

## M.A.R. CARAVAN / OPEN HOUSE - RULES & PROCEDURES

**MALIBU CARAVAN: WEDNESDAY 10am – 12:30 pm.** NEW MLS LISTINGS ONLY (NEW=180 DOM or less).

A new MLS listing may be submitted, according to its location (east/west), three times max. in the first 6-months/180 days DOM. If a property is submitted more than three times in the first 180 DOM, or it is over 180 DOM, it will be automatically be moved to Open House. Caravan/OH will be organized by geographic location / driving order.

**MALIBU OPEN HOUSE: WEDNESDAY 12:30 Noon - 2:00 p.m.** There is no limit to the property DOM or number of times a property may be placed on Open House. Property must be currently ACTIVE in the MLS (or listing agent must submit copy listing agreement to MAR). A property may be located anywhere, east/west does not apply to Open House.

**MALIBU: EAST/WEST DIVISION: WEST** is anything west of Latigo Canyon Rd, including Latigo Cyn addresses with a street number of 2000 or less (often accessed via Kanan Rd). **EAST** is anything east of Latigo Cyn Rd, and incl. properties on Latigo Cyn Rd with a street number greater than 2000, AND properties on all other roads/streets entered via Latigo Canyon Rd. (Latigo Bay Shores is EAST). Caravan Schedule is on the MAR home page.  
Acceptance / order of properties published are at the discretion of MAR & MAR Caravan Publisher.

**TOPANGA CARAVAN THURSDAY (Area 27 Only): 10am – 12:30pm**, weekly. Same rules apply as “Caravan” (east/west does not apply in Topanga).

**PARTICIPANTS:** All properties MUST BE HOSTED by a licensed agent or a qualified representative. Clients/customers are welcome with PERMISSION from listing agent and accompanied by an agent. Caravan/OH is an MAR member benefit (Primary and Secondary Members). Submissions from non-member CA REALTORS are accepted for a fee (MAR home page).

**DEADLINE: Deadline for submitting all entries is always Mondays at 3pm even if Monday is a holiday. Late submissions can not be accepted**, the software will not allow submissions to be made after the deadline. No exceptions will be made. Certain holiday weeks will have no Caravan; see Schedule on home page.

**SUBMISSIONS:** Enter properties at [www.maliburealtors.org](http://www.maliburealtors.org) (log in, click CARAVAN, SUBMIT). Members will receive an email with a confirmation, which is not a final approval. Submissions can only be made by a listing agent or co-listing agent shown on MLS listing, their name will appear on the publication. Using an MAR membership account to add a property on Caravan and/or Open House for someone other than the person(s) whose name appears on Caravan can result in a membership review by the Caravan Committee and the Board of Directors.

**RAIN:** M.A.R.® does not cancel due to rain/weather. **Individual agents** are responsible for making the decision for their property (see “Rain Cancels” box on submission form). Agents should notify MAR of a cancellation until 4pm day before Caravan, MAR will notify members by e mail. Weekly EAST/WEST schedule will not change due to weather. There is no automatic carry over of a submission to any other week, entry is only valid the week of submission.

**CANCELLATIONS:** If unable to hold listed property open contact the MAR immediately. MAR cannot stop the listing once it has been published but will attempt to notify members by 4 pm the day before Caravan/OH. Members may also request the **Cancellation/Addition Form from MAR office. AGENT MUST:** place a “CANCELLED” sign conspicuously on the property, and on PCH (if applicable) the day of the Caravan.

**ADDITIONS:** If submission deadline is missed, agent may contact MAR office to obtain a Cancellation/Addition Form. It is the agent’s responsibility to notify offices/agents of late additions, they will not appear on the publication.

**DRIVE-BY’S:** Absolutely NO “Drive-By Listings” on Caravan or O/H. Listing agent or assistant must be present.

**DISTRIBUTION:** MAR will publish Caravan/OH, viewable online each Tuesday at noon. To view current publication log in with membership ID / password, click VIEW CARAVAN or PRINT for a pdf version. Distribution is otherwise prohibited, copyrighted material of MAR.

**LIABILITY:** MAR policy prohibits alcohol from being mentioned on the Caravan/Open House publication. Listing agent agrees to indemnify The Malibu Association of REALTORS®, its Directors, officers, members 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.

**SIGNS:** M.A.R. does not have or enforce a sign policy. Check regulations in each municipality you have listings. Excerpts from the City of Malibu sign policy regarding Real Estate [CLICK HERE FOR MORE INFORMATION](#)

Revised June 7, 2018