



# AREA PROPERTY TOUR

## **Crestview South of 90 Area 25 Property Tour**

**Every 2<sup>ND</sup> THURSDAY AT 8:45AM**

Held at **Eagles Nest at Blackwater 4927 Antioch Rd Crestview, FL 32536**

### **Contact Tour Coordinators**

- **Coordinator:** Marisela Molnar | 850-305-0936 | [mariselamolnarrealtor@gmail.com](mailto:mariselamolnarrealtor@gmail.com)
- **Coordinator:** Jen Sweeney | 801-231-4829 | [Jen@thepropertygroup850.com](mailto:Jen@thepropertygroup850.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 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 7 homes per tour per week
5. Properties must be into MLS Broker Tours/Caravan by Monday at NOON to be on tour that week. If you are unsure, you can go back into flex to check if you made the top 7.
6. We tour homes South of HWY 90 on the 2<sup>nd</sup> Thursday of each month and homes North of HWY 90 the 3<sup>rd</sup> Thursday of each month. Please make sure you understand that when adding your home to tour.
7. The listing agent or a licensed agent representative **MUST** be present during the tour meeting and at the property and participate touring all homes.

## Tour Agenda

- 8:45-9:00 Networking & a Continental Breakfast
- 9:00-9:15 Sponsor Presentation
- 9:15-9:20 Quick overview of homes on tour
- 9:20-9:30 Homes coming soon, Problem Homes
- 9:30-9:45 Announcements / Community Happenings depart for homes

## How to Add a Property to Tour

1. Log in to **FlexMLS**.
2. From the menu, select **Change Listing**.
3. Choose the listing you would like to add.
4. Select **Broker Tours/Caravan**.
5. Select the available tour date you would like and click **“Add Listing to Tour”** under the appropriate tour area
6. In the **Comments** section, add any notes or details you would like attending agents to know about the listing.
7. Click **Next** to complete the submission.

## How to Check if a Property is on Tour

1. From the menu, Go to **Daily Functions**
2. Click **Broker Open House/Public Open Houses and Broker Tour Caravans**
3. Select **Broker Tours Caravans**
4. Select the appropriate **date or date range**
5. Click **Next** to view results