

# Affiliate Host Guidelines

## How to become a host

Only current strategic partners with the Women's Council of Realtors are eligible to host a property. The Tour Coordinator will email all strategic partners the Friday prior to tour looking for available hosts. Please reply only if you are available. Being available does not guarantee a hosting opportunity. Hosts will be notified by Tuesday morning if they will or will not be hosting on Wednesday. If you are not given a host position you will automatically be on the waiting list for future host opportunities. Hosts may not request specific properties or listings agents, in an effort to maintain fairness with our strategic partners.

## What to do when hosting

- Communicate with the Listing Agent to whom you are assigned **prior to Wednesday morning**. You may want to ask for a little information about the property you are holding open. Make sure you write down the listing agent's cell phone number AND the access information for the property (lock box code). To quickly find Realtor® contact information visit: <https://nmls.com/realtors>
- Attend the haves and needs meeting from 8:10-9 at Aspire North on Wednesday morning and pick up any materials from the listing agent- like feedback forms, sign-in sheets and MLS data sheets. **It is the responsibility of the list agent to prepare these materials for you.** During Haves and Needs please introduce yourself, your business, and the home you will be hosting.
- When the agents begin presenting tour properties, affiliates are excused to quietly leave and travel to their properties. Some agents tour from 9-11, but do not attend haves and needs. Therefore, affiliates should try to have their properties open by 9.
- When you arrive at the property unlock the door, turn on lights and set out feedback forms, sign in sheets and a brochure or two about your business.
- Greet agents as they arrive, ask them to sign in and provide them with any information you or the listing agent may find relevant. Sometimes you may be asked by the listing agent to give people helpful reminders i.e. to take their shoes off, to make sure they check out the apartment above the garage, ask people to keep a basement door closed...
- Please be mindful of the property and that you are representing it on behalf of the listing agent.
- At 11:00 when you leave the property make sure ALL DOORS ARE LOCKED, lights are turned off and you take the feedback forms and sign-in sheets. **LEAVE NO TRACE.** If you need to communicate anything to the seller, please do so through the listing agent. Please make them aware if anything occurred during tour they may want to know- for example a cat got out of the house, a vase broke or there is a mud puddle at the front door from the agents coming in and removing their shoes.
- Return the tour sheets to the listing agent's office. Please do not leave them for the homeowner on the counter, as the agent will want to review it prior to discussing their feedback with the homeowner.

Contact the Tour Coordinator: [wcrhosttc@gmail.com](mailto:wcrhosttc@gmail.com)

Contact the Tour Director: [wcrhometourtc@gmail.com](mailto:wcrhometourtc@gmail.com)