



# AREA PROPERTY TOUR

## Miramar Beach Area 15 Property Tour Sub Areas 1, 2 & 4

Every The first Wednesday of every month at 8:30 am

Held at **Start Home**- Refer to tour lineup sent via email

### Contact Tour Coordinators

- **Coordinator:** Heather Sprigler | 850-865-5206 | [heather@destinbeachlife.com](mailto:heather@destinbeachlife.com)
- **Coordinator:** Diane Green | 850-699-7307 | [diane@destinbeachlife.com](mailto:diane@destinbeachlife.com)

### Requirements for Homes on Tour

1. Property must be added to the tour via MLS prior to tour lineup being released.
2. Listing Agent or team member must be present at Start Home to “present” the listing.
3. Listing Agent with homes on the tour are expected to tour all homes on tour.

### Tour Agenda

- 8:30 - 9:00 Coffee Chats & Light Bites
- 9:00 – 9:15 Announcements, Agents with homes on tour introduce their listing and share any “need to know” Info i.e., gate codes, parking suggestions, directions. Agents participating in the tour introduce themselves.
- 9:15 –9:20 Start Home Listing Agent Presents Home
- 9:20 –9:30 Sponsor Presentation
- 9:30 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