



# AREA PROPERTY TOUR

## Destin Area 14 Property Tour

Every 1<sup>st</sup> and 3<sup>rd</sup> Thursday at 8:45am- 1<sup>st</sup> Thursday is West and 3<sup>rd</sup> Thursday is East  
(boundary is Airport Road)

Held at **REV Realty- 34904 Emerald Coast Pkwy., Suite 120, Destin (next to Barnes and Noble)**

## Contact Tour Coordinators

- **Coordinator:** Maria Howell | 850-428-3338 | [maria@maria-howell.com](mailto:maria@maria-howell.com)
- **Coordinator:** Sarah Craig | 850-685-1661 | [sarah@sarahcraigrealtor.com](mailto:sarah@sarahcraigrealtor.com)

## Requirements for Homes on Tour

1. A property can only be on tour once in a 6-month period except:
  - a. When Ownership changes
  - b. Both listing brokerage and listing agent change and the property has not been on tour for at least 6 months
  - c. Significant changes (tenant moved out, renovations, etc.)
  - d. Discretion of the Tour Coordinator (TC)
2. Property will be added on tour only once per listing office (or discretion of the TCs)
3. Teams can put more than one property on tour and must have equal numbers of team members in attendance (2 homes = 2 agents, 3 homes = 3 agents)
4. Limit of 10 properties per tour (or discretion of TCs)
5. Properties must be entered in the Flex MLS Broker Tours/Caravan by **Monday** at NOON to be on tour that week. If you are unsure, call, text or email the TCs.
6. If it's a Coming Soon property that you are adding to Area Tour, YOU MUST CONTACT a Tour Coordinator as it may not show up when we pull the list.

7. If there are specific gate codes, door codes, parking situations, etc. Please email the TCs with the info at the time you submit your property to Flex MLS.
8. The listing agent or a licensed agent representative **MUST** be present at the tour meeting in order for the property to be shown. A “no-show” on your part constitutes your wish not to have the home toured. The listing agent or representative must be at the property during the tour to answer any questions and **MUST** tour all homes

### **Tour Agenda**

- 8:45 - 9:00 Networking & Continental Breakfast
- 9:00 – 9:10 Sponsor Presentation
- 9:10 – 9:15 Announcements / Community Happenings
- 9:15 – 9:20 Coming Soon Announcements
- 9:20 – 9:30 Quick Overview of Homes on Tour, Depart for Tour

### **ECAR Area Property Tour Page Link-**

<http://www.emeraldcoastrealtors.com/areapropertytours/>

### **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

