



ARCADIA

ASSOCIATION OF REALTORS®

AAR MLS Marketing Meeting (Caravan) Request Form

Property MLS #: _____ Property Type: _____

Address: _____ City: _____ Area: _____

List Office: _____ Agent: _____

Office Phone#: _____ Caravan Date: _____

CARAVAN DEADLINE: TUESDAYS at 10:00 a.m. for WEDNESDAY Caravan!
Agent or Representative must be present at MLS Caravan meeting to promote the listing or the listing will be removed from caravan and a \$25 fine will be imposed.

Important:

1. Caravan must be submitted via online registration or fax the PDF form to the Association at 626.446.4072; **NO direct email submissions or voice mail requests can be accepted.**
2. Listing **must** be completed in the MLS with photos uploaded **prior** to Caravan deadline. **(For iTechMLS users, please have your listing uploaded and active 24 hours prior to the Tuesday's deadline.)**

AAR MLS Marketing Meeting (Caravan) Information:

Wednesdays: 8:45 a.m. - 9:30 a.m.

Arcadia Masonic Center: 50 W. Duarte Road, Arcadia, CA 91006

Some of the Caravan Rules - Revised 04/15

1. Houses listed on caravan sheet must be held open from 10:00 a.m. - 1:00 p.m. by an Agent/Representative/Owner. Only vacant homes may be on lockbox.
2. NO alcoholic beverages.
3. Fax signed MLS Caravan Request Form or submit Online MLS Caravan Request Form to the Arcadia Association by Tuesday, 10:00 a.m. for Wednesday Caravan.
4. If an agent, or representative, is not present at the caravan meeting to promote the listing (no show), the listing will be removed from the caravan and the Agent will be fined \$25. No further caravan requests will be accepted until fine is remitted.
5. Listings can be re-submitted for Caravan every 30 days or when there is a 5% price reduction in list price.

I understand and will comply with the Caravan Rules as stated above.

Print Name: _____ Agent ID: _____

Signature: _____