



**AIA**  
Austin

HOMES TOUR 2018 HOMEOWNER AGREEMENT

Dear Homeowner,

Thank you for agreeing to participate in the 2018 AIA Austin Homes Tour! For 32 years, AIA Austin's Homes Tour has been dedicated to demonstrating the best residential work designed by our architect members. As well as demonstrating the achievements of architects, the AIA Austin Homes tour celebrates the unique relationship between architect and client—a collaboration that leads to exceptional houses such as yours.

As part of the Call for Entries for the Tour, we ask that Homeowners review the information below. If you have any questions, please do not hesitate to call me at 512.452.4332.

We look forward to another year of inspiring entries. Thank you again for your interest in the Homes Tour!

Ingrid Spencer  
Executive Director

## **HOMEOWNER AGREEMENT**

The undersigned Homeowner has read, acknowledges and agrees to all Homes Tour Rules.

The undersigned Owner agrees to allow \_\_\_\_\_  
(Architecture Firm) to submit his/her home for inclusion on the AIA Austin Homes Tour.

The Owner further acknowledges that if the home is in a gated community, their neighborhood/homeowner association has given authorization for their home to be on the Tour (attach written authorization).

Homeowners who wish to receive exposure during the Homes Tour weekend for their own products or services provided in the home will be encouraged to participate in the Tour Sponsorship program.

The Homes Tour happens **rain or shine**. The Architect and AIA Austin staff and volunteers will work to protect owner's property.

**Media Policy:** All homes must be made available for photography and/or interviews. All homes must be made available for publication from June 1<sup>st</sup> through October 15<sup>th</sup>. Every attempt to give advance notice will be made. The Owner's names will not be used or given to the media unless allowed by Owner. Owners may be interviewed at their discretion.

**Shoe Policy:** Shoes may NOT be worn in the homes in order to protect the floors. Also, bare feet are not allowed. Socks or booties over bare feet are acceptable. Special exception is given to those individuals with medical needs, in which case shoe covers can be slipped on over shoes or the person may be allowed to walk through the home in their footwear if booties are unavailable.

**Meetings:** The architect is responsible for attending two mandatory meetings to discuss the tour rules and schedule, Owners are more than welcome to attend. See the schedule below.

Owner Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Owner Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Phone No. \_\_\_\_\_

Email: \_\_\_\_\_

**SCHEDULE OF IMPORTANT DATES\***

- Next Committee Meeting: Monday, February 12, 5:45pm
- Architect Q&A Meeting (recommended): Monday, March 12<sup>th</sup> at 5:45pm
- Application deadline: Thursday, April 5<sup>th</sup>, by 5:00pm
- Committee meeting to create shortlist: Monday, April 9, 5:00pm
- Shortlisted candidates notified (phase one): by Friday, April 13<sup>th</sup>
- Project Site Visits (phase two): Saturday, May 19<sup>th</sup> and Sunday, May 20<sup>th</sup>
- Vote Night: Monday, May 21<sup>th</sup> at 4:00
- First **Mandatory** Architect Meeting: Monday, June 11<sup>th</sup>, 5:45
- Second **Mandatory** Architect Meeting: Monday, October 8<sup>th</sup>, 5:45
- Docent Training Meetings: October 3<sup>rd</sup> -19<sup>th</sup>
- Homes Tour Weekend October 27<sup>th</sup> – 28<sup>th</sup>, 10am - 6pm

*\*All dates/times are subject to change. Additional dates/times may be added to this list as needed. Participants will be notified in writing by email.*