



PO Box 161 Blair, NE 68008  
[info@nebraskabb.com](mailto:info@nebraskabb.com)

## APPLICATION FOR MEMBERSHIP

### **A. Property Contact Information:**

Name of Property: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip+4: \_\_\_\_\_

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

Email address: \_\_\_\_\_

Website address: \_\_\_\_\_

### **B. Innkeeper Contact Information:**

Name(s): \_\_\_\_\_

*If different than Property Contact Information above:*

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip+4: \_\_\_\_\_

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

Email address: \_\_\_\_\_

### **C. Owner Contact Information:** *(if different than Innkeeper Contact Information)*

Name(s): \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip+4: \_\_\_\_\_

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

Email address: \_\_\_\_\_

### **D. Other Property Data:**

#### **1. Guest Bathrooms**

a. Number of guest rooms with private bathroom within the room: \_\_\_\_\_

b. Number of guest rooms with private bathroom outside the room: \_\_\_\_\_

c. Number of guest rooms with shared bathroom outside the room: \_\_\_\_\_

d. Total number of guest rooms \_\_\_\_\_

**General Information**

Are you open all year? Yes No If not, dates closed: \_\_\_\_\_

Has the State or City Fire Marshal's Office inspected the property and given their approval? (Not required for membership approval, but highly encouraged)

State: Yes No Date \_\_\_\_\_; City: Yes No Date \_\_\_\_\_

Have you obtained a sales tax permit? Yes No Lodging tax permit? Yes No

Business license? Yes No (where required)

Do you have adequate business liability insurance? Yes No

Company? \_\_\_\_\_

Have you compared the NABB Standards to your operations? Yes No

**2. Description**

Description of your B&B (50 words or less, may be edited for space). \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**E. Certification**

With my (our) signatures on this application, I (we) certify the information on this application is, to the best of my (our) knowledge, complete and accurate. Furthermore, I (we) acknowledge receipt of a copy of the Standards of the Nebraska Association of Bed & Breakfast and agree to operate \_\_\_\_\_ in accordance with them, and to abide by the codes of the State of Nebraska and our local jurisdiction.

*Signatures of Legally Responsible Individuals:*

\_\_\_\_\_  
(Owner / Innkeeper) (circle one)

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Owner / Innkeeper) (circle one)

\_\_\_\_\_  
Date

To be complete, this application must be accompanied by the following items:

- Application fee (check for \$50.00 made payable to NABB). This fee is non-refundable after inspection.
- Copy of Sales Tax and Lodging Tax Permits and Business License (if applicable)
- Proof of insurance (copy of the first page of policy showing name, level of coverage, and effective date)

Mail your application and accompanying items to: NABB, PO Box 81404, Lincoln, NE 68501-1404.



PO Box 161

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## Membership Process

Thank you for your interest in NABB. Below is an outline of the membership process for the NABB:

1. Complete the membership application and mail, with all required items (see back side of membership application form), and \$50.00 application fee. This fee covers the processing of your application and the inspection of your bed and breakfast by a member of the NABB inspection team.
2. The NABB inspector will contact the applicant to set up an appointment for an inspection review. This will be done within 30 days of the application date. The applicant will be given at least 48 hours notice of the proposed review date. The inspector will verbally advise the applicant of his/her findings and recommendation for approval or denial of membership at the conclusion of the inspection.
3. The inspector will submit the completed forms to NABB within seven (7) days. The inspector makes a recommendation, but the NABB Board of Directors reviews each applicant's information and makes the final decision regarding membership. Within 15 days the Board of Directors will make a final decision on the membership application, and the applicant will be notified of the decision along with any explanation that is necessary. If the application is approved, the new member will be sent a statement for the payment of dues.
4. **Membership will not be final until the dues payment is received.** The final decision on full membership rests with the Board of Directors. **Full membership** is granted after successful completion of the inspection review, Board of Directors' approval, and payment in full of all dues and fees. Membership will be denied if an applicant B&B cannot or will not meet NABB standards. **Conditional membership** may be granted if the applicant B&B has minor deficiencies in standards which can be easily corrected in 30 days. Once the deficiencies are corrected, the applicant B&B should contact the inspector and provide documentation such as pictures or receipts. If the B&B applicant is denied membership or is unable to correct the deficiencies within the allotted time, the B&B may reapply at a later date by repeating the membership process, including the payment of the application fee.