

WCR Home Tour Guidelines

1) To submit a request to tour, just e-mail the link from Paragon to wcrhometourtc@gmail.com. It will then be added to the tour queue for that direction (See #6 about tour direction) Listing agents, or a designated representative, **must be present at the Haves and Needs session** to present their property for tour.

2) One of the most valuable parts of tour is the feedback for Listing Agents and their sellers. Listing agents are responsible for having Sign in sheets and Feedback Forms for their affiliate hosts. Sign in sheets and feedback forms are easily printed off the WCR website. <http://wcrnorthernmichigan.wildapricot.org/page-18060>. It is also helpful to have an MLS sheet available for the host, so they can answer questions.

3) **If a house is vacant** and the listing agent requests an affiliate host it is the Listing Agent's responsibility to

- make sure the driveway is plowed and walk shoveled
- make sure there is heat in the house
- make sure there is a chair or other creature comfort
- make sure utilities are on so facilities can be utilized if necessary

These rules are to show appreciation to the host for their time and commitment to helping us sell our inventory. Failure to follow these rules can result in suspension of tour privileges.

4) In most cases we do not re-tour listings, unless of course we have a light week and are driving by.

5) A preliminary tour is posted the weekend before scheduled tour. It is the only notice listing agents will get regarding their property being on tour. It is the listing agent's responsibility to review the tour list, verify property availability and make arrangements for hosting. The Tour Coordinator will coordinate hosts, but the listing agent must verify they would like a host. This makes it possible for the LA to tour the other properties. The Tour Director can be reached at wcrhometourtc@gmail.com.

6) There will not be a scheduled date of tours posted. Tour direction is based on requests and is not determined until the preliminary tour is posted. Requesting a certain direction will not result in a deviation from the process, as we are trying to maximize the number of properties that get exposure on tour. If a certain area is consistently not having enough demand, a tour will be made so it will not go un-toured for too long.

7) Haves and needs session starts at 8:10 am. The objective is to give agents a time to introduce their inventory i.e.: new listings, price reductions, buyer prospects and special events. Affiliates are encouraged to introduce themselves and share any insight their industry may have; this enhances our market knowledge and in the long run our clients. This is a perfect opportunity to speak to 30 - 50 area professionals. The Haves and needs session has a goal to be out of the room by 8:50 am. This gives us time to spend getting to the houses on tour and spend our most productive 2 hours of the week working in our business to develop market and inventory knowledge.

8) WCR Home Tour is for the Aspire North membership exclusively. WCR members may put as many listings on tour throughout the year free. Aspire North members who do not belong to the WCR may invoice \$25.00 to have a property on tour. If they pay their fee in advance of tour a discount of \$10.00 may be taken but if it is not paid in advance, or if the listing agent does not show up for tour, the fee is \$25.00. If the listing agent does not pay the fee they will not be able to utilize this tool until all back fees are paid. Fees will be mailed out via the Wild Apricot invoice system and are payable via credit card, cash or a check payable to WCR (for a tax-deductible business expense) and given to the Tour Director.

9) Affiliates who host properties must be a WCR member in good standing.

10) Homes must be vacated by the home owners from 9-11am the day of tour. Please make sure you have permission from the home owner **prior to** requesting the home to be on tour.