

TOUR INSTRUCTIONS AND INFORMATION

1. Tours are scheduled on the first and third Thursday of the month, to coincide with the membership meetings. (NOTE: During the summer months of June, July and August, additional tours are scheduled as “tour only” days for the second Thursday and fifth Thursday if there is one during the summer. All other rules apply.)
 - a. Of the tour only days that are scheduled, one will be dedicated to Allenspark, one to Pinewood Springs and Big Elk, one to Glen Haven and Drake and the Poker tour fundraiser. These are set up whenever the year’s schedule is determined, which is normally in November of the previous year. (All other rules apply)
 - b. Once the schedule is determined for the year, make sure these dates are added to the calendar.
 - c. On the Wednesday one week before and the Monday before Tour, send email out to the membership asking for properties to be submitted. Below is a sample email. Property submission deadline is Wednesday, 3:00 pm the day before Thursday’s Membership meeting. Email the final schedule out to the membership Wednesday evening.
 - d. The limit is 8 properties for the tour schedule.
 - i. No one REALTOR® can have more than one property on a given week, EXCEPT if the tour is not full. They are welcome to submit two properties prioritizing the property they would like for tour and the 2nd property will be placed on a wait list. If one of the properties is cancelled, then the first property from the wait list will be added. NOTE: *Verbal or written confirmation must be made to secure the tour position; otherwise, the next property will be moved ahead and placed on the tour. (Every effort will be made to contact waitlisted brokers)*
 - ii. A property submitted for tour must have an active MLS number. However, a slot can be reserved as long as the MLS# is live by the Wednesday, 3:00 pm deadline. NOTE: *if the tour gets full in the meantime, any property that has not yet been assigned a number has to be moved to the wait list and the REALTOR® will be notified.*
 - iii. No property may be listed on tour more than one time.
 - iv. REALTOR® or an assigned designee must be present at the Membership meeting to “pitch” the property on the day of the tour. The designee must be an EVBOR REALTOR® member in good standing.
 - v. No REALTOR® who is not a member of EVBOR will be allowed to have a property presented at any Membership meeting or tour at any time. AE will not broadcast any broker opens or property promotion for any non-EVBOR members.
 - vi. Properties that go under contract and get cancelled the day before tour, it is up to the discretion of the AE how best to accommodate the REALTOR® and the additional waitlisted properties.
 - vii. Aggressive or unethical conduct directed at the AE at any time is not permitted.

SAMPLE EMAIL

Good morning,

The next Membership meeting is on Thursday, [Date] 8:00 am at [location]. Please submit property information to put on tour, **all information, including MLS # need to be to the Board office by Wednesday, [Date] 3:00 pm.** As the summer seems to be getting busier with listings, please note that changes or additions, except for cancellations, will not be accepted after 3:00 pm on Wednesday.