



AREA PROPERTY TOUR

North Santa Rosa Beach and North Washington Point Areas 16 & 19 Property Tour
Every 4th Thursday of each month at 9:00am

Held at **1st Home on Tour Contact Coordinator for address.**

Contact Tour Coordinators

- **Coordinator:** Bonnie Bianca | 850-582-0111 | bonnieindestin@outlook.com
- **Coordinator:** Jennifer Hatcher | 850-685-8243 | jh@luxuryhomesbyjen.com

Requirements for Homes on Tour

1. Only active listings not under contract in Area 16 or Area 19 are eligible.
2. Cut off for registration is **Tuesday at 8:00 AM** of tour week.
3. Only one listing per agent/team may be included each month.
4. A maximum of 10 homes will be featured, selected by order of MLS registration.
5. Homes that go under contract or are substituted last minute will be removed from the tour.
6. If your listing is on tour, you or your co-listing agent must attend the tour and be present at the first stop.
7. If not present for introductions, your home will be scratched from the tour.
8. Agents are expected to remain for the full tour and support fellow agents by viewing as many homes as possible.
9. Ensure gates are open or have someone available to quickly process vehicles.
10. Recommend or arrange parking for attendees.
11. Security cameras inside the home must be disabled during the tour. (If the seller refuses, please remove the listing from tour eligibility.)

12. Homes cancelled or scratched after publication are ineligible for 6 months (At the coordinator's discretion).
13. Listing must be tour-ready no under –construction homes or multiple homes in a subdivision.
14. Model homes may be allowed on a space-available basis with prior approval.
15. Homes may not repeat on tour for at least 6 months unless:
 - a. There is a listing agent change.
 - b. Significant renovations have occurred.

Tour Agenda

- 8:45-9:00 Breakfast and Introductions
- 9:00-9:30 Overview of homes on tour
- 9:30 Tour starts

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