

At the bottom, there are fields for 'HOME OF TEXAS (HOME)' and 'WARRANTY UNDERWRITERS INSURANCE COMPANY (WUIC)' with 'By:' fields.

On the left side, there is a 'Date of Execution by Member' field containing '04/02/2019' and a 'Date of Execution by HOME' field. Below that is a 'HOME Registration Number (If Presently Registered)' field.

At the bottom left, there is a signature field with a signature and a checkbox for 'I agree to the Terms of Use, Consumer Disclosure, and all pages above.'.

At the bottom right, there is a 'SUBMIT SIGNATURE' button with a green checkmark icon.

WATCH YOUR EMAIL AGAIN

Once you hit submit, you will see this message:

YOUR SIGNATURE HAS BEEN SUBMITTED

If you are a sole proprietor or a partnership, we may need additional signatures on the document. If you provided another person's email address when prompted on your application, they will receive an email from our system as well.

You will receive an email with a copy of the agreement attached in PDF format.

Tue 4/2/2019 9:33 AM

 RightSignature.com <documents@rightsignature.com>
RWC - HOME - MHWC has sent you the document 'Membership Agreement' to sign.

To: Victoria Sontheimer

 We removed extra line breaks from this message.

[Bing Maps](#)

Hello Proprietor or Spouse,

RWC - HOME - MHWC sent you the following document to sign:

Document Filename: Agreement_-_Membership_-_Universal_-_HOME_-_82500-718.pdf
Subject: Membership Agreement
Reference #: A9CFHSIFZKTZSW25RLK9UG
Message: Membership Agreement

You have been indicated as the second signer of this document. Member Company has already signed the document while WUIC Management and HOME Management are now awaiting your signature.

To review the document and sign with an electronic signature, follow this link:
<https://rightsignature.com/documents/A9CFHSIFZKTZSW25RLK9UG/parties/CNNN4VJZB4URMFU85X14B9/signatures/new>

RWC - HOME - MHWC
docs@theparmergroup.com

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RightSignature is the easiest, fastest way to get documents signed.
RightSignature LLC, 8 E Figueroa St., Santa Barbara, CA 93101 How to sign:
<https://rightsignature.com/help/signing> | <https://support.citrix.com/cscase>

UPLOAD ANY NEEDED DOCUMENTS

Now you can go back into WE to upload your remaining documents.

The screenshot shows the HOME OF TEXAS Warranty Express user interface. At the top left is the HOME OF TEXAS logo. To its right is the Warranty Express logo with a stylized arrow. In the top right corner, there are three buttons: Log Out, Main Menu, and Help. Below the logos is a white box containing the text "Welcome, New Builder!". The main content area is divided into several sections. On the left, there is an "Order History" section with the text "There are no orders in your order history." and a "Statistics" section with "Last login:" and "Total homes enrolled:". On the right, there is a "New Members: Next Steps" section. This section contains a red message: "Your Membership Application is almost ready to be reviewed! To finalize the process, please complete the steps below." Below this message is a "Next Steps" box containing an "Upload Documents" button and the text: "New Members - Upload documents to HOME. Alternatively, you can also send those in the mail if you prefer." At the bottom of the page is a "MAIN MENU" button. A red vertical line starts from the text above, goes down, and then turns right as an arrow pointing to the "Upload Documents" button.

DRAG AND DROP

You can drag and drop documents into this section.

You will need to scroll to see the Upload Documents button.

File Upload

Use the form below to upload files

Now we need some financial documents. The documents we need are listed below. These documents are stored on a secure server, designed for secure document uploads.

If you would like to continue without uploading your documents you may do so by clicking on continue.

Documents needed

1. Personal Financial
2. If you have built less than 10 homes in 2-5 years but have remodeling or commercial experience for us to consider, complete and upload a Work History (Form # 5398). Your Account Executive can provide a copy for your convenience.
3. Based on the information provided, an Alternate form of Security may be required. Your Account Executive will be in touch with you to discuss.

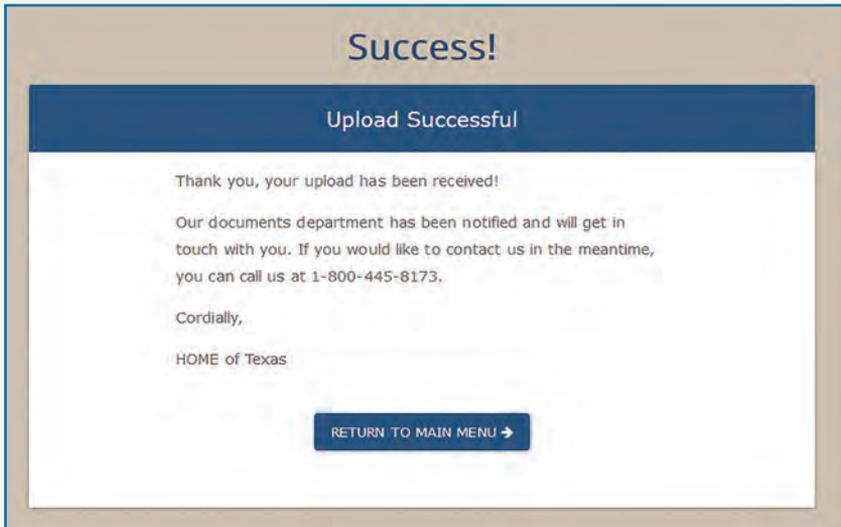


CLICK TO BROWSE OR DROP FILES HERE TO UPLOAD

[← BACK TO MAIN MENU](#) [UPLOAD DOCUMENTS →](#)

SUCCESS!

When done, you will get a message that says the upload was successful. You will hear from our Membership Department and/or Your Account Executive if any other information is needed.



The screenshot shows a confirmation message with a blue header bar containing the text 'Upload Successful'. Below the header, the message reads: 'Thank you, your upload has been received! Our documents department has been notified and will get in touch with you. If you would like to contact us in the meantime, you can call us at 1-800-445-8173. Cordially, HOME of Texas'. At the bottom of the message is a dark blue button with the text 'RETURN TO MAIN MENU' and a right-pointing arrow.

**Thank You
for Choosing
HOME!**