



# AREA PROPERTY TOUR

## Navarre Area 11 Property Tour

Every last Thursday of the month at 8:45am

Held at **Navarre Chamber of Commerce 1804 Prado Street, Navarre 32566**

### Contact Tour Coordinators

- **Coordinator:** Patti Mankoff | 850-501-3342 | [Panhandlepatti@gmail.com](mailto:Panhandlepatti@gmail.com)
- **Coordinator:** Shelby Baker | 850-797-8067 | [Shelbybakersells@gmail.com](mailto:Shelbybakersells@gmail.com)

### Requirements for Homes on Tour

1. Home must be active in MLS to sign up for a tour through Flex. Place in notes ECAR tour.
2. Cut off for signing up is **NOON** on **Tuesday before** the tour.
3. Everyone with a home on tour must tour all homes.
4. If you have a home on tour, you must attend the meeting before the tour.
5. A designated agent representative from your company may attend in your place, as long as coordinators are notified so they know who to communicate with. That rep must adhere to all guidelines.
6. If you have more than one home you would like to place on tour, or the tour is full, your home will be considered as a backup property should someone cancel.
7. You will be notified on or before Wednesday with the tour order.
8. Home may be placed on tour once a quarter. The exception is if the listing expired or was canceled and then listed with a new agent.
9. No show, we do not tour your listing.
10. If the above rules are not followed, the agent cannot enter homes for 3 months.

Etc.

Please provide your MLS printout, pens, and feedback forms at your listing when we tour.

Breakfast and lunch provided.

Keep in mind, Shelby and Patti volunteer their time to do this. Also, please check all guidelines and MLS prior to contacting with questions.

## Tour Agenda

- 8:30-8:45 Networking and Continental Breakfast
- 8:45-8:50 Introductions
- 8:50-9:05 Sponsor Presentation
- 9:05-9:15 Discussion of Coming Soon, Wants and Needs, and ECAR announcements
- 9:15-9:20 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