



2025 Tour of Homes™ Entry Checklist

July 11-13 & 18-20

**Submit all paperwork via email to christinem@coba.org
or deliver to COBA on a flash drive.**

Note: Eligible homes must be newly constructed within the 24 month period prior to the tour dates. Homes are disqualified if they have been sold by anyone other than the builder.

Basic Registration

- ☐ **Tour of Homes Fee & COBA Membership Dues**

Register before March 30: \$2,250

Register after March 30: \$2,500

COBA Membership Dues: \$449

Final deadline to register: June 1, 2025

- ☐ **Tour of Homes Registration Page fully completed**

- ☐ **Tour of Homes Builder Agreement signed**

- ☐ **Commercial General Liability Insurance**

General Liability Insurance policy must be in an amount not less than

\$1,000,000 naming COBA as additional insured for the dates of the 2024 Tour of Homes.

Requirements for Official Tour of Homes Guide

- ☐ **Your company logo**

- ☐ **Fully completed Profile, Features, & Directions Page**

Please follow all guidelines on this page to ensure your information will be published in the Official Tour of Homes guide.

- ☐ **Front Elevation of Home or Clear Photograph of Finished Home**

Elevations are used to produce a professional rendering of the home to be featured in the Official Tour of Homes guide.

- ☐ **Clean Floor Plans**

Floor plans must be clean from dimensions, material call-outs, etc. These will be published in the Official Tour of Homes guide.

- ☐ **Full list of participating subcontractors and suppliers to be listed on the COBA website**

This list must be submitted electronically as a live Excel Sheet from the sheet provided;

This list must be complete with company name, contact, and email address.

- ☐ **Copy of Building Permit and/or Receipt**

- ☐ **HOA Agreement Letter - For homes within a gated community**

- ☐ **High Performance Building Award Entry Form - Optional for any builder wishing to compete**

- ☐ **Homeowner Agreement - If the home is presold**

Registration Deadline is June 1, 2025