

# GUIDELINES FOR GLAR MLS TOUR AND MEETINGS

1. MLS Tour and Meeting will be held on the first, second and third Thursdays of each month beginning at 9:00 a.m. A "tour only" will be held on the fourth week beginning a 9:00 a.m.
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 5:00 p.m. 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.
4. The MLS Committee is responsible for enforcing these MLS tour rules, providing tour sheets and for routing the tour.
5. Alcohol or prizes may not be offered during the caravan tour.
6. Only REALTORS® are permitted to tour (*per Paragraph 7.A.2 of TAR Listing Agreement*).
7. Number of houses on tour:
  - a. One per Agent.
  - b. Two per office.
  - c. Maximum of ten houses.
  - d. GLAR members have priority when the tour is full.
  - e. When tour has less than ten homes at deadline, vacancies will be filled without regards to rule 7.b however rule 7.a still applies.
  - f. All selections are by earliest entered date/time stamp.
  - g. A minimum of three houses are required.
8. 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.
9. 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.
10. Only one home is permitted from each REALTOR®, regardless of the number of homes on tour. The Broker is responsible for resolving conflicts between Agents within their own offices.
11. 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.
12. Tour Boundaries: (*EFFECTIVE Jun 1 , 2007*)

## **First Week and Third Week**

**Areas 41-1 & 41-3:** (West of I-35, North & West of Hwy 121, East of Shiloh/McMakin Road, and South of State School Road)

Cities and Towns included are: Lewisville, Flower Mound, Copper Canyon, Canyon Oaks, Double Oak, Highland Village. Also includes the Cities of Corinth, Hickory Creek, Lake Dallas & Shady Shores.

## **Second Week and Fourth Week**

**Areas 41-2 & 41-3:** (West of I-35, North & West of Hwy 121)

Cities and Towns included are: Lewisville, Flower Mound, Copper Canyon, Canyon Oaks, Double Oak, Highland Village. Also includes the Cities of Argyle, Bartonville, Lantana & Flower Mound West of Shiloh Road.

Note: *The communities of Carrollton, Coppell, The Colony, Denton, Grapevine, Hebron, Plano, Roanoke, Southlake and Trophy Club are not covered by the GLAR MLS Tour. Although these are important sales areas, we must respect the time limits of GLAR MLS Tour Participants.*

13. 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.
14. Carpooling of tour participants is encouraged to provide an opportunity to network, meet REALTORS® from other offices and to reduce neighborhood traffic. Riders are encouraged to contribute to fuel costs.
15. 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.
16. No Tour will be conducted during weeks in which a major holiday occurs.
17. These guidelines may be amended from time-to-time by a vote of the MLS Committee.

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

1. Click Add/Edit under My Page.
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 the home will be on tour.
6. Enter 9:00 am and 10:00 am 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)*