

TOUR OF HOMES POLICY

Purpose: The Association holds a “Tour of Homes” every Thursday morning, starting promptly at 8am. Tour coverage and meeting locations vary, according to the tour area covered. There are 4 tour areas, with one area being toured each week. A tour schedule is published periodically and is available on the Tour of Homes page of the Association Website or by contacting the Association Office.

Policy 1 – Tour Format and Protocol

- (A)** Tour of homes is an “open house” format with no formalized caravan.
- (B)** Detailed instructions on placing a property on Tour and viewing the list of properties on Tour are available on the Tour of Homes page of the Association website.
- (C)** REALTORS® and Affiliate Members of the Association meet at 8:00am the morning of Tour in a mixer format. Tours 1, 2 and 3 shall meet at the Association Office; Tour 4 shall meet at Loretta’s Realty. A Tour meeting location may only be changed upon request of the Leader of that Tour and upon final approval of the Board of Directors. The location change must be approved a minimum of 4 weeks prior to the Tour with the changed location to allow for proper Member notification.
- (D)** Homes on Tour shall be made available from 9am to Noon on the day of Tour. All logistical, informational and other appropriate actions required to make the property available for Tour are the sole responsibility of the listing agent/company.
- (E)** The listing agent/company is responsible to attend the Tour meeting which coincides with any property the place on Tour. It is the sole responsibility of the listing agent/office to promote or provide information regarding their Tour property to fellow REALTORS®.
- (F)** A list of homes on Tour shall be prepared by the Tour Leader and provided to Tour meeting attendees upon arrival. The Tour Leader is responsible announce any changes or adjustments to the list.
 - (a)** Changes or removals of properties from Tour must be coordinated through Tour Leader by 7:30am the day the property is to be on Tour.
 - (b)** In the event the Tour Leader is forced to remove a property from Tour due to a “no show, no call” by the listing agent/company, said listing agent may be subject to a fine of \$25.00.

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- (G)** REALTORS® shall have the opportunity to “pitch” their listing for up to 30 seconds to the group for a fee of \$1.00 per property pitched. The monies received from the pitched properties shall be placed in a “Secret House Fund” and shall be retained by the Association Office for collection by the Secret House Fund winner.
- (a) Secret House Fund**
- (i)** The total in the Secret House Fund shall be announced to the group prior to departure from the meeting location.
 - (ii)** The “Secret” house will be drawn from the list of properties on that particular Tour. Only Association Staff and the Tour Leader shall know the identity of the property.
 - (iii)** After Noon the day of the Tour the “Secret” house listing agent will be contacted by the Tour Leader and one business card will be drawn from the cards left by visiting REALTORS® that day. The Tour Leader shall contact the Association Office with the name of the Secret House Fund winner.
 - (iv)** The Secret House Fund winner may collect their winnings from the Association Office.
- (H)** REALTOR® Tour Attendees may select which listings they wish to view and the order in which they wish to view them. REALTOR® Members of the Association are the **ONLY** individuals allowed to visit properties on Tour. REALTORS® must identify themselves as such if the seller’s are present during Tour. REALTORS® must leave a business card at each property visited while on Tour. It is strongly recommended that listing agents/companies with properties on Tour advise their seller’s to refuse the entrance of any individual who is not a REALTOR®.

Policy 2 – Tour Areas

- (A)** The Association’s market area is broken down into four sections for the Tour of Homes. The sections shall be based upon the most current coordinates of the area map produced by the Association. The current sections are as follows:

Tour 1 – Area 10 to Area 14, including El Camino Village, Laredo Village, Fox Creek

Tour 2 – Area 15 to Area 19, less the communities included in Tour 1

Tour 3 – Area 20 to Area 25

Tour 4 – Area 26 to Area 34

Policy 3 – Tour Sponsorship

- (A)** Affiliate Members of the Association may elect to sponsor a particular Tour. Scheduling the Tour sponsorship must be coordinated through the Association Office and the Request to Sponsor form must be completed and

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remitted to the Association Office before the Tour date will be guaranteed. Tour sponsorships are available on a first come, first served basis.

- (B)** The Association will provide coffee for the Tour meeting attendees. Any additional food or beverages may be supplied by the Tour Sponsor.
- (C)** The Association Website Calendar will list the name of the Sponsoring Company on the corresponding Tour date.
- (D)** The Sponsoring Company will be allowed a maximum of 5 minutes to discuss their service, company, product or promotion after Tour business has been completed and prior to the departure of the attendees.
- (E)** The Sponsoring Company is required to have at least one company representative present at the 8am Tour meeting on the day of the Tour Sponsorship. Tour Sponsorship cancellations must be coordinated with Association Staff a minimum of seven calendar days prior to the scheduled Tour date. Failure to cancel a minimum of seven calendar days prior to the Tour date shall result in a \$15 administrative fee; a “no call, no show” Sponsoring company will be assessed a \$50 fine.