

## Tour Rules

**Rohnert Park/ Cotati Chapter of North Bay Association of REALTORS®**  
Tour Location: Cross and Crown Lutheran Church 5475 Snyder Ln. R.P. 9:00 AM

- Property must currently be listed with BAREIS as Active and available.
- DEADLINE to schedule properties on Broker Tour must be done in BAREIS by **1:00 PM on WEDNESDAY** prior to the Thursday morning meeting. **NO Exceptions!**
- Any property that is properly scheduled on the Broker Tour prior to the deadline of WEDNESDAY at 1:00 PM will be part of the next day's Broker Tour. It is **YOUR RESPONSIBILITY** to call the host office to verify that your property has been received by the deadline. **THERE WILL BE NO ADD-ON'S ALLOWED.** Host Office for the month can be found in BAREIS under Tours.
- As few as one property shall be placed on tour.
- **Ten houses and less will be toured caravan style. Eleven houses and more will be seen Open House style, with agents being asked to hold the house open for two hours after the meeting ends. If the tour begins with 11 or more houses and enough houses drop off the tour to take it down to 10 or less houses the tour will still be Open House style.**
- Properties will be placed on the caravan list in the best reviewing order at the discretion of the Host Office.
- No substitution of a property will be allowed.
- All listing agents, or their substitute, will be present at the tour meeting and it is requested that they caravan to all properties if the tour is caravan. The agent holding the home open for caravan shall be the person to open the house at the designated time. **NO Exceptions!** If no agent (or substitute) is present at the Thursday Morning Marketing meeting the home will be dropped from the tour.
- In the event that the listing agent is unable to attend the meeting and participate in the caravan tour, a pre-designated substitute will be allowed. That substitute must attend the Thursday Morning Marketing meeting. Do not open the home for an agent on caravan tour if you have not been pre-designated to do so. **NO Exceptions!**

- If a property scheduled for the tour has been sold, or cannot be on tour for any reason, please inform the Host Office.
- Any cancelled or scratched listings may be rescheduled at another time.
- There will be **NO smoking** while in homes or on the property during tour. There shall also not be any food or drink carried in to homes on tour, unless provided there. No household pets are to be brought into homes or on the property during tour.
- The format for the tour list sheet should be the BAREIS Agent Four Up format.
- Types of properties not to be on tour include:
  - a) Business Opportunities
  - b) Bare Land
  - c) Mobile Homes
  - d) Mobile Home Parks
  - e) Income Units in excess of 4 units
  - f) New Construction (unless past the completed sheet rock stage)
  - g) Listings that have been on Caravan within the past 90 days
- Host Office will be in charge of and responsible for the following:
  - a) Schedule of caravan
  - b) Providing an adequate supply of tour sheets to the meeting
- Properties outside of the boundaries of Stony Point Road to the west and Todd Road to the north will not be included. All Penngrove properties will be included.
- Any updates or modifications to these rules must be approved by the Rohnert Park Cotati Chapter of North Bay Association of REALTORS® Council.

**For additional information contact:**

**Chair:** Cheri Cylbulski, 707-328-2864 - **Contact for Questions**  
**Vice Chair:** Linda Tams 707- 495-7222  
**Past Chair:** Esta Hoffman 707-328-2864  
**Secretary:** Terri Mitchell 707-291-0224

**Tour Host changes monthly as follows:**

| <b>Month</b> | <b>Host</b>                 | <b>Telephone #</b> |
|--------------|-----------------------------|--------------------|
| January      | Coldwell Banker, Petaluma   | 707-478-8764       |
| February     | HPI Real Estate & Loans     | 707-292-9453       |
| March        | Shultz Real Estate & Assoc. | 707-334-4937       |
| April        | Keller Williams             | 707-843-1320       |
| May          | RE/MAX Marketplace          | 707-200-4727       |
| June         | Century 21 NorthBay Ali.    | 707-585-2100       |
| July         | Coldwell Banker, Petaluma   | 707-478-8764       |
| August       | HPI Real Estate & Loans     | 707-292-9453       |
| September    | Heritage Sotheby's Intl.    | 415-488-7830       |
| October      | Shultz Real Estate & Assoc. | 707-334-4937       |
| November     | RE/MAX Marketplace          | 707-200-4727       |
| December     | Century 21 NorthBay Ali.    | 707-585-2100       |