



# AREA PROPERTY TOUR

## **Sandestin Area 15-03 Property Tour**

**Every 2<sup>nd</sup> Thursday of each month at 8:30am**

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

### **Contact Tour Coordinators**

- **Coordinator:** Cheryl Bateman |850-687-1673 | [cheryl@cherylbateman.com](mailto:cheryl@cherylbateman.com)

### **Requirements for Homes on Tour**

The Following guidelines have been established for area 15-03 (only) to alleviate misunderstandings and communicate a consistent and positive experience for our agents.

1. Each area tour is open to listing agents that have properties in that respective MLS area. Thus area 15-03 is available for only area 15-03 properties per MLS.
2. To have a listing on tour, agents are to register an ACTIVE listing not under contract located in area 15 through the MLS system for the tour of homes on the appropriate date. A kick out is still under contract and not eligible.
3. A listing agent may have only one home on tour for that month. Teams are considered as 1 agent.
4. One of the objectives of the tour is that licensed selling agents present their properties to other licensed selling agents. If you are presenting a property, the list agent or co-listed selling agent must be present at the start of the tour to present their home and remain in the tour for the duration. If the selling agent is not present at the start of the tour, the home is scratched from the tour.

5. Homes scratch, canceled or no-show representatives after the tour is published are not eligible again for 6 months, at the discretion of the tour coordinator.
6. The tour coordinator does not hold spots for future listings or for other personal reasons or otherwise.
7. We will feature approx. 10-12 properties on the tour each month and those properties are selected based on date/time entered in the MLS. Only the property registered on tour will be seen. If a property is under contract, it is not eligible. We will not substitute other listings.
8. A home previously featured on tour is not eligible to be seen again on tour for at least 6 months regardless of agent changes or status changes.
9. The tour coordinator will select and solicit sponsors for the tour for breakfast and lunch. (I typically send out a request to the affiliates in January listing All the Tour dates for that year and encourage them to secure one or more dates) We welcome agents with homes on tour to offer their homes as a host site for the start and finish. If you wish to sponsor lunch and be at home at the end, you are welcome to request it, and we will see if that can be accommodated. Sponsors are to be affiliate members of ECAR only.
10. Due to parking challenges within the Grand and Village complexes, we cannot accommodate these properties for this tour.
11. If a home has an inside the home security system. Please have the owner disable it during the tour as agents do not wish to be monitored and recorded. This is not optional. Please remove your home if the owner refuses.
12. If a home is dropped after the tour has been published the agent will be able to re-list on another tour at the discretion of the tour coordinator on a space-available basis. Thus, the agent should work with their client in advance to ensure they will be on tour.
13. If you have a home on tour, you are expected to go see all the other homes on tour and not drop off after yours or just show yours. If that happens, we will not allow another of your homes on tour for 6 months. Make the time to see the other agents' homes too.

Please reciprocate with other agents. It is a fact that tours sell homes faster. For that to be consistent exposure to selling agents is crucial.

The tour administrator reserves the right to consider extenuating circumstances and make their best judgment in applying or amending guidelines in a fair and impartial manner.

### **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