

## **PROPERTY TOUR RULES**

**The following rules are designed to help make the Salt Lake Board Property Tours run as smoothly and efficiently as possible. We need your help and cooperation by strictly keeping these rules and we ask for your understanding and commitment.**

### **Tour Registration**

- All tour registrations must be completed the day prior to the tour and no later than 11:00am. No exceptions.
- Incomplete registrations will not receive confirmation, and will not be included on the tour.
- The listing agent or co-agent must be there to ride and represent their property.
- Assistants are not allowed to go in place of an agent.
- Clients and members of the public are not allowed on Property Tours.
- An agent cannot register more than two (2) properties per tour. If you have more than two properties in a given week, you will be able to register them for the next tour.
- A second licensed agent must be present to ride and represent the second property that is signed up for the tour.
- All participating agents must be a licensed member of a REALTOR® Association in the state of Utah.
- All listings on the tour must have an active MLS number before the registration form may be completed. Any property registered without an active MLS number will be removed from the tour.
- Any active Board member may ride along on the Property Tours. It is not required to register a property on the Tour to attend. If you would like to attend, please arrive at the meeting location no later than 8:30am.

*If you are not able to access the website, or if you have difficulty registering, please contact the Tour Administrator at the Salt Lake Board Office.*

### **Tour Cancellations**

**Please understand that all cancellations and no shows are an inconvenience to the other registered agents on tour. This policy will be strictly enforced to place responsibility on you as a member and fellow agent.**

- All cancellations must be received no later than the day prior to the tour at 11:00am. There are no exceptions to this deadline.
- Cancellations received after the deadline will result in a one-month suspension from the property tours.
- If you fail to give notice that you will not be participating in the tour prior to 11:00am the day before the tour, you will be considered a no-show. You will then be unable to participate in the Property Tours for 1 month.  
Tour participants that break this rule more than once, could be subject to further sanctions as determined by Board leadership.
- There are no exceptions to these rules (including properties that have gone or are going under contract).

*If you wish to cancel a tour registration, please email the Tour Administrator at the Salt Lake Board no later than the day prior to the tour at 11:00am.*

### **Minimum Number of Participants**

- There must be a minimum of 7 agents registered before the cutoff time of 11:00am, the day prior to the tour.
- In the event that a tour must be canceled by the Salt Lake Board due to lack of participation or other unforeseen circumstances, each agent that has pre-registered for the tour will be contacted by email no later than one day before the tour was scheduled to take place.
- Tours canceled by SLBR will result in a rescheduling of your tour registration.

### **Maximum Number of Participants**

- No more than 24 agents will be allowed to register for any tour.
- In the event that 14 or more property registrations are received, the tour will be split into two groups in order to expedite the tour process.

### **Registration Frequency**

- A property may be on a tour no more than one time every six months (with the same listing agent).

### **Dress Code / Serving Food**

- Please maintain a professional appearance. No shorts or tank tops allowed.
- Catered luncheons or breakfasts are prohibited.
- Any food served during the tour should be portable and consumed while en route to the listings.

### **Cell Phones**

- NO phone calls are allowed while an agent is trying to present a home to the group.
- Please turn off cell phones or put them on vibrate prior to entering any property, and during the morning meeting.

### **Viewing Participant Lists**

- Check out the participant list on our website by clicking on AGENT TOURS. The link to “view upcoming tour participant lists” is directly above the Tour Registration form.
- Registered participants will receive a confirmation email with a link to the finalized routed participant list no later than **2 p.m. the day prior to the tour.**

### **Meeting Time and Location**

- All meetings will begin promptly at 8:30 a.m. Please do not be late for the meeting.

- Registered agents who are not present at the morning meeting will be removed from the tour route and considered a no-show (see above cancellation rules).
- North East Tours will meet 2455 E. Parleys Way in the Lobby.
- South East Tours will meet in the REALTOR® Campus lobby at 230 W. Towne Ridge Parkway
- West area Tours will meet in the REALTOR® Campus lobby at 230 W. Towne Ridge Parkway

## **BE COURTEOUS!**

- You are required to view **all** of the homes in your tour or group.
- The licensed agent or co-agent showing the home should be familiar with the property before showing the home on a tour.
- Please be brief with your introduction during the morning meeting so that the caravan may move forward quickly and efficiently.
- We encourage the agent whose home is next on the tour route to lead the other agents to their listing by driving ahead of the group.
- Should you prefer to have feedback from the participants, you must provide your own feedback form.
- Most importantly, please abide by The Golden Rule while participating in the REAL-Tours program and treat others with the respect and courtesy with which you wish to be treated.

*Failure to abide by these rules could result in a suspension from the tours program.*

*Any complaints or violations of the tour rules should be forwarded to the Tour Captain who will report such concerns to the Salt Lake Board leadership.*

Thank you for your participation in the Realtor® Property Tours!