

Southern Oregon Multiple Listing Service
TOUR POLICIES & PROCEDURES

TOUR – ASHLAND

- A-1.** An Ashland Tour Meeting, referred to as the “meeting” in the remainder of this section, will be held on Thursdays starting at 8:30 a.m. Tour will immediately follow the meeting. Door opens at 8:00 a.m.
- A-2.** Attendance at the tour meeting and tour is restricted to active and reciprocal licensees in the SOMLS. If affiliates or speakers are present at the beginning of the meeting, they shall be excused prior to the beginning of the MLS portion of the meeting.
- A-3.** The existing SOMLS Rules and Regulations regarding electronic devices will be in effect throughout the meeting and will be enforced.
- A-4.** Affiliates may be present at the first Thursday of each month to make no longer than a 5-minute presentation.
- A-5.** Guest speakers must be set up in advance through the Ashland Tour Coordinator with at least two weeks prior notice given to the members. Typically, there shall be no speakers from May 1 through October 1. Presentations shall be limited to 15 minutes, including questions and answers.
- A-6.** Properties to be placed on tour (new listings must be in the MLS system and have an MLS #) must be submitted to the SOMLS Office by 8:00 a.m. on Wednesday preceding the tour, after which no additions will be allowed. It is the responsibility of each agent to confirm whether or not his/her listing is on the tour schedule.
- A-7.** Properties will be toured in caravan fashion, the order of which will be determined at the discretion of the tour coordinator.
- A-8.** There shall be no limit to the number of properties on tour. However, there shall be north/south tours on alternating weeks; boundaries will be Crowson Road and Ashland Mine Road. All properties lying within those boundaries may be scheduled every week; on a south tour, nothing beyond Ashland Mine Road will be scheduled; on a north tour nothing beyond Crowson Road will be scheduled. *(amended 04/06)*
- A-9.** A listing may not be re-toured again for sixty (60) days. *(amended 06/08)*
- A-10.** There shall be no alcoholic beverages served for consumption at any property on tour.
- A-11.** Agents will be allowed to speak for 30 seconds per property. Announcements regarding new listings and listings on tour should be limited to information not published on the tour sheet

- A-12.** There shall be a time during the “announcements” segment of the meeting within which agents can give a brief presentation on a problem listing, price change, change in status of a listing, etc. Other announcements will be limited to the following categories:
1. RVAR or SOMLS related activities/issues.
 2. Specific buyer needs.
 3. Winners of drawings, with comments limited to what the prize was, the name of the winner, and property address only.
- A-13.** The listing agent or a representative must present the listing on tour at the appropriate time during the meeting. If no one is present to represent the listing, the listing will be removed from tour.
- A-14.** There will be a display board for new listings not on tour, only if actual listings have been signed, not just contemplated. The listing agent may announce said listings as noted in Part A-11 of this Section.
- A-15.** There will be display boards for Change of Status information (i.e., price reductions, pending and sold information, changes in showing instructions, material changes in condition, etc.) and a corkboard for hases/wants related to rentals, personal property, charitable organization events/activities, and specific buyer needs. There will be a separate flyer table for new listings (new since date of last tour).
- A-16.** An occupied property on Tour shall have the agent, the owner, or a representative of either present at all times during the tour. An occupied property is defined as any property that is being resided in, temporarily or otherwise, by the owner, tenant(s), or any others. *(adopted 01/06)*
- A-17.** A vacant property on Tour may be un-hosted, although it is strongly recommended that the agent or owner be present to answer any questions that may come up. A vacant property is defined as any property that is NOT being resided in, temporarily or otherwise, by the owner, tenant(s), or any others. *(adopted 01/06)*

TOUR – MEDFORD

- M-1.** A Medford Tour Meeting, referred to as the “meeting” in the remainder of this section, will be held on Wednesdays starting at 8:30 a.m. Tour will be from 9:30 a.m. to noon.
- M-2.** Attendance at the tour meeting and tour is restricted to active and reciprocal licensees in the SOMLS. If affiliates or speakers are present at the beginning of the meeting, they shall be excused prior to the beginning of the MLS portion of the meeting.
- M-3.** Properties to be placed on Tour must be submitted to the SOMLS office or system by 5:00 p.m. on the Friday preceding the Tour (unless otherwise notified by the SOMLS office) and have an MLS number. The same date and time are in effect for properties being removed from Tour. Status changes for properties already scheduled for tour must be entered no later than 10:00 a.m. on Monday morning in order to effect whether or not the property will show on the final tour list. *(amended 10/07)*

SOMLS Tour Policies & Procedures (cont.)

- M-4.** There shall be no limit to the number of properties on tour. However, there shall be north/south tours on alternating weeks; the boundary line within Medford will be Hillcrest Road/Jackson Street. A north tour will include Medford north of Hillcrest Road/Jackson Street and areas 3, 7, 8, 11-14, 16-18, and 21. A south tour will include Medford south of Hillcrest Road/Jackson Street and areas 6, 9, 10, 15, and 19. *(adopted 10/07)*
- M-5.** Listings appearing in the “No Tour” section will be new listings submitted during the last seven days, but not on Tour.
- M-6.** The existing SOMLS Rules and Regulations regarding electronic devices will be in effect throughout the meeting and will be enforced.
- M-7.** Agents will be allowed to speak for 30 seconds per property. Announcements regarding new listings and listings on tour should be limited to information not published on the tour sheet
- M-8.** There shall be a time during the “announcements” segment of the meeting within which agents can give a brief presentation on a problem listing, price change, change in status of a listing, etc. Other announcements will be limited to the following categories:
1. RVAR or SOMLS related activities/issues.
 2. Specific buyer needs.
 3. Winners of drawings, with comments limited to what the prize was, the name of the winner, and property address only.
- M-9.** RVAR Affiliates and other guest speakers must be set up in advance through the Medford Tour Coordinator. Typically there shall be no speakers from May 1 through October 1. Presentations shall be limited to five (5) minutes, including questions and answers. *(amended 10/07)*
- M-10.** The listing agent or a representative must present the listing on tour at the appropriate time during the meeting. If no one is present to represent the listing, the listing will be removed from the Tour.
- M-11.** There will be NO alcoholic beverages served for consumption at homes on the Tour.
- M-12.** A listing may not be re-toured again for sixty (60) days. *(amended 10/07)*
- M-13.** An occupied property on Tour shall have the agent, the owner, or a representative of either present at all times during the tour. An occupied property is defined as any property that is being resided in, temporarily or otherwise, by the owner, tenant(s), or any others. *(amended 01/06)*
- M-14.** A vacant property on Tour may be un-hosted, although it is strongly recommended that the agent or owner be present to answer any questions that may come up. A vacant property is defined as any property that is NOT being resided in, temporarily or otherwise, by the owner, tenant(s), or any others. *(amended 01/06)*