

CMAR Tour Guidelines

Our weekly Real Estate "Tours" are a helpful tool for our MLS Members. On Wednesdays, all Members are able to preview the newest property listings on a scheduled tour between 9 and 11 AM. The tours alternate between the Fort Bragg and Mendocino areas and are hosted in Mendocino by Mendo Sotheby's International Realty and in Fort Bragg by Century 21 Real Estate. If a tour falls on a federal/legal holiday, the tour will be postponed to the following Wednesday and the 'every other week' schedule will continue. Only current MLS members are allowed to participate in tours. Family, friends and spouses that are not MLS members cannot go on tour. The dividing line which determines if the tour should be placed on the Fort Bragg or Mendocino tour is Jughandle Beach.

Listing Agents MUST enter the requested Tour Date in FlexMLS by 2 PM on the Tuesday prior to tour. The "Tour List" will be e-mailed to each member on Tuesday afternoon, via the MLS list serve. There MUST be a minimum of three (3) properties before a tour will occur and a maximum of 10 properties will be allowed. Properties CANNOT be added to the tour schedule after 2 PM on Tuesday.

Last minute cancellation policy: Before 2 PM on Tuesday prior to the tour, the cancellation should be entered by the listing agent in the FLEX system. After 2 PM, the CMAR office and the hosting office need to be called directly. As a courtesy, any cancellations after 2 PM should also be e-mailed to members via the MLS ListServe by the host office.

Members should begin to gather at the host office about 8:45 AM on Tour Day. Listing agents should provide fliers for their listing(s) and these should be available at the host office well before tour departs. Please be courteous to your fellow REALTORS® and be on time.

The listing office must have a representative present at the property to be toured in order for it to be shown. The representative should arrive prior to any participant or subscriber on tour. No participant or subscriber may access the property prior to the arrival of the representative from the listing office.

Listings will be scheduled for viewing based on the following:

- Fort Bragg tour runs from north to south unless there is a listing north of Seaside Beach, in which case it would run from south to north, with properties north of Seaside Beach being optional at the end of the tour.
- Mendocino tour runs from south to north starting at Navarro River unless there is a listing south of the Navarro River, in which case it would run from north to south, with Navarro River south properties being at the end of the tour.
- If you have a listing on tour that will require extra time to preview, please contact tour scheduler, who, at their discretion, may rearrange the tour.

The tour should start out together, promptly at 9 AM. If people straggle, it makes it very difficult for the listing agent to know when everyone has seen the property so please stay together on tour. If at all possible, please try to carpool with other REALTORS®. This is a great way to meet other REALTORS® and it makes parking and driving easier.

As a courtesy, always leave your business card in each property you tour. Please don't advertise or leave materials about your own listings while on tour. Please be careful about any comments you make while on tour. When parking, always be considerate of the property owners and their neighbors. Don't inconvenience owners or other REALTORS® by your choice for parking.

Properties should not be put on tour more often than once every 6 months unless the property has been re-listed with a different agent or if there have been significant changes to the appearance or condition of the property. (Example: a major remodel or construction has occurred.)

Listings "In Escrow" will be allowed on tour at listing agent's discretion, if there are fewer than 10 "Active" properties scheduled. (Approved by BOD on 11/21/13)

It is appropriate to try to see each property featured on the tour. Doing so supports your fellow REALTORS® and promotes a reciprocal approach to doing business.