



# Burbank Association of Realtors®

## Caravan/Tour Request Form

**Deadline:** Tuesday 5:00 p.m. - With Fee of **\$5.00** per request  
Association Office must be notified of any changes by 9:00 am, Wednesday

**Tour Hours: Thursdays 9:30 to 12:00 Noon**

**All fields below must be legible & completed or the listing will not appear on the tour sheet.  
Properties listed previously on the Burbank Caravan will be labeled as "Re-Caravan"**

**Caravan date:** \_\_\_\_\_ **New**  **Re-Caravan**  **Listing #:** \_\_\_\_\_

**Address** \_\_\_\_\_ **City** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Cross Street** \_\_\_\_\_ **T/Map** \_\_\_\_\_ **Price** \_\_\_\_\_

**Bedrooms** \_\_\_\_\_ **Baths** \_\_\_\_\_ **Commission** \_\_\_\_\_

**Listing Office** \_\_\_\_\_

**Office Phone** \_\_\_\_\_

**Agent Name** \_\_\_\_\_

**Agent Phone:** \_\_\_\_\_

**Extended Hours: Noon to** \_\_\_\_\_

**Must check one\*:** **Agent Open**  **Electronic Lockbox**  **Drive By Only**

**Electronic Lockbox will be listed if nothing is selected.**

**A Combo Lockbox does not qualify for automatic accessibility.**

***For confirmation please leave your Phone # or email:*** \_\_\_\_\_

***Listing Agents will be assessed a fee of \$25.00 if members do not have access during Caravan Hours***

Open house Signs must be placed in accordance with the Burbank Open House Ordinance. For more Information, contact the city of Burbank License & Code Department 818-238-5280

For Association Use Only

Date \_\_\_\_\_ Cash  Check  Credit Card  Receipt # \_\_\_\_\_