



## 2020 NEW CONSTRUCTION OPEN HOUSE APPLICATION

*\*Return to NW Natural within 7 days of receipt\**

NW NATURAL CHANNEL MANAGER: Brett Howell

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:**

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**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.

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**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 BRETT HOWELL, [brett.howell@nwnatural.com](mailto:brett.howell@nwnatural.com) NO LATER THAN 10 BUSINESS DAYS PRIOR TO YOUR EVENT FOR APPROVAL**

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**OPEN HOUSE CHECKLIST – Please review/retain it.**

PLEASE COMPLETE AND RETURN THIS APPLICATION TO BRETT HOWELL, [brett.howell@nwnatural.com](mailto:brett.howell@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 Brett Howell at (503) 610-7534 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: \_\_\_\_\_