

## Caravan Guidelines

1. There will be a total of two (2) food ads allowed for each week's Caravan – 1 lunch & 1 dessert. Please contact the Board to get your food on the calendar. It will be scheduled on a first come-first serve basis. If request is sent in via email or fax, email receipt times and fax receipt times will be used in this decision. *(This not only allows two agents to offer something extra at their Caravan listing, but it also allows agents to each offer something different – attracting agents to BOTH listings.)*
2. The Caravan should only be used to exhibit property as a "new listing" and for one-time only. However, if there is a significant change in the listing, the agent may run it again at a later date. Examples: price reductions or significant renovations *(new paint throughout, new flooring, etc.)*
3. Gift cards, drawings, and other items can be given at listed property.
4. Winners of caravan drawings will be awarded those winnings within 7 days of the caravan, or before the next week's caravan. Please notify the AE within 7 days of the caravan of your winner(s) or lack of winner(s). *Revised 11/3/16 per BOD.*
5. Caravan time is from 10:00 am til 2:00 pm unless otherwise noted on the Caravan Request Form

### **To Place Your Listing on Caravan:**

- + Complete ALL INFORMATION on the Caravan Request Form and fax or email to the Board office NO LATER than 11:00 am Monday morning. The sheet must be completed legibly to be placed on Caravan. The A.E. will contact the Agent should there be any questions. Any forms faxed/emailed after 11:00 am on Monday will be placed on the NEXT week's Caravan.
- + Once A.E. receives the Caravan form, she will send out an email confirmation to the Agent listed on the form. Should you NOT receive a confirmation email by 11:30a on Monday, please contact the A.E. immediately.
- + The only time a revision to Caravan will be sent out is if there is an error by the A.E or other reasons strictly left for the A.E. to decide.

### **Removing a New Listing from Caravan**

- + There are a number of reasons a listing may need to be removed from Caravan. If you need to remove your listing from Caravan after you have submitted it to the A.E., you **must CALL or EMAIL** the A.E. and explain why your listing must be removed.
- + If you email the A.E., she will send you a confirmation email. If you DO NOT receive a confirmation email, you MUST CALL the A.E. to make sure that your listing has been removed.
- + If the final Caravan sheet has already been sent out to Membership, then the A.E. will send out another email stating your listing was removed from Caravan. Please remember that this MAY NOT stop agents from coming by since they have the listing on their first Caravan sheet. If the final Caravan sheet **HAS**

**NOT** been sent out to Membership yet, then your listing will simply be removed before the final sheet is sent out.

- ✚ If you need to add your removed listing to a future Caravan, you will need to resubmit a new Caravan Request Form to the A.E. on Monday by 11:00am.



# CARAVAN Request

## Fax Form 2017

CARAVAN runs from 10:00am until 2:00pm each & every Tuesday (unless otherwise noted).

***Requests must be received by 11:00 AM Monday for Tuesday's CARAVAN.***

**To:** Troup County Board of REALTORS®  
**Attn:** Mandy Brown, AE

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**From:** (Agent/Office)

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**Fax:** 706-884-2601

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**Agent Cell#:**

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**Phone:** 706-884-2600

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**Office Phone:**

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**Date of Request:**

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**Subject:** CARAVAN for Tuesday, \_\_\_\_\_, 2017

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**Property Address    List Price    Occupied/Vacant    Ga MLS#    Listing Agent(s)**

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Add'l. Comments: (door prizes, lunches, winners from last week, etc.)

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