

## GUIDELINES FOR GLAR MLS TOUR AND MEETINGS

1. MLS Tour, Breakfast and Meeting will be held on the first, second and third Thursdays of each month. Breakfast will be served at 8:30 and the MLS meeting begins at 9:00 a.m. A “tour only” will be held on the fourth week beginning a 9:00 a.m. There will be no meeting or tour on any 5<sup>th</sup> Thursday in a month. All MLS tours originate from the GLAR office.
2. Topics for all speakers shall be educational in nature or to promote Association activities. Speeches used to promote, market or sell products or services of a commercial nature are prohibited.
3. Deadline for placing homes on tour is 12:00 noon on the Tuesday preceding the Thursday tour date. This will be strictly enforced, no exceptions. Each REALTOR® is responsible for determining that his house has been properly included on the tour sheet. MLS tour will be posted on GLAR.com website no later than 3:00 p.m. on the Wednesday immediately prior to the tour date.
4. A listing agent cannot put the same house on tour more than 1 time in a 6 month period.
5. The MLS Committee is responsible for enforcing these MLS tour rules, providing tour sheets and routing the tour.
6. Alcohol or prizes may not be offered during the caravan tour.
7. Only REALTORS® are permitted to tour (per Paragraph 7.A.2 of TAR Listing Agreement).
8. Number of houses on tour:
  - a. One per Agent unless tour is not full; then agent may add an additional house providing another agent from their office is available to open the house.
  - b. Two per office unless tour is not full; then additions on a first come/first served basis.
  - c. Maximum of ten houses.
  - d. GLAR agent members have priority when the tour is full.
  - e. All selections are by earliest entered date/time stamp.
  - f. A minimum of three houses are required.

9. An advertising Builder may put a home on tour, this home will be the eleventh\* property. Refer to Responsibilities of Co-Sponsoring Builder for rules.

10. A “No Tour” tour was designed for REALTORS® with homes outside the regularly scheduled touring areas. You may bring graphics and announce your home; however, your home will not be toured.

11. Home of the Week

a. Only homes listed by GLAR MLS members will be eligible for Home of the Week

b. Listing agent or their licensed representative must have attended the entire tour and be present at the last home to be eligible to vote for and/or receive Home of the Week.

c. At the last home on tour, touring agents will select 2 homes for Home of the Week. One home will be priced below \$300,000 and the other priced \$300,000 and above.

d. Listing agent receiving Home of the Week is responsible for picking up the sign from and returning it to the GLAR office no later than 9:00 a.m. the morning of the next tour. For clarification, if there is no tour in a particular week, the sign may remain on the property until the morning of the next tour date.

12. The listing REALTOR® (or another REALTOR® from the same physical office who is representing the listing REALTOR® and who does not have a home on tour) must be present at the MLS tour meeting and attend the entire caravan tour. A licensed assistant employed by the listing REALTOR® may also represent the listing REALTOR® at the MLS meeting and on the entire caravan tour. Failure of the agent (or his/her representative) to attend the meeting or complete the tour may prohibit the listing agent from having a house on tour for up to six (6) months. Tour day emergencies will be handled on a case by case basis.

13. Tour Boundaries:

**First Week and Third Week**

Areas 41-1 & 41-3, Old Town Lewisville and Lantana  
(Old Town Lewisville and West of I-35E, North & West of Hwy 121, West of Shiloh/McMakin Road to Hwy. 377, and South of State School Road)

Cities and Towns included are: Old Town Lewisville, Lewisville, Flower Mound, Copper Canyon, Canyon Oaks, Double Oak, Highland Village, Lantana, Corinth, Hickory Creek, Lake Dallas & Shady Shores.

## **Second Week**

Areas 41-2 & 41-3

(Old Town Lewisville and West of I-35E, North & West of Hwy 121)

Cities and Towns included are: Lewisville, Flower Mound, Copper Canyon, Canyon Oaks, Double Oak, Highland Village, Argyle, Bartonville, and Lantana.

## **Fourth Week**

Areas 41-3, Old Town Lewisville and Lantana

(West of and Including Old Town Lewisville and I-35E, North & West of Hwy 121, East of Hwy. 377)

Cities and Towns included are: Highland Village, Flower Mound, Lantana, Lewisville and Old Town Lewisville.

14. Cash incentive drawing for tour participants:

a. Each GLAR REALTOR® on the entire tour may participate. One business card is entered if you have a house on tour; two business cards are entered if you do not.

b. At the next, MLS meeting a drawing will be held. If your card is drawn you win \$10.00 whether or not you are present. If you are present, you get a chance to draw an ace from a deck of cards. If successful, you win the amount accumulated in the "pot". If not successful, the pot is increased \$25.00 weekly to a maximum of \$500.00.

c. The card drawn is destroyed thereby increasing the chances each week.

15. Carpooling of tour participants is encouraged to provide an opportunity to network, meet REALTORS® from other offices and to reduce neighborhood traffic.

16. The Tour will be organized and leave from the rear/back parking lot of the building. Tour participants are encouraged to park in this area prior to the meeting.

17. No Tour will be conducted during weeks in which a major holiday occurs.

18. These guidelines may be amended from time-to-time by a vote of the MLS Committee and approval from the Board of Directors.

**To place your home on Tour in NTREIS Listings:**

1. Click Add/Edit.
2. Type your MLS number in the View by MLS Number and click Show Listings by MLS Number.
3. Mark MLS Number and then click Add/Edit Open House/MLS Tours on Blue box at left.
4. Click Add New.
5. Enter the date (Thursday) the home will be on tour.
6. Enter 9:00 a.m. and 10:00 a.m. in the time.
7. Select MLS Tour then click Submit.

(Amended March 14, 2008 by vote of the Board of Directors)

(Amended April 18, 2008 by vote of the Board of Directors)

(Amended August 20, 2010 by vote of the Board of Directors)

(Amended March 25, 2011 by vote of the Board of Directors)