



MLS Marketing Meeting & Caravan Rules & Regulations



CARAVAN

1. The MLS Caravan Meetings are held on Wednesday, at 8:45 a.m. until 9:30 a.m. at the Masonic Center, 50 W. Duarte Road, Arcadia.
2. Deadline for including listings on caravan is Tuesday, at 10:00 a.m. prior to the next caravan meeting.
3. Houses listed on caravan sheet must be held open from 10:00 a.m. until 1:00 p.m. by an agent.
4. **ONLY VACANT** homes with a lock box may be held open without an agent present.
5. The agent, or their representative, must be present at the meeting to pitch the listing.
6. If an agent, or representative, is not present at the caravan meeting (no show), the listing will be removed from the caravan and the Agent will be fined \$25. No further caravan requests will be accepted until fine is remitted.
7. Add-ons to the caravan sheet are **NOT** permitted. Only listings submitted properly for caravan and typed on the caravan sheet shall be included. Listings pitched with a New Listing Form or flyer at the Caravan are not to be held open for tour that day.
8. All listings pitched must be able to be found within the CRMLS Matrix system.
9. Listings can be re-submitted for Caravan every 30 days or when there is a 5% reduction in list price.
10. When pitching your caravan listing, only state facts **NOT** provided on caravan sheet, i.e. reason for selling, (don't get too personal) etc. **NO announcing commission.**
11. Listings on the caravan sheet are to be pitched in numerical order (unless otherwise stated).
12. A maximum of 15 seconds is allowed for each pitch, or as may be designated by the M.C.
13. **NO ALCOHOLIC BEVERAGES** are to be served at caravan open houses.
14. Flyers are to be placed in properly designated areas at the back of the room. No flyers will be allowed that are in violation of the MLS copyright. Please take left over flyers after the caravan meeting. Flyers may **NOT** be distributed while the meeting is in process.
15. It is the policy of the AAR that all written advertisement at any AAR function must be in English, and if desired, in both English and the second language with the wording in the second language corresponding to English. (AAR Policy Manual 301.05)

OTHER PITCHES

16. New Listing Forms or Property Flyers are required in order to pitch new listings, price reductions, back on the market, pitches and wants that did not make it onto the physical Caravan list.
17. New Listing Forms are available for free at the Caravan meeting.
18. When pitching these listings, state facts **NOT** provided on New Listing Forms, i.e. cross street, reason for selling, etc.
19. Time limit for other pitches will be set by M.C.

