

## **ANGEL FIRE MLS TOUR GUIDELINES (Amended 2025)**

The purpose of the tours is to allow REALTOR® members to show their new listings to other members, not only 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. Multiple Listing tours in the Angel Fire area, defined as Tour Zones.

Tours will be scheduled by the MLS committee at monthly meetings for every other Wednesday, and posted on the Paragon home page. Tours are scheduled May through Sept.

- a.) Only REALTOR® members who are MLS Participants are allowed on the tours.
- b.) It is recommended to have 5/8 listings on each week's tour, and a minimum of 3 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, new listings will have priority. If a property has been on tour within one year, regardless of whether it is a new listing for that REALTOR, it may not be put on tour. If considerable changes have been made to the property (i.e., permit required), it will be the decision of the week's tour person to decide if the listing will be eligible to be included on the 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 tour must be submitted via the Angel Fire Tour Submission Form accessed through the link on the Paragon home page. Submissions for the tour will be accepted no earlier than 2:00 pm on Wednesday, one week before the actual tour, and no later than 5:00 pm on Saturday preceding the Wednesday tour date. It is up to that week's tour person to allow additional listings after the deadline.
- f.) 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 and send it to the ECAR office to post.
- g.) If a property is scheduled for tour and a purchase agreement is accepted before the tour, the property 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.
- h.) Angel Fire lots will not be included on the tour. Land may be included if there is a house on tour in the subdivision. Example: Taos Pines house on tour; a new land listing in Taos Pines can also be on tour. Inclusion of land will be determined by the tour person for that week.
- i.) Tours will generally start at Central Plaza and depart promptly at 9:00 am to begin the tour. We encourage carpooling. The listing broker or Licensed representative must be at the designated meeting location. If the listing broker does not plan on being at the designated meeting location, the broker must call the tour person by 8:00 am to let them know where they will meet the tour, if listing broker is not a starting point or does not call

tour person by 8:00 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 shall only apply when there are more than 5/8 listings submitted for the tour, and only, if necessary, to allow every other eligible listing submitted for a tour an opportunity to be shown.