Broker Open Houses Guidelines

PLEASE DO NOT ADD YOUR HOME TO THE LIST ANY SOONER THAN MONDAY THE WEEK OF THE OPEN HOUSE!! If you add it sooner, it will appear on our website, and you might get people to show up sooner than expected.

Caravan has a new name and new guidelines – Caravan or Broker Opens will now be referred to as the BROKER Open Houses. GAVAR Staff will no longer monitor the Broker Open houses. **You will be responsible for all changes that need to be made to your listing if you have it on the Broker Open House list.**

*Please see the instructions below to add your listing in FLEX.*

Hours: 11:00 a.m. – 2:00 p.m. every Wednesday.

Whether the home is occupied or vacant, if it is on the Broker Open Houses list, it must be hosted. NO EXCEPTIONS.

Alcohol is not permitted during any Broker Open House hours- NO EXCEPTION

If you offer a drawing as an incentive, please be specific as to what type of drawing ($$ amount of money, gift certificate, lottery tickets, etc.). You will enter this information in the comments section when adding your listing to the Broker Open House list. This information will display. **When your Broker Open house is over, you are responsible to hold your own drawing, contact the winner, and make arrangements to get the winner their prize.** The winner’s information shall be posted in your listing in the agent/private remarks section within 24 hours.

Changes to the Broker Open Houses list should be done by 8:00 a.m. Wednesday morning.

* The list will be on [www.gavar.org](http://www.gavar.org) click on the tab that says Broker Open Houses, the list updated every couple of minutes.
How to add a Broker Tour

1. Click on menu
2. Click on change listing
3. Click on the listing # you want to add to the Broker Tour

<table>
<thead>
<tr>
<th>MLS #</th>
<th>Address</th>
<th>List Price</th>
<th>Begin</th>
<th>Expiration</th>
</tr>
</thead>
<tbody>
<tr>
<td>123456</td>
<td>1234 Street, Palmdale, CA 93551</td>
<td>$450,000</td>
<td>4/15/2022</td>
<td>4/15/2023</td>
</tr>
</tbody>
</table>
4. **Click on the Tour of Homes**

5. **Click on Add**

Tour of Homes

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04/18/2022 to 05/02/2022
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**Tour of Homes**

```
MLS #: Address: Tour of Homes Date: Type: Time: Time: Time:
No events scheduled.

Add
```
Choose In-Person

Add the Wednesday date you want to have your Broker Tour

The start time: 11a.m.
End time: 2p.m.

Add your comments here
*food/drawing if you are having anything
NEW ADDITIONAL STEP

*When adding your Broker open, please ALSO do the following so the date appears in the gavar.org/Broker Open Houses site. If you DO NOT add the date in this section, it will only show the date on our public facing website.

Click on menu
Click on change listing

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Click on the listing # you want to add the Broker open and click next

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Change Listing

Find By MLS Number

My Listings

<table>
<thead>
<tr>
<th>MLS #</th>
<th>Address</th>
<th>List Price</th>
<th>Begin</th>
<th>Expiration</th>
</tr>
</thead>
<tbody>
<tr>
<td>123456</td>
<td>123 Palmdale Lane</td>
<td>$219,000</td>
<td>5/31/2022</td>
<td>5/31/2023</td>
</tr>
</tbody>
</table>
Click on listing Information

123 Palmdale St, Palmdale, CA 93551

Scroll down till you see Broker open date, add the date and hit Save changes on the top right
Once you click next it will be added to the list. The list will be on www.GAVAR.org click on the Broker Tour of Homes tab