



AREA PROPERTY TOUR

North Walton Area 23 Property Tour

Every First Wednesday of each month at 11:00am

Held at Iron and Grape Italian Restaurant - 660 Baldwin Avenue, DeFuniak Springs, FL 32435

Contact Tour Coordinators

- **Coordinator:** Kialea Madden | 850-951-3718 | kmadden850@gmail.com

Requirements for Homes on Tour

1. Agents must RSVP for the tour/lunch by Monday at 5:00 PM, the week of the tour if you plan to eat lunch.
2. Properties must be added to the Tour of Homes in the MLS by **Monday** at **Noon** to be on tour that week.
3. The Listing agent or licensed agent representative **MUST** be present during the tour meeting (lunch) and at the property for the home to remain on tour.
4. The limit of homes will depend on the distance between each home (usually 7-8)
5. If your Home is Listed as coming soon, you must contact the tour coordinator to let them know as it may not show up when we prepare the list.
6. Only one home per agent can be added per tour. Teams can put more than one home on tour but must have an equal number of team members to attendance.
7. A house can only be on tour once in a 6-month period except as follows:
 - a. When ownership changes
 - b. The listing agent changes.
 - c. Significant changes such as tenant moves out or major renovations.

Tour Agenda

- 11:00-11:15 Networking
- 11:15-11:45 Lunch/Sponsor Presentation
- 11:45-12:00 ECAR announcements/homes not on tour
- 12:00 Leave 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