

# Caravan Tour Request

Fax to (970) 731-4016 or email to [psaar@centurytel.net](mailto:psaar@centurytel.net)

\_\_\_\_\_ Date Submitted

Property Address: \_\_\_\_\_

\_\_\_\_\_ Yes \_\_\_\_ No \_\_\_\_  
MLS# Price Has property ever toured? Date toured, if known

\_\_\_\_\_ #Bedrooms #Baths Garage (1/2/3, etc.) Sq. Footage Acres

\_\_\_\_\_ Listing Agent Office Seller

Subdivision: \_\_\_\_\_ if no subdivision, please state location

(eg, Upper 84) \_\_\_\_\_ or \_\_\_\_\_  
Unit/ Block/ Lot #

Single Family Residence \_\_\_\_\_ or Condo/Townhome \_\_\_\_\_

1. Submission requests must be turned into the PSA AR office by 12pm on the Thursday prior to the tour.
2. Listings must be ACTIVE in the MLS system – not Pending/ Under Contract, etc.
3. Mapping the property in the MLS system is required in order for the listing to be scheduled for the tour.
4. All listing changes or cancellations for the week’s tour need to be received by the PSA AR office no later than 12:00 noon on Monday prior to the tour. If a listing is scheduled and the listing agent is unable to attend the tour, another licensed agent may represent them.
5. If agents are a “no show” on the day of the tour and have not given notice of cancellation, the following sanctions will be issued within a calendar year: first offense = \$25.00 fine, second offense = \$50.00 fine, third offense = \$100.00 fine, plus a 90-day suspension from the MLS Caravan Tour. Exceptions will be made for emergency situations.
6. Brokers with listings on tour and tour participants should arrive at the PSAAR office by 8:30am.
7. All agents with a listing on the tour are “required” to attend the entire tour.
8. Houses under construction will only be allowed on tour when all floor coverings are installed and finished except when “buyer’s choice” on the floor coverings has been presented as an option to the buyer.
9. It will be at PSAAR’s discretion to make any last-minute additions/ cancellations to the tour.

Questions? Call 970-731-4015

Revised 04/18/23