



## **POLICY & ETIQUETTE FOR CARAVAN**

### **Caravan Policy:**

- 1. Frequency of Caravanning a listing: Once in six (6) months if the listing changes offices. Once every (12) twelve months if listing is within the same office. Homes under construction or remodel will also have to follow these guidelines. Any cancellation of homes after the Caravan Mtg has been adjourned will be considered as already Caravanned.**
- 2. Number of homes on the Caravan Schedule/Sign up time: Limit the Country Caravan Sheet to (6) six properties and the City Caravan Sheet to (10) ten properties. If a Combined Caravan, the limit is (10) ten properties. MLS Chair has discretion to make changes as he/she feels necessary. Listings must be in the MLS System in order to be on the Caravan Route by 7:00 A.M. the day before Caravan. Listings not entered into the computer or turned into the Association Office are not eligible for Caravan.**

- 3. Boundaries for City/Country Caravans:  
City Boundaries:**

**Eastern: To the Railroad Tracks on Johnstonville Road.**

**Western/Southern: Richmond Rd. to the Gold Run Rd. intersection. (Gold Run Rd. is Country, Gold Crest is City). Susan Hills to the South, West on Gold Crest. Includes Lake Forest Estates and Hwy. 36 to the intersection of Hwy. 44. No property is caravanned past Hwy. 44**

**Northern: To Hagata Rd.**

### **Country Boundaries**

**On Hwy. 395 North towards Ravendale, we will travel no further than 25 miles from the City of Susanville.**

**On Hwy. 395 South, Milford Grade is the limit.**

**Up Gold Run Rd., to the end of the pavement, includes Golden Lane.**

**Richmond Rd. past Gold Run, including Golf Course area.**

- 4. Commercial Property will not be Caravanned unless a residence is involved.**
- 5. Weekly Caravan Meetings should begin promptly at 9:00 A.M. If an agent has a property signed up for Caravan, she/he must be present at the meeting or have made arrangements with their Broker or another member, or the property will be cancelled for that Caravan.**

6. **Brief announcements or rental information are appropriate at the meeting. If pitching a new property, please keep it brief.**
7. **Proceed to each Caravan properly as quickly as possible. To be fair to Agents and property owners, please make every effort to complete the entire Caravan.**
8. **There will be no routing changes or cancellations after we leave the Caravan Meeting.**
9. **Caravan Meetings are open to Agents/Affiliates belonging to the MLS.**

### **Caravan Etiquette:**

1. **Listing Agent is to alert owner/tenant of date and approximate time for Caravan. Listing Agent to be prepared to pitch the property as soon as the group is assembled.**
2. **Agents, make an effort to gather promptly at the property.**
3. **Listing Agent, keep your pitch brief – a minute should be sufficient.**
4. **While Listing Agent is pitching the property, please be courteous and attentive. Do not enter the residence until the Listing Agent has finished the pitch.**
5. **Remember to conduct yourselves in a professional manner. The owner/tenant might be present, please keep negative & derogatory comments about the property to yourself. Avoid jokes about other people and the property, etc. Do not discuss the price, whether good or bad, with the owner/tenant. Refrain from touching items in the home.**
6. **If you need to use the bathroom, check with the Listing Agent to make sure this is all right. Make certain the home has not been winterized.**
7. **Leave your business card at the home, preferably on the kitchen table or a living room coffee table. Do not leave your card in any bedroom or bathroom.**
8. **Do not bring children or guests on Caravan.**