

## **GUIDELINES FOR REALTOR®/AFFILIATE TOUR MEETINGS**

1. Your listing must be "input" on tour into the Prospector system **before 7:00 a.m. on Tuesday**, the week of the Tour. The deadline is extended only if there is a Monday holiday, the time is then extended to 10:00 a.m. on Tuesday.
  
2. **Add-ons shall not be allowed.**
  
3. Tour sheets will be available at the EDCAR office late Tuesday morning, and at the weekly tour meetings. They will also be posted online at [www.edcar.org](http://www.edcar.org) under the member section.
  
4. Please note that certain areas are toured less often than others. Please check the monthly tour agenda to see when these areas are toured.
  
5. Re-tours are limited to the following: price change (minimum 5% reduction price) or major modification to the home such as new flooring. If a home is to be re-toured, that information should be stated in the remarks on the tour sheet.
  
6. In order to afford people more time to attend open houses, the homes on tour **must be open from 9 a.m. and remain open until 1 p.m.** Either the agent, an assistant, the owner, or a lock box will be available in order for agents to view the home.
  
7. An **"Open House" sign must be in front of the property.** Agents **should not** enter a house if the "Open House" sign is missing (this does not apply to the Pollock Pines Tour).
  
8. Tour is established for residential family homes. New construction should be ready to move into. Driveway should be in.
  
9. Only REALTORS® are to pitch homes. Affiliates are not to pitch homes or say "it's a go" for a REALTOR®. If you cannot be present at the tour meeting, you should ask another REALTOR® to make comments about the property. If no one is present at the tour meeting, the home will be scratched.

10. Card Appraisals (asking other REALTORS® what they think about the price or faxing a tour response card asking about price) are not allowed in El Dorado County.
11. Some REALTORS® serve refreshments or provide a drawing for those who have toured their open houses. If you have a drawing, you need to attend the very next tour meeting in order to award the drawing. Any card included in the group of cards to be drawn from, is eligible to win the drawing. If you are unable to attend the meeting, you must give the prize and the cards to an associate or the tour director and ask them to hold the drawing.
12. RESPA regulations prohibit Affiliates from providing refreshments at tour meetings.
13. Please make sure that you place your listing in the correct zone and that remarks are appropriate.
14. If you have a special announcement related to the real estate industry, please arrive at the tour meetings 10 minutes prior to the beginning and advise the tour director of your announcement. They will make the determination if the announcement is appropriate.
15. A schedule of tour dates, list of tour locations and names and phone numbers of tour directors are available at the Association office and at the tour meetings.
16. Please note: these REALTOR®/Affiliate Tour Meetings are sponsored by EDCAR and are open to EDCAR REALTORS® and REALTOR® members of other Associations and to EDCAR Affiliates only. A member may bring a guest who is not a member to one meeting. Guests may be introduced but are asked to refrain from speaking at the meeting.
17. **Out of consideration to your fellow participants, please turn off your cell phones and pagers during the meeting. All those whose cell phones or pagers go off, will be asked to donate \$10.00 to the Sunshine Fund.**