



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 Broker Tours/Caravan 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 the 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. 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