

PARADE OF HOMES™ RULES AND AGREEMENT

Rules Published: January 1, 2025

Parade Dates: November 7 - 9 and 14 - 16 of 2025

Entry Dates: Jan. 1 – July 31, 2025 (no late fee)
Late Entry: Aug. 1 – Aug. 15, 2025 (w/late fees)

PARADE DATES and HOURS

Friday, Saturday and Sunday 1:00 PM - 6:00 PM

Event Organizer: East Texas Builders Association

2023 Alpine Rd., Longview, Texas 75601

Phone: 903-758-6416

E-mail: events@easttexasbuilders.org
Website: www.easttexasbuilders.org

Angela's cell: 903-220-8416

1. BUILDER AGREEMENT, DEFINITIONS AND TERMS

The East Texas Builders Association (known as ETBA) annually presents the "PARADE OF HOMES™," a program established for the benefit of the association's communities and its local building industry.

The East Texas Builders Association relies upon the participation of local builder members of the association for the continued vitality of the PARADE OF HOMES™ and the East Texas Builders Association.

The East Texas Builders Association intends to promulgate rules and regulations for the PARADE OF HOMES™, which, when promulgated, are automatically incorporated into this agreement.

NOW THEREFORE, for the consideration, the parties agree to the following contract terms:

2. ENTRY

Number of Entries- Limit two (2) entries per builder.

- Parade Builders with two entries may request approval to submit additional entries.
- The request for additional entry(s) must be submitted to the Parade Committee.
- The Committee will conduct a vote among the builders that are participating in the current parade. Collectively, the current parade builders will approve or deny the request for additional entry(s). The parade builder's decision will be final and will apply to all other request for additional entries for the current parade. The Parade Committee will vote only to break a tie.
- If the request for additional entries is received by the deadline; late fees will be waived for the additional entry, if approved.
- If the request for additional entries is submitted after the deadline, late fees will apply.
- The deposit and entry fee are due upon approval.
- No entries will be accepted after the final deadline.
- All other Parade rules apply to the additional entry(s).
- The decision to accept additional entries in one parade, does not limit or alter the ability to accept or deny additional entries in future parades.

Applications (per entry) - Application/agreements for entries may be submitted as early as 9:00 AM on January 1, 2025. The deadline for entries (without late fee) is July 31, 2025. Late fees apply August 1 – 15, 2025 and no entries will be accepted after August 15, 2025.

Entry Includes:

- Builder Agreement (pg. 11)
- Entry Fee (pg. 2 / section 3.)
- Deposit* (Member \$750)
- Floor Plan (full size and 8 ½ x 11 copy)
- Certificate of Insurance (pg. 3 / section 5.)
 - *The deposit will be returned to the builder no later than 10 days after the parade upon return of all supplies, signs, tickets and money, and provided that the builder has complied with all the rules and regulations listed throughout this agreement.

On or before August 15, 2025, the builder must submit to the ETBA office the following:

- Builder Agreement, entry fee and deposit
- Full size and 8 ½ x 11 copy of final floor plan
- Map of each entry, listing streets nearby and/or the mileage from point A to point B if outside city limits.

On or before August 15, 2025, the builder must submit to ETBA the following:

Homeowners Indemnification Agreement (Custom Entry)

On or before August 19, 2025, the builder must submit to ETBA the following:

- List of sub-contractors and suppliers (only ETBA members will be listed)
- Ten "major" features describing the house

On or before November 6, 2025, the builder must submit to ETBA the following:

- Homeowners Indemnification Agreement (Sold Spec. Entry)
- Certificate of Insurance (All Entries)

Note: The parade entry will not be available for show and the deposit will be forfeited if the Homeowners Indemnification Agreement and Certificate of Insurance are not on file with the ETBA office by 5:00 PM November 6. 2025.

- **3. FEES-** Entry fee based on heated/cooled square footage of entry.
 - A. Member Entry Fee

Sq. Ft. of Home	Entry Fee		Refundable Deposit*		Total Due w/Entry
Up to 2500	\$1500	+	\$750	=	\$2250
2501-4000	\$1800	+	\$750	=	\$2550
4001-8000	\$2400	+	\$750	=	\$3150
8001+	\$2800	+	\$750	=	\$3550

^{*}Refundable Deposit will be returned to the builder no later than 10 days after the parade upon return of all supplies, signs, tickets and money, and provided that the builder has complied with all the rules and regulations listed throughout this agreement.

B. **New Member Fee-** A builder must have been a builder member of ETBA for six (6) months prior to the deadline date of August 15, 2025, or they will be charged an additional non-refundable \$500.00 new member fee. This is in addition to the membership dues and the parade entry fee.

C. Non-Member Entry Fee

Sq. Ft. of Home	Entry Fee		Refundable Deposit*		Total Due w/Entry
Up to 2500	\$3000	+	\$1000	=	\$4000
2501-4000	\$3500	+	\$1000	=	\$4500
4001-8000	\$4000	+	\$1000	=	\$5000
8001+	\$4500	+	\$1000	=	\$5500

^{*}Refundable Deposit will be returned to the builder no later than 10 days after the parade upon return of all supplies, signs, tickets and money, and provided that the builder has complied with all the rules and regulations listed throughout this agreement.

D. Late Fees- Paid in addition to the entry fee and are not refundable

<u>Date</u>	<u>Member</u>	Non-Member
Aug. 1 – 6	\$125	\$500
Aug. 7 – 15	\$250	\$750

4. REMODELS

- Must affect at least 50% of the heated and cooled space of existing home (beyond flooring and paint) or increase the appraised value by 50%.
- Must include remodel of kitchen and/or bath
- Entry must be approved by the Parade Committee prior to submittal
- Must include structural changes, additions or some type of major change and be of interest to the public.

• ETBA will market the entry as a remodel.

- 5. **INSURANCE** Certificate of Insurance (provided by the builder) for the homeowner and builder. Minimum liability insurance limit of \$500,000 per occurrence required. The parade entry will not be available for show and the deposit will be forfeited if the Certificate of Insurance is not on file with the ETBA office by 5:00 PM November 6, 2025.
- **6. REFUNDS-** Entry fees are not refundable. If the entry is withdrawn by October 1, 2025, the deposit will be refunded.

7. HOME PHOTOS-

- A. ETBA will contract with a photographer for all home photos. The contracted photographer will be the official Parade of Homes photographer for the Fall Parade of Homes. Due to photo copyright issues, ETBA will not accept a home photo from the Builder or a photographer hired by the Builder.
- B. The main home photo will be taken between September 25 and October 2 of 2025. When possible, the builder will be notified of the specific date and approximate hours that a photographer will take the picture of his/her parade entry.
- C. Per the direction of the builder and ETBA's photographer, ETBA will use a finished photo of either the exterior of the home, any interior room, or architectural detail in the parade magazine on the builder's entry page. Final decision of the featured photo is at the discretion of the Parade Committee.
- D. For exterior home photos- it will be the builder's responsibility to remove all signs, trash, portable toilets, vehicles, etc. from the view.
- E. Should the photographer have to make multiple trips to your parade entry for a clear picture opportunity, the builder will pay any additional charges occurred due to the excessive trips.
- F. ETBA's photography contract includes basic landscape photo shop. If additional or excessive photo shop is required, the builder will pay the cost to have the professional graphic artist (contracted by ETBA) to "photo shop" the image in order to have an acceptable image for use in the parade magazine. The actual cost of contract labor to digitally enhance the image to bring it up to the Parade Committee's requirement will be deducted from the builder's deposit accordingly.
- 8. SETTING AND CHANGING DATES OF PARADE- The 2025 FALL PARADE OF HOMES™ will begin on the first and second Friday of November 2025. Therefore, the dates are November 7, 8, 9 and 14, 15, 16. Dates and times will not be changed from the original set dates. The only option to change the original set dates and times of the PARADE OF HOMES™ will be due to severe events or conditions beyond ETBA's control and at the approval of the Board of Directors.
- 9. PARADE CANCELLATION- If the Parade is cancelled prior to November 1, 2025 due to a County or Texas statewide "Shelter in Place Order," the \$750 deposit will be refunded in full and 80% of the entry fee will be refunded. 20% of the entry fee will be retained by ETBA to assist with expenses incurred to promote the Parade of Homes. Entry fee refunds are defined here:

Sq. Ft. of Home	Original Entry Fee	Entry Fee Refund*	(If the Parade is cancelled per Rule 8)
Up to 2500	\$1500	\$1200	
2501-4000	\$1800	\$1440	
4001-8000	\$2400	<mark>\$1920</mark>	
8001+	\$2800	\$2240	

- **10. RESCHEDULE-** If the Parade of Homes™ is rescheduled (per Rule # 8) each Parade Builder will need to sign a "Refund Option" form or a "Rules Addendum Agreement" defining the dates and guidelines for the rescheduled Parade of Homes.
- **11. PROMOTION-** The East Texas Builders Association will promote the PARADE OF HOMES™ in order that attention is placed on the event and that a high degree of visibility is obtained.
- **12. PROFESSIONAL REPRESENTATION-** Each house shown in the PARADE OF HOMES™ shall have the builder or the builder's representative present during all hours of the parade. If the builder is not present, the representative should be able to answer questions. That person should present a professional image for the PARADE OF HOMES™ and the East Texas Builders Association. Such persons can be an ETBA realtor member, ETBA lender member, other ETBA associate member or other individual that is not representing a non-member company.

13. COMPLETION REQUIREMENTS-

- A. The builder must diligently pursue the completion of construction of the house so that it is completed by 10 AM on the opening day of the PARADE OF HOMES™. The committee may make inspections of the homes. If the committee determines that the builder's entry is not complete, the builder must formally withdraw his house from the PARADE OF HOMES™.
- B. Should the house be withdrawn after the magazine has been printed, a "not available to show" sign will be placed in the yard and the builder will not be able to show the house. The builder must inform the ETBA office if his/her entry will not be completed and ready to open during the set parade dates & hours.
- C. Any builder who shows their entries not finished or who does not show the home during every set parade date and hour, will forfeit his/her deposit and will not be allowed to enter a parade home in the 2025 SPRING PARADE OF HOMES™. You will need to write a letter to the Parade Committee explaining why your home was not available for showing during every set parade date and hour.
- D. A completed house is one that meets all mortgage appraisal standards. This includes all plumbing, floor coverings, painting, staining, carpentry, hardware, electricity, appliances, cabinets, etc. The house must be ready to occupy by a new homeowner.
- E. Landscaping shall be up to each builder, but must include ground cover within a reasonable perimeter of the house, sod or hydro mulch. Back of house landscaping is optional, but must be graded and clean. Exceptions should be presented to the Parade Committee at least five days before opening dates.
- F. Exterior of house (brick, stone, siding, etc.) shall be 100% complete and must have permanent utility service.
- G. Completion shall also include all trash and debris removed from the interior and exterior of house and garage. Interior and exterior should be neat and orderly. Port-a-potties, excess materials, etc. must be removed. All swimming pools must be fenced or designated as a restricted area. If not completed, swimming pools must be covered or access restricted and designated as a restricted.
- **14. BREACH-** If the builder fails to comply with all the rules or fails to reasonably cooperate with the association in promoting and conducting the PARADE OF HOMES™, the association in its sole discretion, may disqualify the builder from participation in the current PARADE OF HOMES™. If the builder is disqualified by the association, the builder will forfeit his/her deposit and shall be unable to participate in the following 2026 SPRING PARADE OF HOMES™.
- **15. RELEASE-** The undersigned builder releases and forever discharges the association, their officers, directors, agents, employees, members and representatives of any kind and in whatever capacity- and any person or entity in privities with or liable for any one of them of and from all liabilities, causes of action, claims and demands of any kind resulting from:
 - All decisions of the committee and the association regarding the PARADE OF HOMES™
 - All causes of action resulting from injury or illness to anyone during the PARADE OF HOMES™
 - All causes of actions resulting from mental anguish and bodily physical injuries
 - All other claims, whether in tort or contract
 - All claims for attorney fees, paralegal fees, court costs, cost of investigations
 - All damages resulting from the committee's or the association's removal of the builder's home from the PARADE OF HOMES™, whether actual, consequential, exemplary, punitive, trebled, discretionary or otherwise.

16. WITHDRAWALS-

- A. If the entry is withdrawn by October 1, 2025, the deposit will be refunded. The entry will not be printed in the parade magazine. The builder must notify the ETBA office in writing by October 1, 2025, stating the need to withdraw the entry.
- B. Any builder who withdraws their entry after October 1, 2025, or does not show their entry during every set parade date and hours, will forfeit their deposit and will not be allowed to enter a parade home in the

- 2025 SPRING PARADE OF HOMES™. Where possible, your entry will be marked as "not available for showing" or will be removed from parade advertising. You will need to write a letter to the Parade Committee explaining why your home was not available for showing during every set parade date and hour.
- C. If a house is damaged (due to calamity) after the withdrawal date of October 1, 2025, and the builder feels he/she cannot have the house repaired to completion by opening day of the parade, the builder may write a letter to the Parade Committee requesting a waiver of the rule excluding them from having an entry in the following PARADE OF HOMES™. Calamities shall include, but not be limited to, catastrophic damage due to wind, fire, flood or sudden rupture of pipes, vandalism or other catastrophic loss.
- 17. NON-MEMBER TRADE PROFESSIONALS- Sub-contractors and suppliers who are not ETBA members will not be listed on the builder pages in the PARADE OF HOMES™ magazine. Non-members are not allowed to display signs, business cards or other forms of business advertising in any parade home or on the property of the parade home. If this rule is violated, the parade builder will pay the associate membership dues of the non-member. The membership dues may be withheld from the parade builder's deposit. If the deposit is exceeded, the builder will be invoiced for the amount due.
- **18. ADVERTISING PRIOR TO PARADE-** Participating builders cannot advertise and show the entry/entries as a parade entry prior to the said show dates and time without permission of the committee. The participating builders must advise the real estate broker or agents to not advertise publicly or show to the public, the said house as a PARADE OF HOMES™ entry.

19. OPEN HOUSE-

- A. The builder will keep the parade house open to the public at all times during the PARADE OF HOMES™, as established by the ETBA Parade Committee and Board of Directors. If entry is not open during all posted hours of the parade, the result is the forfeiture of the deposit and excludes the builder from having any entries in the 2026 SPRING PARADE OF HOMES™. The builder will need to write a letter to the Parade Committee explaining why the home was not available for showing during every set parade date and hour.
- B. During periods of precipitation or weather warning issued by the National Weather Service, it shall be the decision of the parade builder to close the entry. The builder or their representative must notify ETBA Staff before closing. If the entry is closed because of the precipitation or weather warning issued by the National Weather Service and the precipitation and/or weather warning clears, the house should then be re-opened. If it is safe to do so, the builder or their representative shall remain in the house during the closed time in case the weather clears to re-open the house.
- **20. TRADEMARK-** The "PARADE OF HOMES™" is a registered trademark of Greater Dallas Association of Home Builders. ETBA paid a fee to use this name. Any form of advertising with this wording should be approved by ETBA. Please advise realtors and advertisers of such. Parade builders cannot use ETBA parade signs, flags, banners or imitations of such, at a house that is not a paid entry.

21. ADMISSION FEE & TICKETS-

- A. Each participating builder understands and agrees that there is a public admission fee to view all entries. Ticket price ranges from \$10 \$15 depending on the discretion of the Parade Committee. All children over the age of 2 must have a ticket (only children 2 and under are admitted free).
- B. For safety, please do not allow ticket sellers to work alone.
- C. All tickets and money shall be the responsibility of the parade builder. All remaining tickets and money shall be returned to the ETBA office no later than 24 hours from the last day of the PARADE OF HOMES™. Builder will be held accountable for all tickets that were in his/her possession.
- D. As part of your parade entry package, each parade builder will receive six free parade tickets to distribute upon their discretion.
- **22. Mandatory Parade Supplies** The mandatory parade supplies pick up is scheduled for November 5, 2025. The parade builder or their representative must attend the designated parade meeting to pick up parade supplies, learn of any important parade updates and complete any training for ticket selling or redeeming. The Parade Committee will review each occurrence of failure to attend and take action as the committee deems appropriate.

23. Homeowners-

- A. The Homeowner must read the parade rules and sign the Homeowner Indemnification Agreement. It is the Builder's responsibility to return the signed Homeowner Indemnification Agreement to the ETBA office by August 15, 2025 for custom entries and by November 6, 2025 for a sold spec entry.
- B. The Homeowner and Builder agree to indemnify and hold harmless the East Texas Builders Association, its agents, employees, Parade Committee and Chairman from any claims, causes of action or judgments of any kind arising from or related to the entry/entries participating in the 2025 PARADE OF HOMES™.
- C. A copy of the Homeowner Indemnification Agreement is on page 11 of the Parade Rules and additional copies are available at the ETBA office. The indemnification agreement shall include without limitation, claims for bodily injury, illness, death, damages or loss of personal property, breach of warranty, breach of contract and claims arising out of the acts of subcontractors or agents employed by the builder.
- **24. Returning Items-** Following the Parade of Homes, please return the following items to the ETBA office on Monday, November 17, 2025.
 - A. **Unsold Tickets & Ticket Money** Each Builder is held accountable for the number of tickets that he/she received for the purpose of selling to attendees. The unsold tickets must be returned with a check for the dollar amount of the tickets that were sold at the home. Builder is responsible for any discrepancies.
 - B. **Feather Banner Flag** The "Parade Home" red and yellow feather banner flag (furnished by ETBA) must be returned to the ETBA office at the close of the parade. Failure to return the feather banner flag, all parts/poles, and the black carry case will result in a \$250 replacement fee being withheld from the builder's parade deposit or the fee being charged to the builder directly.
 - C. **Welcome Sign** The "welcome to parade home #" yard sign (furnished by ETBA) must be returned to the ETBA office at the close of the parade. Failure to return the signs will result in the builder being charged \$25.00 for each sign or the fee being charged to the builder directly.
 - D. **Misc. Items** Return all directional signs, money box, plastic sign holders and remaining parade magazines.

25. MISCELLANEOUS

- A. New construction houses entered in the parade cannot be occupied prior to submitting the entry to the ETBA office. Entries will be accepted starting January 1, 2025. Entries that have previously been shown to the public in any parade cannot be entered in the PARADE OF HOMES™, unless the remodel guidelines apply.
- B. All builders with an entry in the parade must be in good standing with ETBA with no outstanding balances over 60 days as of the entry deadline of August 15, 2025.
- C. The builder may allow ETBA trade professionals to demonstrate their goods or services on the property during the parade. There are no fees involved for the trade professional; however, they must be a current member of ETBA.
- D. Parade builders may leave a complete set of construction drawings at the ETBA office for associate members to review for the purpose of submitting a bid. Associate members may not remove the plans from the ETBA office or photocopy the plans unless express permission of the builder is given to do so. The builder is not required to contract with any of the bidders.
- E. It will be the participating builder's choice to decorate and/or furnish the home.
- F. All rooms in the parade home must be available for showing with the exception of a secret/safe room or a closet designated to secure homeowner items.
- G. The ETBA office staff will not be responsible for scheduling or compensating volunteers or workers that work in the parade houses during the event. Each builder will be responsible for the scheduling and compensation of their workers or volunteers during the Parade of Homes.
- H. Participating builders cannot use the designated parade flags at any other house that is not a parade entry.

- I. The Parade Committee and/or ETBA's Executive Officer shall review all information submitted for publication in the parade magazine. Submissions deemed incorrect, false, misleading, exaggerated or a poor reflection on the association shall be returned to the builder for re-wording.
- J. Any builder with unpaid judgments filed by a customer, subcontractor or supplier over 120 days as of August 15, 2025 will not be allowed to enter a house in the 2026 SPRING PARADE OF HOMES™.
- K. No builder shall be allowed to assign his/her right to enter a house in the parade by being the builder of record and not as physicality.
- L. Any decision regarding rule violations will be made by the Parade Committee and the Board of Directors and is final and binding.

Front Cover of Parade Magazine

ETBA will sell the opportunity for a Builder member to have a photo of a house; he/she built or remodeled, placed on the front cover of the parade magazine.

Front Cover Rules:

- 1. Builder members will bid on the opportunity to have a photo of his/her house featured exclusively on the front cover of the parade magazine with an acknowledgement banner provided by ETBA.
- 2. Credit for the front cover will be given on a quarter to half page space within the magazine and may include a picture of the builder.
- 3. The cover photo will be of a whole house, part of a house or architectural detail of the house at the discretion of the Parade Committee. A photo of the builder is not allowed on the cover.
- 4. The home must be a parade entry of the current parade. All parade rules apply to the cover home and entry fees are in addition to the cover bid.
- 5. Homeowner must sign the form- "Release Agreement for Photography of Property."
- 6. Minimum bid is \$1,500.
- 7. Sealed bid process only. Please complete Bid Submission Form and include a check for your bid amount. If your bid is not accepted, your check will be returned to you.
- 8. Highest bid wins; but, must still be approved by the Parade Committee.
- 9. Please submit sample photo with the bid. A professional photo will be taken after the bid has been won.
- 10. Only professional quality photo will be accepted for use on the front cover.
- 11. Deadline to submit sealed bid is **5:00 PM** on **March 1**st for Spring or **August 30**th for Fall.

Parade Magazine Cover Bid Submission Form

If you would like to submit a sealed bid on the opportunity to feature a house that you built on the cover of the Parade of Homes™ Magazine, please complete and return this form to the ETBA office by **5:00 PM** on **March 1**st for Spring or **August 30**th for Fall. You must submit a sample photo of the house, along with a check for the bid amount with this sealed bid. If your bid is not accepted, your check will be returned to you.

Company Name:				
Builder Name:				
Office Phone:				
Address of Cover Home: _				
City:				
Bid Amount:				(Minimum Bid \$1,500)
	(FO	r ETBA Office Us	e Only)	
Bid Opened By:		Date:	Witnesses:	
Amount:	Note:		Wii	nning Bid: Yes or No



Release Agreement for Photography of Property

Property Owner:	
Co-Owner:	
Property Address:	
Phone:	Alternate Phone:
Email Address:	
use the images depicting the property in any advertising promotion and marketing. I agree the	exas Builders Association and/or its Assigns my permission to media, for any purpose, which may include, among others nat the images may be combined with other images, text and Itered, or modified. I agree that I have no rights to the images, exas Builders Association and/or Assigns.
	and shall not be subject to further inspection or approval by nages. I agree that this release is irrevocable and perpetual perty Owner(s).
understood this Release Agreement for Photograt least 18 years of age and I have full legal ca	ricted as to location, quantity or frequency. I have read and raphy of Property form. I am the Owner of the property, I am spacity and right to execute this release and grant the rights d to bind all persons claiming an interest in the Property.
	st Texas Builders Association, legal representatives, licensees g but not limited to defamation or violation of right of privacy ne use of the property images.
Owner's Signature:	Date:
Co-Owner's Signature:	Date:



Homeowner and Indemnification Agreement

Spring or Fall (circle one) Parade of Homes™ - Ye	ar:
Builder:	
Parade Address:	
I have read and understand the Rules for the Par follow these rules when entering my home in the	rade of Homes™. I understand that my builder is required to e Parade of Homes™. I agree with these rules.
As the Homeowner, I agree with the following sp	pecific rules by initializing each one:
No Sleeping in the home during	Parade hours.
No entertaining of personal gue	ests during Parade hours.
No serving or consumption of a	Icoholic beverages on the property, during Parade hours.
Parade home may close during	active rain, but the home must re-open after the rain.
During a severe weather warnin	ng (tornado) – the home may close until expiration of warning
However, if the weather causes	damage or unsafe conditions, the home shall remain closed.
hereof, Owner agrees to and does hereby INDEM its Agents, Volunteers, Committees, Board of Dir and against any and all liability, illness, injury,	and between ETBA, BUILDER, and OWNER that by execution INIFY, SAVE, DEFEND and HOLD HARMLESS ETBA, its Builders, rectors, Officers, Employees, Successors and/or Assigns, from loss or damage (including, without limitations reasonable ation, defense and settlement of claims) that Owner may incur to of Homes™.
HOMEOWNER(S)	
Printed Name	Printed Name
Signature	Signature
Date: Date:	

Builder Entry Agreement

Fall Parade of Homes™



Spring or Fall (circle one) Yea	r:
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Please complete and return to the ETBA Office on or before **February 15**th for Spring; **July 31**st for Fall, or late entry on or before **March 1**st for Spring; **August 15**th for Fall.

Company Name:		
Builder's Name:		
Builder's Phone:		
E-Mail Address:		
Entry Address:		
City:	Sub-Division (or Acreag	ge):
Square Footage of Entry (Heated & Cooled):		
I have READ, I UNDERSTAND and I AGREE to	all of the rules for the Parac	le of Homes™.
Builder Signature	D	ate
(For	ETBA Office Use Only)	
Deposit Amount:	Date:	Check #:
Entry Amount:	Date:	Check #:
Additional Entry Fee (ETBA member less tl	nan 6 months)/Amount:	
Late Fee Amount:	Date:	Check #:
Map: Floor Plans:	Subs/Suppliers List:	Features:
Map: Floor Plans: Date Withdrawn:		