

# PCAR TOUR PROCEDURES

## To add your listing to any of the tours visit Prospector:

1. From the Listings drop down menu, choose View/Revise Your Listings
2. Next to the desired listing number, click the Revise icon
3. In the Revise Listing menu (under Listing Information), click Caravan Dates
4. From the drop down list, select the desired Caravan based on the information below
5. If desired, enter a comment & click Save

## Rocklin: (Every Tuesday)

- **Meeting Location/Time:** PCAR Office- 270 Technology Way Ste. 100, Rocklin/ 8:30am
- **Caravan Areas Toured:** (All areas toured every week)
  - PCAR- All Homes Caravan (95765, 95677, 95678, 95747, 95661, 95746, 95677, 95650, 95663, 95658)
- **Caravan Style Tour:** PCAR staff will may split the tour according to the number of houses on caravan that week. You must go to every home on tour for your caravan in the order that they are printed/All homes on tour must be available via lockbox until 2:00pm
- **Open Tour:** (All areas toured every week)
  - PCAR Open Tour (95765, 95677, 95678, 95747, 95661, 95746, 95677, 95650, 95663, 95658)
  - You are not required to pitch your listing at the meeting/Home must be available via lockbox until 2:00pm
- **Deadline to add home on tour:** Monday at 12:00pm
- **Staff Contact:** Dia Divine, [Diad@pcaor.com](mailto:Diad@pcaor.com) (916) 303-2430

## Lincoln: (1<sup>st</sup> & 3<sup>rd</sup> Wednesday)

- **Meeting Location/Time:** Woman's Club of Lincoln, 499 E. Street, Lincoln/ 8:30am
- **Areas Toured:** Lincoln, Sheridan, Wheatland & surrounding country properties
- **Caravan Style Tour:** All of the properties on tour must be viewed by the Listing Agent or their Licensed Representative in the order they are printed
- **Deadline to add home on tour:** Tuesday at 1:00pm
- **Staff Contact:** Jessica Morales, [jmorales@pcaor.com](mailto:jmorales@pcaor.com) (916) 303-7608

## Auburn: (Every Thursday)

- **Meeting Location/Time:** Lakeside Room, Regional Park- 3770 Richardson Drive, Auburn/ 8:30am
- **Areas Toured:** (Rotated weekly with Foresthill every 5<sup>th</sup> Thursday)
  - Area #1- 12302, 12303, 12305 (Christian Valley, Meadow Vista, Colfax & Up)
  - Area #2- 12301 North of Luther, 12306 & Nevada County (Auburn N. of Luther Road, North Placer County, Nevada County)
  - Area #3- 12301 S. of Luther, 12307, 12658, & Down (Auburn S. of Luther Road, West Auburn, Newcastle)
- **Open House Style Tour**
- **Deadline to add home on tour:** Wednesday at 12:30pm
- **Staff Contact:** Trista Gianna, [tristag@pcaor.com](mailto:tristag@pcaor.com) (916) 303-7611



### PCAR Tour Policies:

- Affiliate members of PCAR are restricted from leaving any promotional items, other than a business card, at any house while on tour unless given explicit approval from the listing agent. This policy is established to prevent any Affiliate from infringing on the relationship between the listing REALTOR® and their client, the seller.
- PCAR prohibits serving alcohol at Marketing Meetings, any properties being toured in conjunction with a Marketing Meeting or in any other manner associated with a Marketing Meeting or associated tour of properties.