

2025

CENTRAL KITSAP CARAVAN GUIDELINES

Each office should designate a Caravan Coordinator. Each Coordinator will answer their Broker's questions and instruct &/or input homes on appropriate Caravan dates in Matrix.

The deadline is noon, the Monday prior to the Caravan date to allow for any necessary revisions- NO EXCEPTIONS will be made.

Caravans will be held at 10:30am, Tuesdays at Evergreen Home Loans located at 2021 NW Myhre Rd #112 Silverdale, WA 98383.

Brief Caravan instructions to be given prior to Caravan leaving.

Homes will be placed on the Caravan in order received, up to a maximum of 12 homes, or until the cut-off date/time. Please contact your office Caravan Coordinator with any questions.

Caravan Feedback Forms will be emailed Monday afternoon to each Broker with a listing on the Caravan. Brokers are responsible for printing copies for personal use.

Homes on Caravan must be input through NWMLS Matrix.

Removal of Homes:

- Homes scheduled for Caravan that change to a non-active status will be removed & the next Broker on the waiting list will be offered the spot. This insures a fair opportunity for all. Brokers are responsible for notifying the Caravan Coordinator of any status change.
- Each Broker may submit one home for Caravan. Additional submissions will be removed. Teams or Brokers who typically co-list together may include up to two homes on a Caravan.
- Homes on wrong Caravan will be deleted
Example: Home in Area 148 placed on CK East
- Broker or representative must be present at starting location for the home to remain on the Caravan; otherwise, the home will be removed.
- Cancellation: If you are unable to meet the assigned deadline, you are responsible for posting a notice at the property to inform Caravan participants of the cancellation.

Homes may be placed on Caravan only once within a 3-month period. However, if any of the following apply, the home may be added to a subsequent Caravan. New listings that have not yet been on a Caravan will receive priority.

- Price reduction of 10% or more
- Significant remodel or renovation
- Property relisted with different Broker

Properties should be listed on the Caravan sheet in driving order. **Due to time constraints, serving a full luncheon is discouraged.** Light refreshments (e.g. cookies, muffins) and drawings may be offered at any home.

Brokers must coordinate with the owner for key-box access during the Caravan. Brokers are not required to stay at the home or to place open house signage.