

**NEAR Caravan/ Broker Open House Rules**  
**As approved by the Board of Directors March 23, 2007**

NEAR runs a weekly REALTOR® Caravan in Andover and North Andover on Tuesdays, starting at 9:30 AM. Other abutting towns (to Andover/North Andover) added to this Caravan will be placed either before or after the regular tour hours at the discretion of the Caravan Coordinator (see below). NEAR does not guarantee visitation of your Caravan listing. It is solely up to the individual agents as to what properties they choose to visit.

**Access** to adding properties to the NEAR Caravan is through MLS-PIN.

A complete listing must be entered with directions and the Caravan date under broker tour by 5:00 PM on Friday prior to the desired caravan, or by Noon on Thursday if the NEAR office will be closed on a Monday due to observance of a holiday. This is the same deadline for **notifying the Caravan Coordinator** (currently Larry Wangerin at 978-470-1030) **if a listing from an abutting town to Andover/North Andover is requested to be on tour** (beginning or end).

**Participation** is free for all NEAR REALTOR® members whether you are touring or adding a new listing to the tour.

1. All properties listed by NEAR REALTOR® members may appear on the NEAR Caravan free the initial time.
2. Only REALTORS® may participate.
3. REALTORS® from other Boards who would like to participate in the NEAR Caravan will be charged a \$25\* fee to add a property to the NEAR Caravan list.
4. **A REALTOR® licensed in Massachusetts must be in attendance at the property in order for it to be included on the NEAR tour.**
5. The REALTOR® hosting the open house should arrive no later than 15 minutes ahead of scheduled time and stay as long as agents continue to arrive to tour the property.
6. The listing agent is responsible for checking MLS-PIN, prior to Caravan deadlines, to be sure that the information was saved, and if not, they should enter it again.
7. The repeat appearance of a property will be allowed after four weeks for a fee of \$25\*. If a property has not been listed on Caravan for 90 days, the property may be listed again at no charge (with a \$25 charge to repeat after 4 more weeks).
8. A property may be on Caravan only once in any 4-week period.
9. No properties can be added to the middle of caravan once the list is completed and distributed. There is a fine of \$25\* should this happen.
10. New Construction should be placed as a drive by viewing, initially, if walls are not up to define the floor plan. An open viewing may be added at a later date, at no fee. In this case, designate a drive by using the comments section of the tour function and type "Drive-by Only."
11. Drawings and refreshments should be noted in the tour function comments section. To be fair to fellow REALTORS® whose listings follow properties offering refreshments, full luncheons are considered inappropriate as they disrupt the timing and flow of the Caravan.

**Deleting** of any listing from Caravan must be done prior to 9:00 AM on the Monday prior to Caravan day. All changes must be brought to the attention of the Caravan Coordinator (currently Larry Wangerin at 978-470-1999).

If a property open house that had been listed on the tour is cancelled after 9:00 AM on Monday, then the listing agent must call all member firms to notify them of the change, put a sign at the property, call the listing agent of the 1<sup>st</sup> and 2<sup>nd</sup> houses scheduled so they can divert agents, or be at the property to divert agents.

**Any non-compliance with Caravan Rules** will result in a \$25 fine to be credited to the REALTOR Crisis Fund. Any continued violations of the Caravan rules after a final, written warning to the Designated REALTOR of an office will result in that office's suspension from Caravan privileges for 30 days.

**Every effort is made to** post the Caravan schedule to [www.massnear.com](http://www.massnear.com) by 2:30 p.m. on Monday. It may be viewed on Broker Tour in the 'Member's Only' section.

**Cancelling:**

1. Caravan will not be held if, due to inclement weather, school is cancelled in either Andover or North Andover.
2. There is no Caravan on the week between Christmas and New Years.

*\*(All fees from the NEAR Caravan are credited to the NEAR REALTOR® Crisis Fund).*