

Fort Walton Beach MLS Tour

Every Wednesday at 8:30 a.m. held at ECAR (Kathy Sublett Education Building – next door to main building – cream with green trim).

Contact Tour Coordinators:

Melissa Forte-Litscher (Chairman Coordinator)(850-496-7444) Melissa@nexthomecornerstone.com
Dee Sufnar (Sponsor coordinator) (850-543-7029) DeeSufnarRealtor@Gmail.com
Kevin Krueger (Mapping coordinator) (850) 585-7563) kevinkrueger@coastalrealtyservices.com

Requirements for house on tour:

- 1) A house can only be on tour once in a 6 month period except:
 - a) When ownership changes
 - b) Both listing agency and listing agent change & the house has not been on tour for at least 6 months
 - c) Significant changes (tenant moved out,renovations...)
- 2) Property will be allowed on tour only once per listing office
- 3) Teams can put more than one home on tour, but must have equal number of team members in attendance (2 homes=2 agents, 3 homes=3 agents)
- 4) Limit of 8 homes per tour per week
- 5) Properties must be into MLS Scheduled Marking Activities- Tour of homes by Tuesday at NOON to be on tour that week. If you are unsure, you entered it correctly call one of the coordinators.
- 6) If it's a coming soon property that you are adding to MLS Tour YOU MUST CONTACT a Tour Coordinator as it may not show up when we pull the list
- 7) The listing agent or an licensed agent representative MUST be present during tour meeting and at the property and participate touring all homes

Tour agenda:

8:15 – 8:30 Networking & a Continental Breakfast
8:30 – 8:45 Sponsor Presentation
8:45 – 8:55 Announcements / Community Happenings
8:55 – 9:00 Home not on tour, Homes coming soon, Problem Homes
9:00 – 9:10 Quick overview of homes on tour, depart for homes

How to Add a Property to Tour

- Go to the **Edit Listing** tab
- right side column is **Scheduled Marking Activities**
- Tour of Homes**
- Click on **ADD**

- Select **INPERSON** or **LIVE STREAM** click next
- select date and add comments click **NEXT**

How to Check/Find a Property is on Tour

- Go to Daily Functions
- Select Tour/Open Houses
- Select Tour of Homes
- Select the Date or Date Range
- Hit Next to view the results