

Malibu Association of REALTORS
CARAVAN/OPEN HOUSE - RULES & PROCEDURES

1. CARAVAN: Thursday, 9:30 a.m. – 11:45am. A NEW listing may appear on Caravan only 3 times within the first 180 DOM. If a property is submitted more than 3 times OR it is more than 180 DOM (even it has never previously appeared) it will AUTOMATICALLY be moved to Open House. Property must be located on the correct side of the EAST/WEST boundary. See schedule on website for East/West weeks. Caravan will be organized and published according to driving sequence. Listing must be verifiable in CARETS (or copy of signed listing agreement should be sent BEFORE that week's deadline to M.A.R. info@maliburealtors.org).

EAST/WEST DIVISION: WEST is anything west of Latigo Canyon Road. EAST is anything east of, and including, Latigo Canyon Road AND roads/streets entered via Latigo Canyon Road. CARAVAN SCHEDULE may be obtained at www.maliburealtors.org.

The acceptance and order of properties published in Caravan / Open House are at the discretion of M.A.R. and the Caravan Publisher.

2. TOPANGA CARAVAN (Area 27 Only): Thursday, 9:30 a.m. - 11 a.m. weekly. Same rules apply as "Caravan" above. You may only list a property in one Caravan section. (Caravan or Topanga Caravan).

3. OPEN HOUSE: Thursday, 12:00 Noon - 2:00 p.m. Open House listings can be located in either EAST or WEST side, there is no limit to the number of times a listing may be placed in Open House and no restriction regarding DOM. Property MUST be an active MLS listing verifiable in CARETS, or agent should send detail report/copy of listing agreement to M.A.R. before the deadline.

4. PARTICIPANTS: All properties MUST BE HOSTED by a licensed agent or a qualified representative. Clients/customers are welcome with PERMISSION from listing agent and must be accompanied by an agent. The Malibu and Topanga Caravans/ OH are a benefit available to M.A.R. Primary and Secondary Members who have unlimited use, or non member REALTOR participants in good standing at any association located in California, who have paid M.A.R. a one time (one week) usage fee per listing.

5. DEADLINE: Deadline for members submitting entries is always 3:00 p.m. on Monday for the coming Thursday. Entries can be made the entire week before the deadline from any computer with internet access. **Late submissions will not be accepted.** Non member participants must submit listings by **12 NOON ON MONDAY**, (or by the prior Friday at noon if Monday is a holiday). No exceptions will be made. Certain holiday weeks will have no Caravan; this is noted on the Caravan Schedule.

6. SUBMISSION: Members enter properties online at www.maliburealtors.org (log in with ID /password, then click on the CARAVAN TAB, then click SUBMIT Caravan.) All fields are required and instructions are posted. Incorrect or improper submissions may be deleted. Print and save your confirmation page. Non-member participants **DO NOT** have M.A.R. online access and may make submissions on Caravan/OH by using a form (found at www.maliburealtors.org).

Submissions can only be made by members or participants shown on the listing agreement. Using an M.A.R. membership account to list a property on Caravan and/or Open House for anyone other than themselves is a violation of M.A.R. membership rules and may result in a review by the Professional Standards Committee and Board of Directors, and may result in possible termination of membership, with no refund of dues or fees paid.

7. CANCELLATIONS: Check "RAIN CANCELS" box if you plan to cancel due to rain or inclement weather. If you are unable to hold a property open, contact the M.A.R. office. M.A.R. can update the online publication, but cannot stop the listing once it has been viewed or printed by members. M.A.R. will send one e mail before Caravan to notify members of cancellations. M.A.R. never accepts late additions or notifies members of late

additions. Members may notify offices themselves by using the paper form “**Caravan Cancellation/Addition**” which can be obtained from M.A.R.

To CANCEL a listing once published: Place a "CANCELLED" sign conspicuously on the property, AND one on PCH the day of Caravan/OH. The signs MUST be clearly visible.

The weekly EAST/WEST schedule never changes due to weather conditions. Submissions entered for one week will never carry over to the following week, even due to inclement weather or other extenuating circumstances. Submissions are only valid only for one week’s publication and will never carry forward to another week.

8. ADDITIONS: If you miss the Caravan submission deadline, you can call the Association office to obtain the **Caravan Cancellation/Addition** paper form. It is your responsibility to notify offices/agents of your addition by phone/fax/email. It will not appear on the Caravan/OH publication.

9. DRIVE-BY’S: There are absolutely NO “Drive-By Listings” on Caravan or Open House. The listing agent or their assistant must be present.

10. DISTRIBUTION: The Association office will publish Caravan/OH for all members to view online prior to Caravan date. To view the current caravan, login with your ID and password, click on the CARAVAN TAB, and then click on VIEW CARAVAN. Members may print the caravan by clicking on PRINT CARAVAN. Distribution is otherwise prohibited. The most recent version of Internet Explorer is required. No additional software is necessary.

11. LIABILITY: The listing agent agrees to indemnify The Malibu Association of REALTORS®, its Directors, officers, members, participants and employees from all claims, demands, or liability and the cost of defense against such claims, demands, or liability from any person or entity that may arise during, or caused in any manner by, participation of the property on The Malibu Caravan/OH Publication.

The Malibu Association of REALTORS® prohibits members from offering alcohol in the Caravan/Open House publication and also prohibits the serving of alcohol at any Caravan or Open House Property to any member of M.A.R. or the public, or in any other manner associated with Caravan/Open House.

(Revised 3/11)