



305 W. Main Street
Fort Wayne, IN 46802
(260) 420-2020
hbafortwayne.com

2022 SPRING TOWN & COUNTRY TOUR SUBMISSION INFORMATION

Due February 18, 2022 to the HBA office

To ensure the accuracy of the T&C website and planbook proofs please provide the following information for each home/development to the member area of the HBA website. Doing so will require fewer changes after the builders/developers have seen page proofs.

Single-Family Home _____ Villa _____

How to login to HBAfortwayne.com

- 1) Visit www.hbafortwayne.com
- 2) Click on login in the top right of the screen (blue box)
- 3) Enter the email and password associated with the company
 - a. If you do not remember your login or would like someone else to have access to the company page, please notify the HBA to have the account set up.
- 4) Click on your name in the top right of the screen (blue box – same as where login was)
- 5) In the drop-down menu click on LISTINGS
- 6) Click on +Listing box and fill in the required information

The following information is required (Check each one once complete)

1) Status

For the home/subdivision to appear on our website, it must be listed as active.

2) In-Home Vendors

Let the HBA know who will be participating as an in-home vendor in your show homes.

_____	_____
_____	_____
_____	_____

Builder Member receives \$50 rebate for each in-home vendor (up to a \$300 rebate)! Vendor must be a member of the HBA to participate. Company name and logo will be displayed on your home listing.

3) Location

- _____ Listing Type
- _____ Street Address
- _____ County
- _____ Fort Wayne Area
- _____ Subdivision Name
- _____ School District (FWCS, SACS, NACS, etc.)
- _____ Latitude & Longitude

If you are unsure of the latitude and longitude, please use Google Maps to drop a pin on the exact location and submit it with a copy of this check list. If you automatically pinpoint the location, verify the pin is accurate. If location is unknown, preferred method is sending a pin on Google Maps for HBA staff to properly upload.



Home Builders Association of Fort Wayne, Inc.

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4) Listing

- _____ Model Name
- _____ Main Cover Image - JPG format (minimum size 2MB)
- _____ Home Price

This is highly suggested! If you do not wish to publish the cost of the home, please write "not available."
If the price includes the lot, please note as such.

- _____ URL Link to builder page/listing page (optional)
- _____ Written directions

Please provide precise directions, including whether the subdivision is on the north, south, east or west side of the street and where it is in relation to major thoroughfares (example: "...on the east side of Scott Road, between Illinois and Covington Roads ..."). Do not use abbreviations.

5) Images (Up to two additional images can be printed in the planbook)

- _____ Floor plans (optional) -- JPG format (minimum size 1MB)
- _____ Up to two additional photographs - JPG format (minimum size 2MB)

Which would you like included in the printed planbook? Additional Photos _____ **OR** Floor Plans _____

6) The Home

- _____ Model Name
- _____ Acres (lot size)
- _____ Square Feet of Home – Does this include the basement? Yes _____ No _____
- _____ Full Baths
- _____ Half Baths
- _____ Bedrooms
- _____ # of Stories
- _____ Type of Foundation
- _____ Garage (example: 3-car)
- _____ Year Built
- _____ Feature 1 (to be printed in planbook) – i.e.: wooded, walk-out, daylight, lakes, etc.
- _____ Feature 2 (to be printed in planbook) – i.e.: wooded, walk-out, daylight, lakes, etc.
- _____ Description (online listing only)

7) Sales Contact

- _____ Name
- _____ Email
- _____ Phone Number

Once these items have been completed, please send a copy of this form to kathryn@hbafortwayne.com so we can verify the information and add the listing to the T&C tour page.

DUE FEBRUARY 18, 2022