

## MLS RULES UPDATE Effective 7/2023



The MLS Committee would like to update our members of the following MLS rules and policy changes. The changes will go into effect on July 1<sup>st</sup>, 2023. Please familiarize yourself with the information below:

### **MLS Caravan/Tour**

TCMLS has simplified MLS caravan/tour rules and policies to make it easier for our members. Previously, each tour location (Porterville, Tulare, Visalia) had its own set of requirements that made it difficult and confusing for members when adding properties to MLS caravan/tour.

Old: *Some property types allowed at one tour location but not at another.*

New: All property types allowed on caravan/tour regardless of tour location.

Old: *Agents required to go to on tour together at one tour location but optional at another.*

New: Property to property attendance no longer required. Attendance is encouraged at all tour locations.

Old: *Different submission deadline day and time for each tour location.*

New: Tour locations will have same deadline time and day as determined by tour date (Tuesday Tours – Friday @ 3PM; Thursday Tour – Tuesday @ 3PM).

Old: *Weekly rotating area requirements for out-of-city properties at Porterville Tour.*

New: All listings available for submission to Porterville Tour regardless of property location.

## **22. TCAOR & TCMLS TOUR / CARAVAN MEETING POLICY**

### **STATEMENT OF CARAVAN/TOUR PURPOSE**

*Caravans, Tours and/or Pitch Sessions are an activity of the Association of REALTORS® and MLS for the express purpose of providing an opportunity for our members to preview new listings on the market so they may better serve the needs and interests of their buyers and sellers; and to network with one another.*

*The following apply to all marketing MLS sessions, caravans, tour meetings, etc.*

**22.1** *The caravans, tours, meetings and/or pitch sessions are subject to the Association and MLS Rules, Bylaws, Regulations, Policies; as well as the REALTOR® Code of Ethics, and all applicable laws.*

**22.2** *OFFICIAL PROMOTIONAL EFFORTS. Any flyers or promotional materials and/or any representations “about or on behalf of the Association or MLS” must be reviewed and approved by the MLS Chair, President or Staff at least 1 day prior to any form of distribution.*

**22.2** *Sponsorship of the venue, refreshments, door prizes or any other event-related service may be supplied only by members (REALTOR, Affiliate or MLS) or their firm. No one may substitute or serve as proxy for a sponsor unless that individual is also a member.*

### **22.3 ATTENDANCE & PARTICIPATION**

**22.3.1** *Members (including affiliates) are allowed to attend marketing sessions, caravans and tours.*

**22.3.2** *Only members (including affiliates) may tour the properties.*

- 22.3.3** Only members (including affiliates) are allowed to speak at MLS Tour/Caravan meetings, unless prior approval is granted by the MLS Chair or President. Affiliates are asked to make announcements at the appropriate times only during the meetings, as requested and directed by the tour meeting MC.
- 22.3.4** Short announcements by members (usually about 1 minute or less) are allowed at the appropriate time as per the agenda.
- 22.3.5** Other than TCAOR Committees, longer announcements (over 1 minute), drawings, skits, presentations, etc. must be scheduled and approved in advance by the MLS Committee Chairperson or Association President and placed on the official MLS calendar of scheduled events maintained by the MLS Coordinator.
- 22.3.6** Drawings (unless otherwise approved by the MLS Chair or President) are to be held prior to the MLS Tour meeting or after the meeting, not during the meeting.
- 22.4** **PROPERTIES PITCHED OR VIEWED**
- 22.4.1** All property types are eligible for tour.
- 22.4.2** Property must be in the MLS System before property can be submitted for tour.
- 22.4.3** Only properties on tour sheet can be toured. Properties not on tour sheet may not be promoted as open for viewing during tour time.
- 22.4.4** No property will be toured if agent or representative is not at MLS tour meeting to represent it, and there may be a citation issued per each listing if an agent or representative is not at MLS tour meeting to announce that the property is off tour. Off tour property can be rescheduled for tour.
- 22.4.5** Comments pertaining to properties on tour are to be written in the comments section of the tour sheet. A verbal "on tour" and/or any brief remarks shall be less than 30 seconds.
- 22.4.6** There must be a change in listing broker for a property to be re-toured within a 3-month period.
- 22.4.7** An agent from the listing company or authorized representative must be present at the property during the time the property is held open for Caravan/Tour. The seller is not an authorized representative. An authorized, registered member with the MLS or a Personal Assistant is considered an authorized representative. A Subscriber or participant's failure to provide a representative at the property (as provided above) may lead to a fine and/or other sanctions.
- 22.4.8** There is no limit to the number of properties on tour per week, or number of properties per office or agent.
- 22.4.9** All agents with a property on tour are encouraged to attend the complete tour if possible as a courtesy to other participating agents.
- 22.5** **Tulare Tour**
- 22.5.1** Tours are held every Tuesday of each month, at T.D.E.S. Hall at 9AM.
- 22.5.2** Properties on tour must be in the MLS system by Friday, 3PM.
- 22.5.3** Tulare addresses only.
- 22.6** **Visalia Tour**
- 22.6.1** Tours are held every Thursday of each month at the Visalia Elks Lodge at 8:30AM. Doors open at 8AM. Tour to begin at 9AM following meeting.
- 22.6.2** Properties on tour must be in the MLS system by Tuesday, 3PM.
- 22.6.3** All properties are to stay open until 10:30AM.
- 22.6.4** The dividing line for the Visalia Tour is Court Street as defined by the MLS Area map.
- 22.7** **Porterville Tour**
- 22.7.1** Tours are held every Tuesday of each month at the Porterville Branch Office at 9AM.
- 22.7.2** Properties on tour must be in the MLS system by Friday, 3PM.
- 22.7.3** All in attendance will introduce themselves and the office in which they work every first Tuesday of the month at Tour.

Do not hesitate to contact the board/MLS office (559-627-1776, support@tcmls.org) with any questions.