



# AREA PROPERTY TOUR

## **South Walton – East Area 18 Property Tour**

**Every 4TH WEDNESDAY AT 9:00 AM**

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

### **Contact Tour Coordinators**

- **Coordinator:** Mike Vogel | 904-476-3191 | [mike.vogel@scenicsir.com](mailto:mike.vogel@scenicsir.com)

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

1. A house can only be on tour once in a 6-month period except when the home changes brokerage agency only.
2. Teams can put more than one home on tour but must have equal number of team members in attendance (one team member per home). There must be a clear different listing managing agent per home.
3. Limit of homes per tour per week is at the discretion of the tour coordinator based on several factors but will generally not be more than 12.
4. Properties must be entered into the MLS tour properly via Broker Tours/Caravan unless otherwise agreed by the tour coordinator.
5. The listing agent or a licensed agent representative **MUST** be present during tour meeting and at the property and participate touring all homes.
6. At the tour coordinator's discretion, 2 homes may be on the tour presented by one agent provided the tour is not full or for other reasons including proximity of one home to the next for example.
7. Attendance is rewarded.
8. Failure to Be Present will result in the elimination of the home from the tour.
9. If a home is going to be removed from the tour after the tour has been announced, the presenting agent must attend the tour to announce the removal.

## Tour Agenda

- 8:25 – 9:00 Networking & a Continental Breakfast
- 9:00 – 9:05 All Opening Remarks
- 9:05– Until (normally about 9:20) Sponsor/Announcements / Community Happenings/Announcement of Homes by Presenting Agents
- 9:20 Depart for all homes.

## 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