

*It's
Back*

Broker Tour of Home Guidelines

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

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

Hours: 10:00 a.m. – 1:00 p.m. every Wednesday.

Whether the home is occupied or vacant, if it is on the Broker Tour of Homes list, it must be hosted. NO EXCEPTIONS.

Alcohol is not permitted during any Broker Tour of Homes 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 Tour of Homes list. This information will display. **When your Broker Tour 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 Tour of Homes list should be done by 8:00 a.m. Wednesday morning.

* The list will be on www.gavar.org click on the tab that says Broker Tour of Homes, the list updated every couple of minutes.



How to add a Broker Tour

1. Click on menu
2. Click on change listing



Q Enter an Address, City, ZIP, MLS #, or Contact...

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3. Click on the listing # you want to add to the Broker Tour



Q Enter an Address, City, ZIP, MLS #, or Contact...

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Change Listing

Find By MLS Number

MLS #

MLS #

NEXT

My Listings

Active and Future ▾


MLS # ▾

Address

List Price

Begin

Expiration

 123456

1234 Street, Palmdale, CA 93551

\$ 450,000

4/15/2022

4/15/2023

4. Click on the Tour of Homes

General


- Listing Information >
- Supplement >
- Map Location >
- Reset Geocode >
- Listing/Selling Members >

Status

- Remove Listing >
- Edit Current Status (Active) >
- Add/Remove Contingent >
- Extend or Expire Listing >

Price

- Change List Price >



Media  Add a Floor Plan


- Photos (30) >
- Documents >
- Videos and Virtual Tours >

Scheduled Marketing Activities

- Open House >
- Tour of Homes** >

5. Click on Add



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Tour of Homes

04/18/2022  to 05/02/2022  [Go](#)

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



Tour of Homes

New Tour of Homes Entry

MLS #: 123456
1234 Street, Palmdale, CA 93551

Type: **Select One**

In-Person

Based on information from the Greater Antelope Valley MLS' data, including all measurements and calculations of area, is obtained from various sources and has not been independently reviewed and verified for accuracy. Properties may or may not be listed by the office/agent presenting the information. Prepared by Gustav

Tour of Homes

Add the Wednesday date you want to have your Broker Tour

New Tour of Homes Entry

MLS #: 123456
1234 Street, Palmdale, CA 93551

Type: **In-Person**

Tour of Homes Date:

Start time: 10 : 00 AM


End time: 1 : 00 PM

Comments:

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

Next >>

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



Greater Antelope Valley Association of REALTORS®

Protecting the American dream - one home at a time...

1112 West Ave M4
Palmdale, CA 93551
Phone - (661) 726-9175

Current Office Hours: Monday-Friday/ 9:00 a.m. - 4:00 p.m.
Lunch hour: 12:15 p.m. - 1:00 p.m.



Michelle Arvidson
2022 President

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