

GUIDELINES FOR GLAR MLS TOUR AND MEETINGS

1. MLS Tour will be held on the first and third Thursdays of each month.

Networking Breakfast will be on first Thursday at GLAR with breakfast served at 8:30 and the Networking meeting begins at 9:00 a.m. The tour will immediately follow. The Builder Showcase meeting will be held the 2nd Thursday of the month offsite, with no tour following. A tour only, leaving from GLAR at 9:00 a.m. will be held the third Thursday of each month.

2. Topics for all speakers shall be educational in nature or to promote Association activities. Speeches used to promote, market or sell products or services of a commercial nature are prohibited.

3. Deadline for placing homes on tour is 12:00 noon on the Tuesday preceding the Thursday tour date. This will be strictly enforced, no exceptions. Each REALTOR® is responsible for determining that his/her house has been properly included on the tour sheet. A tour will be posted on GLAR.com website no later than 3:00 p.m. on the Wednesday immediately prior to the tour date.

4. A listing agent cannot put the same house on tour more than 1 time in a 6 month period.

5. The I Committee is responsible for enforcing these I tour rules, providing tour sheets and routing the tour.

6. Alcohol or prizes may not be offered during the caravan tour.

7. Only REALTORS® are permitted to tour (per Paragraph 7.A.2 of TAR Listing Agreement).

8. Number of houses on tour:

- a. One per Agent unless tour is not full; then agent may add an additional house providing another agent from their office is available to open the house.
- b. Two per office unless tour is not full; then additions on a first come/first served basis.
- c. Maximum of ten houses.
- d. GLAR agent members have priority when the tour is full.
- e. All selections are by earliest entered date/time stamp.
- f. A minimum of one home is required.

9. An advertising Builder may put a home on tour, this home will be the eleventh* property. Refer to Responsibilities of Co-Sponsoring Builder for rules.

10. A “No Tour” tour was designed for REALTORS® with homes outside the regularly scheduled touring areas. You may bring graphics and announce your home; however, your home will not be toured.

11. Home of the Week

- a. Only homes listed by GLAR members will be eligible for Home of the Week
- b. Listing agent or their licensed representative must have attended the entire tour and be present at the last home to be eligible to vote for and/or receive Home of the Week.
- c. At the last home on tour, touring agents will select 2 homes for Home of the Week. One home will be priced below \$400,000 and the other priced \$400,000 and above.
- d. Listing agent receiving Home of the Week is responsible for picking up the sign from and returning it to the GLAR office no later than 9:00 a.m. the morning of the following Thursday even if there is no scheduled tour.

12. The listing REALTOR® (or another REALTOR® from the same physical office who is representing the listing REALTOR® and who does not have a home on tour) must be present at the I tour meeting and attend the entire caravan tour. A licensed assistant employed by the listing REALTOR® may also represent the listing REALTOR® at the I meeting and on the entire caravan tour. Failure of the agent (or his/her representative) to attend the meeting or complete the tour may prohibit the listing agent from having a house on tour for up to six (6) months. Tour day emergencies will be handled on a case by case basis.

13. Tour Boundaries:

First Week – North of FM 407

Cities and Towns included are:

Old Town Lewisville, Lake Dallas, Shady Shores, Corinth to State School Road including all of Oakmont; East to I-35W including “The Preserve”, Hickory Creek, Argyle including “Country Lakes” and “Harvest”, Copper Canyon, Lantana, Highland Village and northern Lewisville.

Second Week – South of FM 407

Cities and Towns included are:

Old Town Lewisville and southern Lewisville, Flower Mound including “Canyon Falls” Bartonville, and Double Oak.

At the Committee’s discretion, the tour boundaries may be extended to cover both North and South on any particular week based on inventory.

14. Cash incentive drawing for Member Meeting & MLS Tour participants:

- Each GLAR REALTOR® on the entire tour may participate. One business card is entered if you have a house on tour; two business cards are entered if you do not.
 - Drawings for the jackpot are held at each meeting. You must be present to win. Agent who's card is pulled will draw for an Ace. If no Ace is drawn the agent gets \$10.00 and the jackpot goes up \$25.00. Maximum jackpot is \$500.00.

15. Carpooling of tour participants is encouraged to provide an opportunity to network, meet REALTORS® from other offices and to reduce neighborhood traffic.

16. The Tour will be organized and leave from the rear/back parking lot of the building. Tour participants are encouraged to park in this area prior to the meeting. The MLS Chair or his/her designee will lead the caravan for the entire tour.

17. No Tour will be conducted during weeks in which a major holiday occurs.

18. These guidelines may be amended from time-to-time by a vote of the MLS Committee and approval from the Board of Directors.

To place your home on Tour in NTREIS Listings:

1. Click Input.
2. Type your MLS number or select from list.
3. Click Open Houses.
4. Input Open House Type as Broker.
5. Enter the date (Thursday) the home will be on tour.
6. Enter 9:00 a.m. and 12:00 p.m. in the time.
7. Select YES under Active.
8. Click Submit Listing.

(Amended March 21, 2014 by vote of the Board of Directors)
(Amended Jan. 10, 2017 by vote of the Board of Directors)