

## Tour Guidelines:

**The Barton Creek Realtors' Tour is exclusive to real estate agents and their licensed assistants.**

1. Please **E-MAIL** the MLS # and address of the property you would like included on tour to the respective tour coordinator for each month (see calendar). All properties must be in a Barton Creek Property Owners Association in order to be included on the tour.
2. Property submissions must be in by noon on Monday prior to the tour on Thursday. Houses are placed on a first-come-first-placed basis. All properties on the tour must be represented by an agent with a signed listing agreement. Only one property per agent is allowed. Listings can only be repeated once every 6 months. The tour is limited to 10 houses.
3. Your listing will be confirmed via e-mail or phone call. An email with the tour order will be sent Wednesday prior to the tour.
4. Feedback sheets will be provided for each property and they are an important tool for agents. Please return them to the listing agent on the day of the tour.
5. We realize that things come up. If you or another licensed agent cannot attend the entire tour we will remove your listing until a later date. However, it is your responsibility to notify the respective coordinator of the date you would like to put the property back on tour. If your tour listing becomes pending or sold, or if you or a licensed partner will not be able to attend, please notify the coordinator ASAP so that another agent may place their home on the tour.
6. If you have a house on the tour, you must be considerate of agents who visit your listing by visiting all homes on the tour. If you do not follow this guideline, it will impact your ability to add a listing to the tour for 3 months. If you are unable to continue on the entire tour for any reason, we ask that you make arrangements with the listing agent to preview the property at another time.
7. Please have your properties ready for viewing on the morning of the tour. This will allow us to move quickly on the tour and to get the most out of our time.
8. Please arrive at 8:30 am for networking and coffee at the Members Clubhouse. The tour bus will depart at 9:15 am. Everyone rides the bus so that we can keep moving quickly!
9. Affiliates (i.e. insurance, lenders, title, warranty companies) are welcome to come to networking before the tour. However, the tour itself is for licensed agents and/or assistants.
10. In order to visit as many homes as possible, please limit each home visit to approximately 10 minutes. We expect to be done by approximately 11:30am dependent on the number of properties.