



Tour Rules

Rohnert Park/ Cotati Chapter of the North Bay Association of REALTORS®

When: Every Thursday Morning @ 9:00 am, except Holidays.

Where: Cross and Crown Lutheran Church, 5475 Snyder Lane, Rohnert Park (location may change)

Cost: \$60.00 per year – passes sold at the marketing meeting

Attendees must be a NorBAR member, BAREIS member or a real estate professional that has membership in an organization which has a reciprocal agreement with BAREIS.

Adding a property to the tour

Properties that are in the following cities are considered eligible for this tour: Cotati, Rohnert Park and Penngrove. Properties outside of the boundaries of Stony Point Road to the west and Todd Road to the north will not be included.

Property must currently be listed as Active and available. Any property that is properly scheduled will be part of the caravan.

DEADLINE: Properties must be inputted and **active** in BAREIS MLS no later than **1:00 pm on WEDNESDAY** prior to the Thursday morning meeting. **NO Exceptions!**

It is **YOUR RESPONSIBILITY** to call the host office to verify that your property has been received by the deadline. **THERE WILL BE NO ADD-ON'S ALLOWED.** Host Office for the month can be found on the Chapter page of the NorBAR website: northbayrealtors.org

Types of properties that will not to be included on tour:

- Business Opportunities
- Bare Land
- Mobile Homes
- Mobile Home Parks
- Income Units in excess of 4 units
- New Construction (unless past the completed sheet rock stage)
- Listings that have been on Caravan within the past 90 days

To keep properties on the Rohnert Park/Cotati tour, the listing agent or their designee must be present to confirm the property will be open for viewing. *If no agent (or representative) is present at the Thursday Morning Marketing meeting the home will be dropped from the tour.*

All properties on the caravan must be hosted by the agent or the agent's designee. The host must remain on site for the time noted on the caravan. The host shall be the only one to open the house for tour at the designated time. If the host is someone other than the listing agent, that information must be provided at the marketing meeting.

Touring Policies

As few as one property shall be placed on tour.

Ten houses and less will be toured caravan style.

Eleven houses and more will be seen Open House style, with agents being asked to hold the house open for two hours after the meeting ends. If the tour begins with 11 or more houses and enough houses drop off the tour to take it down to 10 or less houses the tour will still be Open House style. The Tour Host will contact each agent to let them know that the tour will be moving from caravan to OPEN House style.

No substitution of a property will be allowed.

If a property scheduled for the tour has been sold, or cannot be on tour for any reason, please inform the Host Office.

Any cancelled or scratched listings may be rescheduled at another time.

No alcoholic beverages shall be served at the broker tour.

There will be **NO smoking** while in homes or on the property during tour. There shall also not be any food or drink carried in to homes on tour, unless provided there. No household pets are to be brought into homes or on the property during tour.

The format for the tour list sheet should be the BAREIS Broker Tour Condensed Residential report format. Properties will be placed on the caravan list in the best reviewing order at the discretion of the Host Office.

Host Office is responsible for the following:

- Schedule of caravan
- Providing an adequate supply of tour sheets to the meeting
- If the Tour moves to Open House style: contact each agent to let them know that the tour will be moving from caravan to Open House style.

Any updates or modifications to these rules must be approved by the Rohnert Park-Cotati Chapter of North Bay Association of REALTORS® Council.