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SCCAOR TOUR INFORMATION, POLICIES AND PROCEDURES

The Santa Clara County Association of REALTORS® (SCCAOR) sponsors Tour and Marketing Sessions (Broker Tour Meetings) in most of the MLS Areas it serves. The purpose of the Broker Tour Meeting is to network and exchange information concerning properties on the market, learn new skills and information, and receive a list of the properties scheduled for showing that day.

WEB SITE PRESENCE

Information about the weekly SCCAOR sponsored Tour and Marketing Sessions (Broker Tour Meetings) will be posted by staff to the SCCAOR website. Modifications or changes to the Broker Tour Meetings are to be reported in a timely manner to the SCCAOR webmaster so as to always portray accurate information about their meeting times, location or other relevant meeting information. If there are any proprietary websites that have been constructed for the use of the individual Broker Tour Meetings then they must be clearly branded with SCCAOR logos and information.

BROKER OPEN TOUR AVAILABILITY

Weekly Broker Open Tours will be compiled by MLSListings at 12:00 noon the day preceding the scheduled tour. Only properties that have been correctly been posted to TD: 1 on the MLS by the 12:00 noon deadline will be compiled into the tour. A link to the weekly Broker Open Tour will be posted on the member's side of the SCCAOR website. The tour sheets are to be used by Realtor MLS subscribers only.

BROKER OPEN TOUR POLICY

The purpose of a tour policy is to assist in maintaining a level of safety, security, privacy, respect, courteous conduct and an elevated professional standard of care by our SCCAOR members when entering and touring properties listed for sale with Realtors.

1. SCCAOR sponsored Tour and Marketing Sessions (Broker Tour Meetings) are open to Realtors of any Association and affiliate members of SCCAOR only.
2. Tours and tour sheets are for the exclusive use of members of SCCAOR and other REALTOR® organizations and are not available to the general public. The tour is an exclusive viewing of properties listed on MLSListings.
3. Tour sheets may not be reproduced without permission from SCCAOR, and may not be distributed to the general public. Any advertising or sponsorship of tour meetings is to be limited to SCCAOR members only.
4. Broker Tour Meetings may not charge membership fees (fees in addition to the annual dues paid to be a member of SCCAOR) to place a home on a Broker Open Tour.
5. Broker Tour Meetings may charge sponsor fees for promotion and advertising done at the meetings.
6. Requiring attendance at the Broker Tour Meetings as a condition of placing a home on the tour is not allowed.
7. Requiring Realtors at the Broker Tour Meeting to caravan to all the properties on tour as a condition of placing a home on the tour is not allowed.
8. To put a property on Broker Open Tour, an Agent/Broker must be a Realtor MLS subscriber.
9. **To add a listing to a tour, the Agent/Broker must enter the desired tour date for that area into the "Tour Date 1" field of the listing on the MLS. "SCCAOR" must be entered in the "1st Tour Association" field on a listing in order for it to appear on the tour sheet. For additional information or assistance with entering or revising your listing, please call MLSListings at (408) 874-0200.**

CALIFORNIA'S FIRST REAL ESTATE BOARD

SCCAOR exists to meet the business, professional and legislative needs of the real estate industry and to protect private property rights.

10. The Agent/Broker responsibility includes ensuring that the property Owner and Tenant have authorized a touring of the property. A non-Realtor may tour a property on tour with the consent of the listing agent/broker.
11. Properties placed on tour will be available to be seen between the hours of 9:30 am and 12:30 pm.
12. If the property is occupied, the Agent/Broker or their designated representative must be present for the entire scheduled Tour.
13. Vacant houses must be identified as vacant and listed as such in the Tour Sheet remarks. The Agent/Broker or their designated representative is encouraged to be present during the scheduled Tour hours. If not attended, the property must have a visible working lockbox.
14. If the house is “staged” or furnished, it is **NOT** considered vacant for the purposes of Tour and must be attended by the Agent/Broker or their designated representative.
15. Drive-by properties and Status 2 and 3 properties must be specifically noted as such in the Tour Sheet remarks.
16. Retours are only allowed after a 30-day period has elapsed since the last Tour.
17. Retour 30-day exception is if a property has had a 5 % (+/-) price change or a status change on the MLS.
18. Alcoholic beverages are not allowed at properties during Tour.
19. Tour Cancellation – If an Agent/Broker needs to cancel the property Tour:
 - a. The agent must make every attempt to cancel the property Tour on MLS Listings BEFORE the computer deadline, so that it is not published on the Tour Sheet.
 - b. If an Agent/Broker needs to cancel the Tour and it is AFTER the computer deadline, the property will still show on the Tour Sheet, so the Agent/Broker must make every effort to inform the other agents prior to the Tour, have an announcement made at the Tour Marketing Meeting (if applicable), AND place a visible sign at the property indicating that Tour is cancelled.

Violation of the Broker Open Tour Policy may result in fines administered, as per SCCAOR guidelines, by the SCCAOR Professional Standards Committee.