

Caravan Tour Request

Fax to 731-4016

Print clearly!

_____ 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

(e.g., Upper 84) _____ or _____
Unit/Block/Lot #

Note: SFR _____ or Condo/Townhome _____ (Designate with a check mark).

To Participate Listings must be mapped in MLS? YES/ NO (Circle one)

1. Submission requests must be turned into the PSAAR 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 PSAAR 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 8:45am.
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 the PSAAR's discretion to make any last minute additions/cancellations to the tour.

Questions? Call 731-4015

Revised 02/27/14