

## **TAOS MLS TOUR GUIDELINES** (Amended 2025):

The purpose of the tours is to allow REALTOR® members to show their new listings to other members, and to preview new inventory, but also to give constructive feedback to the listing broker as it relates to price, condition, suggestions, etc.

The following is a list of guidelines governing the Enchanted Circle Association of REALTORS®, Inc. (ECAR) Multiple Listing Service (MLS) tours in the Taos area, defined as Tour Zones:

Tours will be scheduled by the MLS Committee at monthly meetings, for every other Tuesday, and posted on the Paragon home page. Tours are scheduled April through October.

- a) Only REALTOR® members who are MLS Participants are allowed on the tours.
- b) It is recommended to have 8 listings on each week's tour, and a minimum of 5 listings to have a tour. The number of listings allowed on the tour is up to that week's tour person.
- c) If there are more than 8 listings submitted for a tour, new listings never been seen will have priority. If a property has been shown within one year, regardless of whether it is a new listing for that Participant, it may not be put on tour. If, however, considerable changes (i.e., permit required) have been made to the property, it will be up to that week's tour person to decide if the listing will be eligible to be on tour.
- d) Property under construction must be framed and enclosed before it can be on tour. The property may be on tour again at completion. New Listings will be given priority if the tour is full.
- e) All submissions for regularly scheduled tours must be submitted via the Taos Tour Submission Form accessed through the link on the Paragon home page. Submissions for the tour will be accepted no earlier than 8:00 AM on the Monday of the week before the actual tour and no later than 12:00 noon on the Thursday preceding the Tuesday tour date. It is up to that week's tour person to allow additional listings after the deadline.
- f) Far zone tours will be announced separately, and will generally be held on Thursdays. Guidelines and directions for submitting listings for the Far tours will be included in the announcement.
- g) The tour person will evaluate all submitted listings for eligibility, set the order of the tour, prepare the ordered list of listings on the tour, and provide copies of the tour list at the designated starting point for the tour and send to ECAR office to post.
- h) If a listing is scheduled for tour and a purchase agreement is accepted before the tour, the listing must be removed from the tour as soon as possible. Cancellation without penalty by Monday, noon. If not canceled by noon, the listing broker will receive their 1st strike. After the 2nd strike, the listing broker will be fined \$50.00. The tour person may then consider substituting a listing in the order in which it was received.
- i) Tours will generally start at the ECAR board office. We encourage carpooling. The listing broker or a licensed representative must be in attendance at the ECAR board office or other designated starting point. If the listing broker does not plan on being at the ECAR office or designated starting point before the tour, the broker must call the tour person before 8:30 AM, to let them know where they will meet on the tour, if the listing broker is not at the starting point and does not call tour person by 8:30 the listing will not be shown, and the listing broker will receive their 1st strike. After the 2nd strike, the listing broker will be fined \$50.00

j) Listing brokers are limited to 3 listings per tour. This maximum of 3 listings per listing broker guideline shall only apply when there are more than 8 listings submitted for the tour, and only if necessary, to allow every other eligible listing submitted for a tour an opportunity to be shown.