



AREA PROPERTY TOUR

Niceville Area 13 Property Tour

Every Tuesday at 8:30am

Held at **Niceville-Valparaiso Chamber of Commerce 1055 E. John Sims Pkwy, Niceville, FL 32578**

Contact Tour Coordinators

- **Coordinator:** Marsha Babe | 850-803-9498 | marsha@marshababe.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. If there is space available after other properties, not previously on tour have been scheduled.
2. Properties for resale and new construction in Main Area 13 east to and including Lake Sharon Estates will be accepted for the tour. Properties on tour, both new construction and resales, must be in the MLS with the status of Construction Complete, Landscaping Complete and with utilities turned on.
3. A maximum of 8 houses will be on tour each week. Listings must be scheduled by the listing agent before **1:00 PM** on the **Monday** before the tour.
4. The listing agent or 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 also be at the property during the tour to answer any questions, solicit feedback, etc.

Tour Agenda

- 8:30-8:45 Sponsor Presentation
- 8:45-9:00 Announcements and quick overview of homes on tour
- 9:00 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