



AREA PROPERTY TOUR

Fort Walton Beach Area 12 Property Tour

Every Wednesday at 8:30am

Held at Emerald Coast Association of Realtors 10 Hollywood Blvd. SE, Fort Walton Beach, FL 32458

Contact Tour Coordinators

- **Coordinator:** Dee Sufnar | 850-543-7029 | DeeSufnarRealtor@gmail.com
- **Coordinator:** Melissa Forte-Litscher | 850-496-7444 | Melissa@nexthomecornerstone.com
- **Coordinator:** Kevin Krueger | 850-585-7563 | KevinKrueger@coastalrealtyservices.com

Requirements for Homes 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 have changed and the house has not been on tour for at least six months.
 - c. Significant changes made (tenant vacates, renovations, etc.)
 - d. Discretion of the Tour Coordinators
2. Property will be allowed on tour only once per listing office.
3. Teams can put more than one home on tour at the same time 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 entered into the MLS Scheduled Marketing Activities – Tour of homes by Tuesday at noon to be on the tour that week if you are unsure, you entered it correctly call one of the coordinators.
6. If it is a coming soon property that you are adding to tour you must contact a tour coordinator and it must be active the day of tour.
7. The listing agent or the license agent representative must be present during the tour meeting and at the property and participate in touring all homes.

Tour Agenda

- 8:15-8:30 Networking and Continental Breakfast
- 8:30-8:45 Sponsor Presentation
- 8:45-8:55 Announcements/Community Happenings
- 8:55-9:00 Homes not on tour, Homes Coming Soon, Problem Homes
- 9:00-9:10 Quick overview of homes on tour, Depart for tour

How to Add a Property to Tour

1. Go to the **Edit Listing** tab
2. Find **Scheduled Marketing Activities** in the right-hand column
3. Click on **Tour of Homes > ADD**
4. Choose **IN-PERSON** or **LIVE STREAM**, click **Next**
5. Select the date, add comments, and click **Next**

How to Check if a Property is on Tour

1. Go to **Daily Functions**
2. Click **Tour/Open Houses > Tour of Homes**
3. Select the appropriate **date or date range**
4. Click **Next** to view results