



# Peninsula Tour Policy & Procedures 2010

A \$25.00 fine may be assessed to an MLS Participant or Subscriber if a violation of the following Caravan/Tour Policy and Procedures is reported.

Should the fine not be paid within one week and/or should the violation(s) continue, an agent may lose their privilege of continuing to place properties on tour.

**Home must be submitted on Tour 1 in the MLS by 3:00 pm the day before**

**M.C.A.R. posts the Tour on the website at [www.mcar.com](http://www.mcar.com)**

(Real Estate offices download tour at various times)

**M.C.A.R. participates & downloads TOUR 1 ONLY**

(Single Family Residential & Common Interest Development)

1. New listing shall be opened no more than twice in the 1st month and only once a month thereafter.
2. An agent or representative of the agent **MUST be present** at the home for the **ENTIRE** time of tour.

Vacant homes may be placed on tour unattended with the provision that **"NO REALTOR® IN ATTENDANCE"** shall be indicated in bold print in the tour remarks area.

An agent, with the request of a seller or tenant may place a home on tour for a partial amount of time. A note stating that it is the sellers or tenants preference **MUST** appear in the remarks area.

3. The "OFFICIAL" time for submitting or canceling tour property is 3:00 p.m. the day preceding tour. Please note cancellations must be called to the M.C.A.R. office and a note must be left at the property.

**For additional information or assistance with revising/entering your listing,  
Please call MLSListings, Inc. at 1-800-546-5657**