



**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.

<b>Subdivision</b> _____
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**How to login to HBAfortwayne.com**

- 1) Visit [www.hbafortwayne.com](http://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) **Location**  
 Listing Type  
 Street Address  
 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 prior to saving. If location is unknown, preferred method is sending a pin on Google Maps for us to properly upload.*
- 3) **Listing**  
 Main Cover Image - JPG format (minimum size 2MB)  
 Lot Price Range (Listing Price)  
 URL Link to developer 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 Rd., between Illinois and Covington Roads...").*
- 4) **Images**  
 Lot Layout – JPG format (minimum size 1MB)
- 5) **The Home**  
 Acres (range of size of lots)  
 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)
- 6) **Sales Contact**  
 Name  
 Email  
 Phone Number

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

**DUE FEBRUARY 18, 2022**