

SEQUIM ASSOCIATION OF REALTORS®

TOUR GUIDELINES

1. REALTOR® members of the Sequim or Port Angeles Association of REALTORS® may submit their listings to the Executive Officer to be included in the Sequim MLS weekly tour. Properties submitted must meet the listing requirements of Section 1 of the Sequim MLS Rules and Regulations dated February 14, 1995.
2. Homes listed by members of the Sequim Association will have priority in the order received by the Executive Officer. Requests submitted by members of the Port Angeles Association will be placed on the tour to fill vacancies between the number of approved requests submitted by Sequim agents and the maximum number for tour.
3. The Executive Officer will choose the area destination based on the number of requests received for a particular area. Typically, four requests are the minimum amount to warrant a tour in any given area.
4. The requesting office must have a valid MLS listing (completed and signed) for each property nominated for the tour.
5. Requests must be in writing via email or hard copy. No telephone requests will be honored.
6. All spaces on the tour request form must be completed.
7. Requests must be made no later than the Monday prior to the Wednesday tour.
8. Ten homes may be placed on tour only if they are in close proximity. Typically, 8 is the maximum.
9. Homes will be scheduled for tour only once in any twelve (12) month period unless major modifications have been made to the home. This rule shall not apply to a listing that had been sold during the year period and is now being scheduled by a new property owner. A property may be on tour within the twelve (12) month period if the listing agent pays a \$50.00 fee.
10. Properties sold with a Bump Clause or UCC (Under Contract/Contingency) are eligible for the tour.
11. Prompt cancellations will allow for other properties to fill vacancies.
12. The listing agent, another licensed agent who is also a member of the association, or an agent's assistant must be present at the property during the tour period. The listing agent or any spokesperson must be present at the MLS meeting to acknowledge the property when it is announced at the meeting. Any home that is verbally added and announced at the meeting shall "count" as being on tour during the year period.
13. If a home scheduled for tour is not properly cancelled, the listing agent will be fined \$50.00. After the fine is paid, the home is again eligible for tour. Until the agent pays the fine, they (agent) are not allowed to have any properties on the tour.
14. The Executive Officer will email a copy of the tour sheet to each member no later than 3 p.m. on the Monday prior to the tour.
15. The Executive Officer will provide a sufficient number of copies of the tour to the membership at the meeting.
16. All complaints or comments regarding, scheduling or operation of the tour will be referred to the Chairperson of the MLS Committee.
17. The Executive Officer will manage the tour under the guidance of the MLS Chair.
18. The Executive Officer has the final decisions regarding the properties to be on tour.