



RULES FOR HOME & LUXURY TOURS

These rules are designed to keep tours running smoothly and efficiently. By registering for a tour, you agree to abide strictly by these rules. Thank you for your cooperation!

Participants

- Tour participants must be active members of a Realtor® Association in Utah.
- Clients and members of the public are not permitted on tours, aside from being present at their own property when it is being shown on a tour.
- Assistants cannot go on tours in place of an agent, but may attend with an agent.
- The minimum number of participants is seven (7) agents for Home Tours and three (3) agents for Luxury Tours. Participants must be registered by 11 a.m. on the day prior to the tour, at the latest.
- The maximum number of participants for any tour is 24 agents. If 14 or more properties are registered for the same tour, the group will be divided into two (2) groups in order to expedite the tour process. Luxury Tours will be split at the discretion of the Tour Coordinator.

Properties

- All properties must have an active MLS number in order to be registered on a tour. Any property registered without an active MLS number will be removed from the tour.
- To register a property for a Luxury Tour, the property must be listed at \$850,000 or more.
- Registering a property is not required to participate in a tour. You can ride along without showing your own listing, as long as you are a Realtor®.
- Each property registered on tour must be represented by the listing agent or a co-agent in attendance.
- If you register two (2) properties, you must bring a second licensed agent to ride along and represent the second property.
- Agents can register up to two (2) properties per tour. Additional properties must be registered under the next tour.

Registrations

- Registrations must be submitted by 11 a.m. on the day prior to the tour, at the latest.
- Incomplete registrations will not be accepted and will not be included on the tour.
- A single agent may show a specific property on tours once in a six-month period. The same property may be registered again in that same period, if it is under a different agent.

If you are unable to access the website, or have difficulty registering, please contact the Tour Coordinator.



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Cancelations

Cancelations and “no-shows” are an inconvenience to other tour participants. As a fellow Board member and/or agent, it is your duty to keep this commitment. Cancelation policies will be strictly enforced.

- Cancelations must be submitted by 11 a.m. on the day prior to the tour, at the latest. NO EXCEPTIONS.
- Cancelations submitted after this deadline will result in a one-month suspension from tour participation.
- Simply not attending a tour for which you are registered, without giving cancelation notice, will result in a one-month suspension from tour participation.
- Failure to comply with these cancelation policies more than once could result in 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 a tour must be canceled by the Board, due to lack of participation or other extenuating circumstances, the Tour Coordinator will send an email notification to registered participants no later than the day prior to the tour.

To cancel a tour registration, please email the Tour Coordinator by 11 a.m. on the day prior to the tour, at the latest.

Tour Etiquette & Procedures

For a pleasant and positive experience, we require all tour participants to follow these guidelines. Failure to comply could result in suspension from tour participation.

- Maintain a professional appearance. No shorts or tank tops, please.
- Be punctual. Tours leave from their respective meeting locations promptly at 8:30 a.m. Plan to arrive by 8:15. (Registrants who do not meet with the group at the designated meeting location will be considered “no-shows” and will be subject to the cancelation policy.)
- Introductions, etc., will be kept brief so as not to delay the tour.
- No catered food is allowed. Any food served at the meeting place should be consumed while en route to listings.
- You are required to view **all** homes in your tour/group. Simply passing through the front door and leaving immediately does not count as viewing the home.
- Turn off or silence your cell phones. No calls are allowed while Tour Captains or agents are presenting.
- Agents and co-agents showing properties should be familiar with the property they are presenting on tour.
- Where possible, we encourage the agent whose home is next on tour to lead the other agents there by driving at the head of the group.
- You must provide your own feedback forms if you would like to receive written feedback from tour participants.
- Most simply put, please abide by The Golden Rule while on tours. Show others the respect and courtesy you would wish to be shown.

Any complaints or violation of tour rules should be reported to the Tour Captain, who will inform the Board.



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Meeting Times & Locations

All tours leave from their respective meeting places promptly at 8:30 a.m. Plan to be there by 8:15 to avoid delays.

- **HOME TOURS**
 - Northeast – first and third Wednesday of each month – 2455 E Parleys Way
 - Southeast – first Thursday of each month – 230 W Towne Ridge Parkway
 - West – second Wednesday of each month – 230 W Towne Ridge Parkway
- **LUXURY TOURS**
 - North – first Tuesday of each month – 2455 E Parleys Way
 - South – third Tuesday of each month – 230 W Towne Ridge Parkway

Viewing Participant Lists

- Check out the participant lists for upcoming tours by going to our website and clicking on “Home & Luxury Tours” under the OPPORTUNITIES menu.
- Click on the expandable section for PARTICIPANT LISTS.
- Please note that all registrations are initially placed at the bottom of the list. The tour coordinator will manually assign them to the correct tour and date.
- Registered tour participants will receive a confirmation email with a link to the finalized participant list no later than 2 p.m. on the day prior to the tour.

*Thank you for participating in the Salt Lake Board of Realtors®
Home & Luxury Tours!*