

## CCBR BROOKINGS-HARBOR TOUR RULES

Tour ***BEGINS*** at 9:00 am. It is requested that participants be in the office, settled and ready ***PRIOR*** to 8:50 am in order to avoid interruptions and delays.

1. The weekly Tuesday tour is under the jurisdiction of the Board of Directors. The Board President will appoint a tour director.
2. Properties need to be emailed to [brookingstour@yahoo.com](mailto:brookingstour@yahoo.com) by 10:00 AM on Friday. If there are not enough properties for tour by 10:00 AM on Monday, Realtors will be informed of tour cancellation no later than 10:00 am on Monday.
3. The tour sheets will be sent out by the EO by 10:00 am on Monday morning.
4. The tour will alternate between a City/South and a City/North every week unless there are not enough properties to constitute a tour, then it will be rolled into a combination tour at the discretion of the EO and the tour director. Any Realtor that submits listings by Friday at 1:00 pm that are not going to be on the upcoming tour will be notified via email no later than 10:00 am on Monday.
5. The tour routes are:
  - i. South Tour- South of Chetco River South Bank to the State Line
  - ii. North Tour- North of the Chetco River North Bank up to Whaleshead Beach. (There are occasions when it may go as far north as Pistol River)
  - iii. Properties considered within the city limits include Rainbow Rock Condo's, Deerpark, Parkview Dr., E Harris Heights and North of the Chetco River North Bank.
6. No special requests as to placement of the property within the tour will be accepted. The property will be placed as it falls on the tour route.
7. Only current CCBR Realtor Members are allowed to participate in the tour.
8. If the tour director is not present the EO will act as the director. If neither the director nor the EO are able to be present, the Tour Director can appoint a director for the day.
9. All properties being toured must have the listing agent (or their Realtor representative) present in the Board office PRIOR to 8:50 am the day of the tour, or their slot may be cancelled. *If you are going to be coming in late please be respectful of the others and enter quietly, if you have a property on tour, hold on to your agent full reports, until it is your turn to speak, then hand out the reports to everyone.*
10. Each Realtor will be limited to (3) MLS numbers per tour.
11. Any listings previously toured within 12 months cannot be on tour again UNLESS the following has happened AND you have received Tour Director approval:
  - i. Ownership has changed
  - ii. There has been a MAJOR remodel

- iii. New construction may only be on tour one time within a year. **NO EXCEPTIONS.**
12. No drive-by's on vacant land.
  13. Cell phones are to be silenced during the tour meeting.
  14. Realtors with listings on tour are asked to keep their presentations during the tour meetings down to 1-2 minutes and to stay relevant to the sale of the property on tour.
  15. Any listings with pending offers cannot be included on tour.
  16. A maximum of (12) properties are allowed for a directional tour. a minimum of (5) listings for tour. If the tour will be a combination tour the maximum number of listings is (8). **Any exceptions to this must be approved by the tour director prior to the tour being published.**
  17. Refreshments will be limited to two (2) listings only and will be on a first come first serve basis.
  18. There will be NO tour on Tuesdays, following a holiday weekend.

**RULES REGARDING CANCELLED LISTINGS:**

1. After the tour has been published, and an agent has a listing on tour, and is unable to attend tour; They are required to get another agent from their office to present their listing, or another agent if a one-person office.
2. Listings that are cancelled by the agent after the tour has been published (10:00 am on Monday) must be resubmitted to the Board office, they WILL NOT automatically roll over.
3. Listings that are cancelled after the tour is published have to be resubmitted to the [brookingtour@yahoo.com](mailto:brookingtour@yahoo.com) email and will be placed at the back of the submission order. *This means that listings that were received in the board office after your cancelled listing will take precedence over any cancelled and resubmitted listings and if the tour has reached maximum capacity the formerly cancelled listings will be bumped and put on the next available tour date.* **THIS POLICY ALSO APPLIES TO THE LISTINGS IN WHICH NEITHER THE LISTING AGENT NOR A REPRESENTATIVE APPEAR AT TOUR WHEN THEY HAVE SUBMITTED A LISTING THAT WAS SCHEDULED TO BE ON TOUR.**

**★KNOWING YOUR LOCAL INVENTORY IS IMPORTANT, PLEASE TRY TO ATTEND THE TOUR EVEN IF YOU DON'T HAVE A LISTING ON THE TOUR.**