



2020 NEW CONSTRUCTION OPEN HOUSE APPLICATION

Return to NW Natural within 7 days of receipt

NW NATURAL CHANNEL MANAGER: Brenda Hartzog APPLICATION DATE:

OPEN HOUSE DATE AND TIME

Date:

Time: 5:30PM – 7:00PM
 NOON – 3:00PM (Saturday/Sunday only)

CONTACT INFORMATION

BUILDER'S NAME:

REALTOR/site contact day of event:

Builder's Company:

Realty Company:

Builder Address:

Realtor Address:

Phone:

Phone:

Cell Phone:

Cell Phone **(required)**:

E-Mail:

E-mail:

Fax:

Fax:

ON-SITE INFORMATION

Project Name/Development:

Single Family Multi Family

Number of Viewable Homes: *(minimum 2 required)*

Open House Addresses:

Price Range:

Natural gas appliances must be installed and operable the day of the open house. Furnace for primary heat and water heater are required for Single Family Homes. (Please circle all that will be installed):

SINGLE FAMILY: 4 natural gas appliances are required

Primary Heat/Furnace	Water Heater	Range/Cooktop	Fireplace
Dryer Stub	BBQ Stub		

MULTI-FAMILY: 3 natural gas appliances are required

Primary Heat/Furnace	Water Heater	Range/Cooktop	Fireplace
Dryer Stub	BBQ Stub		

NOTE: Garage needs to be available for catering set-up. If garage is not clear, we will need an area on the driveway for a pop-up tent. Check one:
____ Garage will be clear for catering set up ____ A pop-up tent will be required for catering set up

SET MENU:

Weekday and Weekends: Hamburgers Hot Dogs

Expected Guests (Please circle): 50 75 100

NOTE: NW Natural’s goal in support of your free Open House is to have a minimum of 50 attendees at the event, with at least 50% consumers. NW Natural will track the number of attendees at the event.

NWN Account Number: 11515 5046 912 05015

Additional comments:

DRIVING DIRECTIONS TO OPEN HOUSE: (Please provide accurate directions and attach a site map if possible to show where the crew should set up the cook wagon.)

Pictures of kitchen/garage/serving area appreciated.

INVITATION AND EVENT MARKETING INFORMATION – PLEASE tell us how you plan to market your event to realtors and potential home buyers. Please circle all that apply.

Printed invitation E-mail RMLS Calls to realty offices Realtor Tours

Neighborhood Flyers Door Hangers (supplied by NW Natural) Qty/When Needed : _____

Facebook Twitter Advertise it on my Website Other: _____

Are you offering an incentive or giveaway to attract visitors? Please describe:

PLEASE SEND A COPY OF YOUR INVITATION IN PDF FORMAT TO BRENDA HARTZOG, beh@nwnatural.com NO LATER THAN 10 BUSINESS DAYS PRIOR TO YOUR EVENT FOR APPROVAL

OPEN HOUSE CHECKLIST – Please review/retain it.

PLEASE COMPLETE AND RETURN THIS APPLICATION TO BRENDA HARTZOG, beh@nwnatural.com WITHIN 7 DAYS OF OUR INVITATION FOR AN OPEN HOUSE. **IF WE DO NOT RECEIVE IT WITHIN THE REQUESTED TIME, THE OPEN HOUSE DATE MAY BE RELEASED AND MADE AVAILABLE TO OTHER BUILDERS.**

If your homes sell/close prior to your open house event, please contact Brenda Hartzog at (503) 721-2460 with an open house change of address so we may discuss alternatives.

I verify that the natural gas appliances named above will be installed and operable during the open house.

Signed _____ Date: _____

Print Name: _____