



MLS Marketing Meeting Rules and Regulations for Hybrid In-Person & Virtual Zoom Meetings

1. The MLS Marketing Meetings are held both in-person and virtually via Zoom on Wednesdays beginning at 9:00am.
2. The in-person meetings are held at the Arcadia Masonic Center, 50 W. Duarte Road. We encourage you to check with your broker and/or manager for their individual office policy on open houses. Proper showing and open house guidelines and protocols should always be followed and can be [viewed here](#).
3. The firm deadline to submit listings are Tuesdays at 10:00am.
4. Listings must be submitted via online registration found at TheAAR.com or email the PDF form to the Association at caravanrequest@theaar.com; **NO fax submissions or voice mail requests will be accepted.**
5. Price reductions and Back on Market listings are still being accepted however they must now be submitted in advance in the same manner as new listings
6. **Listings must be completed in the MLS and active 24 hours prior to the Tuesday's deadline.**
7. Listing must be in Active or Coming Soon status on MLS.
8. The agent, or their representative, must be present either online via Zoom or in-person to present the listing. Advance notice is not needed whether you choose in-person or online!
9. If the listing agent or their representative is not online to present your listing, the listing agent will be fined **\$25** (with funds going to charity) and no further listing submission requests will be accepted until the fine is remitted.
10. Add-ons to the Caravan sheet are not permitted. Only listings submitted prior to the deadline shall be included.
11. **All listings pitched must be able to be found within the CRMLS Matrix system.**
12. Listings can only be re-submitted to be presented every 30 days or when there is a 5% reduction in list price.
13. When presenting your listing, only state facts that are **NOT** provided on the listing sheet, i.e. reason for selling, (don't get too personal) etc. **NO announcing commission.**
14. A maximum of 15 seconds is allowed for each pitch or as designated by the meeting MC.