

# PSAAR Caravan Tour Policy

1. MLS Caravan Tours will be every Tuesday unless otherwise notified.
2. MLS tour route and rotation are subject to change, especially in winter. PSAAR may skip to the next area or areas may be combined.
3. PSAAR will send notification via email each Tuesday advising of the next tour area. Submission requests must be returned to the PSAAR office no later than noon on Thursday prior to the tour. The PSAAR office will then send the final schedule via email to all PSAAR members Thursday afternoon.
4. A minimum of five (5) homes will make up a first-class tour:

Pagosa Lakes South	10 Maximum
Pagosa Lakes Area 1	10 Maximum
Pagosa Lakes Area 2	10 Maximum
Pagosa Lakes Area 3	10 Maximum
Pagosa Lakes Area 4	10 Maximum
Condo Core	12 Maximum
Aspen Springs	10 Maximum
Old Town Pagosa Springs	10 Maximum
Upper 84	8 Maximum
Lower 84 (once a year in May)	Maximum TBD
Arboles / 151 (once a year)	

5. Listings must be ACTIVE in the MLS system – not Active/Contingent, Pending/Under Contract, etc.
6. Listings must be submitted to the PSAAR office on a MLS Tour Request Form.
7. Listings must be mapped correctly in the MLS system to be on tour.
8. All listing changes or cancellations for the week's tour need to be received by the PSAAR office no later than 12:00 noon on the Monday prior to the tour. If a listing is scheduled and the listing agent is unable to attend the tour, another licensed agent (no office assistants) may represent them. If there is no one to represent a listing the day of the tour, the listing will be removed from the tour and fined accordingly. The listing can be resubmitted for future tours as long as a suspension from the tours has not been imposed.
9. 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.
10. All agents are required to arrive at the PSAAR office no later than 8:15am if agents wish to participate in marketing. All agents with a home on tour must participate in the entire tour, which will promptly depart at 8:30am. Tour participants that do not have a listing on the tour will view each property with the group. However, those agents are not required to participate in the entire tour. Carpooling is encouraged.
11. As a courtesy to listing agents with homes on tour, please do not leave your business card at any of the toured homes.
12. No vacant land properties can be submitted for tour.
13. 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.
14. Properties that have never been on tour will take precedence over previously toured properties. Properties will only be on tour once in a 12-MONTH period regardless of change in price or listing agent, except when there have been considerable improvements to the residence (PSAAR will determine).
15. It will be at PSAAR's discretion to make any last minute additions/cancellations to the tour.
16. Clients are welcome to serve refreshments. Due to time limitations, it is suggested that "finger" foods be served.