

## General Membership and Caravan Guidelines

The Tehachapi MLS meets for General Membership and Caravans at 9:15 am at the locations designated. On the Wednesday before a Caravan, the routed list and map of homes will be emailed to members and contain the meeting location.

- **1<sup>st</sup> THURSDAY: General Membership Meeting– Location-TAAR office 803 Tucker Rd, Tehachapi, CA**  
There will be scheduled speakers. No caravan unless MLS Committee requests due to holidays, etc. Members will be allotted up to 5 minutes to give a property presentation or virtual tour for the outlying areas of: Caliente, Hart Flat, Hidden Oaks, Keene, Old West Ranch, Sand Canyon, Pine Canyon, Twin Oaks and Walker Basin. Presentations will be prior to guest speaker and will be limited to 5 listings with a maximum of 5 minutes each.
- **2<sup>nd</sup> THURSDAY: Bear Valley Springs – Location - Bear Valley Springs Realty office.**  
**Area routed and mapped by *Katie Gurnee*; Alternate, *Beth Hall*.**
- **3<sup>rd</sup> THURSDAY: Alpine Forest, Brite Valley, Cummings Valley, Indian Hills, Stallion Springs, SW Tucker & 202. Location– Is designated by caravan router and dependent on location of homes.**  
**Town – TAAR office parking lot; SS - Stallion Springs Community Multipurpose Center parking lot.**  
**Area routed and mapped by *Sally Lawrence*; Alternate, *Lanetta Ashmore*.**
- **4<sup>th</sup> THURSDAY: Tehachapi City, Golden Hills, Mountain Meadows, Oak Knolls, Old Town, NW Tucker & 202 – Location - TAAR office parking lot.**  
**Area routed and mapped by *Stacey Christy*; Alternate, *Anne Mulkins*.**
- **5<sup>th</sup> THURSDAY: Area To Be Determined - Location – Designated by router and location of homes.**  
Can be used for:
  - A Caravan that was canceled due to holiday, bad weather, or if there is a waiting list from an overflow in any area. (To be determined by the MLS Chairperson and MLS Coordinator).

### Exception:

Those weeks with just a few listings can be combined or blurred with those that are close together to create a caravan. These requests will be reviewed on a case by case basis (To be determined by the MLS Chairperson and MLS Coordinator)

### Guidelines:

1. Only REALTORS® and MLS participants may view the homes on Caravan. (This includes new agents that have passed the test and are waiting for BRE to mail their license to them.)
2. Properties may only be on Caravan once every 9 months.
3. Only Active, Active 3PA and Contingent Single-family homes (including manufactured homes) and condominiums qualify for Caravan.
4. New Construction MUST **be lockable** before it can be on Caravan.
5. Deadline for submitting a Caravan Input form for the current week's Caravan is **Tuesday, at 12 noon**. A property location map is not required, **but the accuracy of map pin placement in the MLS is required for routing.**
6. Association must be notified by **3:30 pm on Wednesday of current week** if property is being removed from the current week's Caravan, properties canceled after deadline will not be allowed on Caravan for nine months.
7. If a property is canceled after deadline and the agent wants property on Caravan before nine month waiting period a Request to Re-caravan' form may be submitted to MLS Committee for review and approval.
8. Agents with a property on Caravan MUST attend Caravan or send representative to open property. If they fail to do so, their property will be removed from the list and will not be allowed back on Caravan for nine months.
9. Should there be a need to cancel a specific caravan; the decision to cancel will be made by the MLS Chairperson and the MLS Coordinator by close of business the evening prior. Should caravan attendees choose to cancel

caravan at the meeting site for any reason other than unsafe weather conditions, the houses on caravan will be considered viewed and may not be on caravan for another 9 months. If caravan is cancelled due to weather, then listings will be placed on the next caravan for that area, with priority. Caravan Input Sheet will have the following notation added by Requested Date field: NOTE: During months of inclement weather, caravan listing dates will be considered tentative until the previous month's caravan has been completed. Once completed, a confirmed date will be sent.

10. The number of homes on any Caravan is limited to 10 homes, with a minimum of 4. However, if a caravan area develops an overflow, the number of listings allowed can be increased to 15, until the area is caught up. This will be determined by the MLS Chairperson and MLS Coordinator.
11. If Caravan is FULL with a waiting list and a property(s) is removed after the list has been sent and before withdrawal deadline, MLS Staff will call agent(s) on the waiting list to try and fill caravan. If property(s) is(are) added, a revised list and map will not be sent. MLS Staff will inform agents on current week's caravan of addition(s) and they will determine the added property(s) routing order at caravan meeting location.
12. Food and snacks are permitted on Caravans; however, alcohol is not allowed at any time on Caravan.
13. Broker's Open- Members can submit information for emailing to members to the MLS Coordinator. If Broker's Open is held on Caravan day it will not be included on the routed list or map. Members can view listing after they complete the current week's Caravan.
14. A special task force will plan and schedule a Community-wide Open House twice a year. Ideally to be held in mid-June and mid-October.