

Open House Tour Program

The SCCAR Open House Tour is held every Thursday as follows:

<u>AREA</u>	<u>TOUR HOURS</u>
23-43	9:30am-12:00noon
44-51	12:30pm-3:00pm
52-59, 185 & 199	1:30pm-4:00pm

Tour Deadline 2:00 Tuesdays

Please enter the tour date in the *Tour 1* or *Tour 2* field on your listing and choose **SCCAR** in the MLS Listings Inc. System

For example: Tour 1: 08/01/2013

If it is a new listing, enter an exclamation point as the first character in the tour remarks. Then without a space enter your tour remarks. (Your listing will not show up on the Tour Sheet as a 'NEW' listing unless you enter the exclamation point. By doing so, it will prompt the 'New' field in the Association's tour program.)

- Non-Association Members – Cost \$25 for each tour submitted. Payment must be received by 9 am the Wednesday before the tour or the property will be removed.
- Cancellations will not be refunded.
- **Extending TOUR HOURS:** Please indicate in the “REMARKS” section.

WHO MUST BE PRESENT AT AN OPEN HOUSE: The listing agent or a representative meeting the requirements of the Bureau of Real Estate **MUST** be present during the Open House. If someone other than the listing agent is present, it must be noted in the “REMARKS” field.

BRE: A non-licensee can "sit" at an open house, pass out sales and promotional literature, and/or direct a potential client to a licensee for further discussions. However, a real estate license is required to discuss the terms of a real property transaction and/or the specific housing needs of a potential client.

If no one present, you may be subject to a \$100 fine

Please report cancellations to the Association office by 4:00pm Wednesday prior to the tour, as that is when they are posted to the website. If an emergency occurs after that time, please call our office (831) 464-2000 and leave a message with the MLS#, Area and Address or email this information to admin@mysccar.org

You can download the tour from our website at www.mysccar.org by Wednesday morning before the Thursday tour.