

**New Braunfels/Canyon Lake Association of REALTORS Tour Guidelines**

**Wednesday Mornings- Leaves promptly at 9:00 a.m.**

**Meet at the New Braunfels/Canyon Lake Association of Realtors Office Parking Lot  
1000 North Walnut Ave., New Braunfels, TX 78130**

1. Eight properties will be previewed each Wednesday morning.
2. Only 2 listings per real estate office and 1 listing per agent allowed every week. Exceptions may be granted by the Tour Coordinator in the event that the tour is not full.
3. Each week we will alternate from three areas of town. Southeast, West & Northeast (See attached map). If tour is cancelled due to bad weather or holiday, we will repeat the same area of town the following week. If tour is cancelled due to lack of properties to show, we will rotate the following week.
4. Each property may be scheduled for tour only once in a twelve month period. A change in Listing Agent does not qualify for showing.
5. Tour properties should be located within a 12 miles radius from the center of IH-35 & Loop 337. If a property is outside the 12 mile radius, the property may be added to the end of the tour. Attendance will be optional for the property.
6. Both residential and commercial properties are allowed on tour.
7. Properties are scheduled for tour by the Listing Agent, Team Member or Licensed Real Estate Assistant on a first-come, first-serve basis beginning the Wednesday preceding the tour date. All properties must be submitted by 5:00 pm the Friday before the tour date by e-mail to the Tour Coordinator so received date & time noted. Please send the Tour Coordinator a link to your property from Navica.
8. If you want to cancel a scheduled property, please do so promptly so that other agents may have an opportunity to schedule their properties.
9. If your property goes under contract/option, please notify the Tour Coordinator immediately. You will have the option to replace your property with another listing or relinquish your spot to another agent.
10. Agents from other boards may participate on a limited basis, with New Braunfels agents always having priority. Agents from other boards shall follow all tour guidelines.
11. For those who arrive late to tour, a list of tour properties will be left at the front desk of the board office.
12. Every agent is encouraged, and as a courtesy to other agents, to plan to attend all 8 properties scheduled that day.
13. All properties allowed on tour must be in "showable" condition and MUST NOT have any hazardous conditions. This is left up to the discretion of the Tour Coordinator. If you have a questionable property, please confer to the Tour Coordinator. A preview may have to be done prior to it being on tour.
14. If the Listing Agent cannot attend their property on tour, they may send a licensed real estate agent from their office or their real estate assistant.
15. If the Listing Agent drops their property or does not attend all properties on tour more than 2 times in a calendar year, they are prohibited from having any properties on tour for one year.
16. All Listing Agents are responsible for their own Comment Sheets for their property.
17. The last property on tour will be given the opportunity to provide lunch either by the Listing Agent or the Affiliate of their choice. This lunch is optional and attendance is not required. As a courtesy please notify the Tour Coordinator if you plan on serving lunch at your property.