## Weekly MLS Property Tour Policy & Procedures

**Purpose:**

The South Padre Island Board of REALTORS (SPIBOR) hosts weekly property tours to facilitate the exposure of new listings in the MLS system to all MLS members. These property tours aim to provide a convenient and organized method for members to view and assess available properties.

**Tour Schedule:**

The property tour is conducted every Tuesday from 10:00 am to 12:00 pm. The last Tuesday of each month is specifically designated for properties located in Port Isabel, Laguna Vista, and Bayview. All other Tuesdays are reserved for properties located on South Padre Island.

Should the property tour coincide with a holiday when the board office is closed, the tour for that week will be canceled.

**Attendance Requirements:**

The listing agent or a licensed representative of the listing agent must be present at the property for the entire duration of the property tour.

The designated tour hours are strictly from 10:00 am to 12:00 pm, and staff will not promote listings outside of these hours.

**Listing Eligibility:**

Properties must be active listings in the South Padre Island MLS to be eligible for inclusion in the property tour.

**Submission Process:**

All MLS members will receive an email on Monday morning requesting property submissions.

Agents are required to submit property information either via email or phone to the MLS by 3pm for inclusion in the tour.

**Access and Instructions:**

Agents are required to provide gate codes or detailed instructions to facilitate effective property tours.

Failure to provide necessary access information may result in the exclusion of the property from the tour.

Adopted December 14, 2023

**Compliance:**

Members are expected to adhere to the established schedule and guidelines to maintain the effectiveness and efficiency of the property tours.

**Penalties:**

1st infraction – Warning

2nd infraction - $50.00 fine

3rd infraction - $250.00 fine and permanent removal from adding properties to the weekly MLS property tour.

Adopted December 14, 2023