



# AREA PROPERTY TOUR

## Freeport Area 20 Property Tour

Every 3<sup>rd</sup> Thursday of the month at 8:30am

Held at **Palmetto Properties & Realty Office 18045 US Hwy 331 South Freeport, FL 32439**

## Contact Tour Coordinators

- **Coordinator:** Sherry Nelson Paris | 850-598-4290 | [sherrynp88@aol.com](mailto:sherrynp88@aol.com)
- **Coordinator:** Palmetto Properties & Realty, LLC | 850-835-4153 office

## Requirements for Homes on Tour

1. All types of residential dwellings & structures are eligible for the Tour. If there are unique or specialty properties, please contact Tour Coordinator.
2. Listing Agent and/or Co-Listing Agent must attend the Tour in person and be present to show and answer questions regarding the home.
3. Once a home is on the Tour, we ask that it not be placed on the Tour again within the following 6 months. If the home's condition changed or had major improvements, listing company/agent changed, Seller changed, or some other significant reason for it to need to be shown on Tour again, then Tour Coordinator will consider placement on Tour prior to the 6-month window.
4. Agents are not required to bring anything to the Tour. The Tour Coordinator will prepare a booklet with MLS Sheets for the Tour. If you have additional information sheets or other pertinent information, you may bring and distribute at the home.
5. A Listing Agent may have no more than two listings on a monthly Tour. If there are special circumstances for having more than 2, then the Tour Coordinator approval will be needed.

6. Tour may include only new construction homes that are complete, including utilities, and are of no danger for agents touring.
7. Due to the travel times within Area 20, some homes may be asked to wait until the following month if geographically it requires travel time that is too long for the current Tour. The Tour Coordinator reserves the right to schedule homes that make geographical sense, and the number of homes may vary from an average of 6 homes per Tour to a few more or few less.
8. Freeport Area Tour caravans with Agents staying together to visit homes during the Tour. Feedback and Comments are discussed at the last home with questions and answers for all to participate. Agent Feedback Sheets are allowed but asked to be distributed at the last home so as to not slow down the Tour.
9. If there are special needs on showing time for the home to be viewed on Tour Day, please let the Tour Coordinator know in advance so arrangements can be made – no guarantees, but will certainly try to accommodate requests to make it work for all.

Please call or text the Tour Coordinator before adding your listing for the Freeport Area Tour. There may be conditions or circumstances that you may need to know prior to placing your home on the tour. Also, please do not assume your listing is automatically on the tour without having contact with the Tour Coordinator. Deadline for tour is **Monday at Noon** before 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