

Broker Open Houses Guidelines

Broker Opens have changed from **Wednesdays to Fridays**. On the **1st and 3rd Friday**, a caravan will follow the REALTOR® Professional Networking (RPG)
Meeting.

To pitch your property at the RPG Meeting, email **stefanieqgavar@gmail.com** no later than **Wednesday at 12:00 p.m.** before the meeting. Spots are limited, and you must be present to pitch – **NO EXCEPTIONS**.

Caravan has a new name and new guidelines. Caravans/Broker Opens will now be referred to as **Broker Open Houses**. Please note:

GAVAR staff will **no longer monitor Broker Open Houses**. You are responsible for all changes to your listing if it is on the Broker Open House list.

If you want your listing included in the RPG caravan list, you must add it in **FLEX** by **Thursday at 12:00 p.m.** for it to be sent to the RPG Meeting on Friday. Changes to the Broker Open House list should be made by **Wednesday at 8:00** a.m.

Guidelines:

Hours: 11:00 a.m. - 2:00 p.m. every Friday

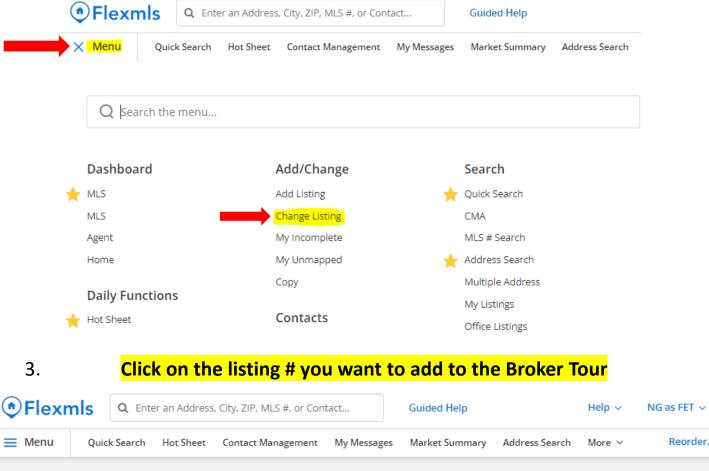
All homes on the list (occupied or vacant) **must be hosted – NO EXCEPTIONS Alcohol is not permitted** during Broker Open House hours – **NO EXCEPTIONS**If you offer a drawing as an incentive, specify the prize (e.g., gift card, lottery tickets, etc.) in the **comments section** when adding your listing.

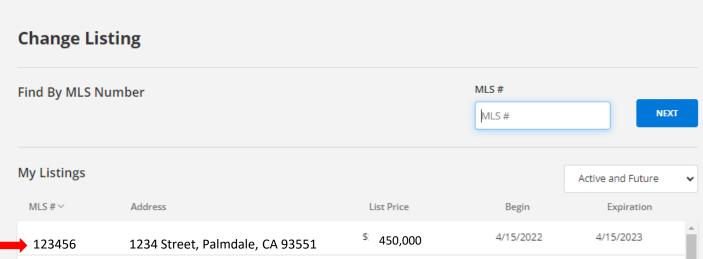
- You are responsible for conducting the drawing, contacting the winner, and delivering the prize.
- Post the winner's information in the agent/private remarks section of your listing within 24 hours.

The Broker Open House list is available at www.gavar.org (click the "Broker Open Houses" tab). The list updates every few minutes.

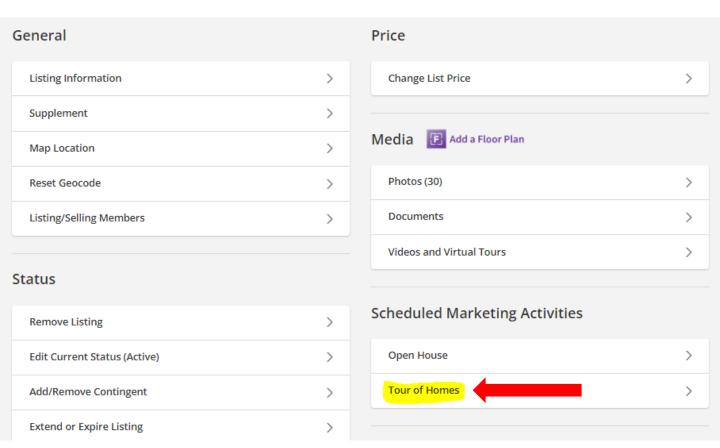
How to add a Broker Tour

- 1. Click on menu
- 2. Click on change listing

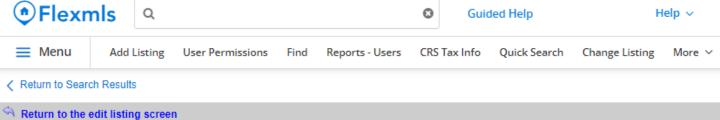




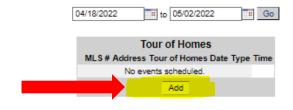
4. Click on the Tour of Homes

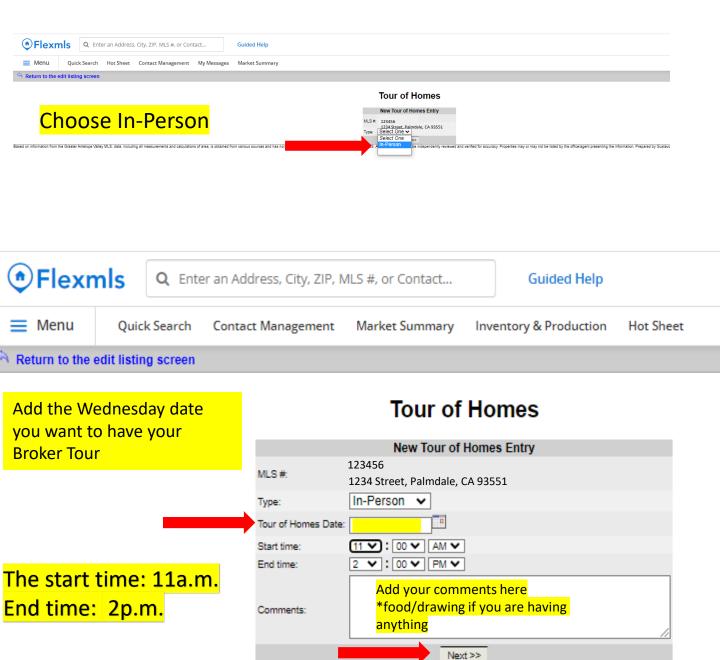


5. Click on Add



Tour of Homes

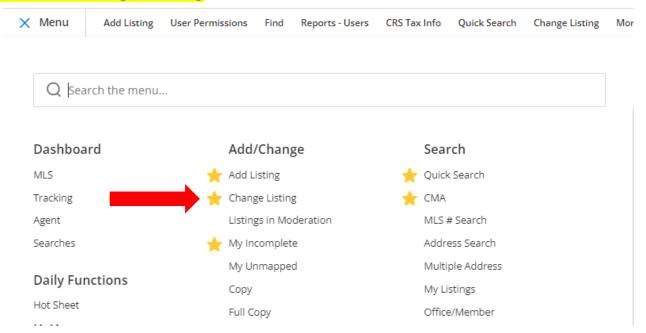




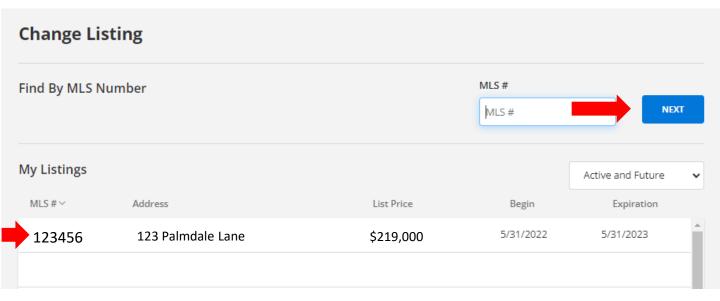
NEW ADDITIONAL STEP

*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



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

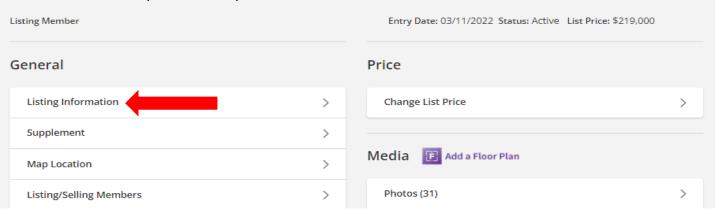


Click on listing Information

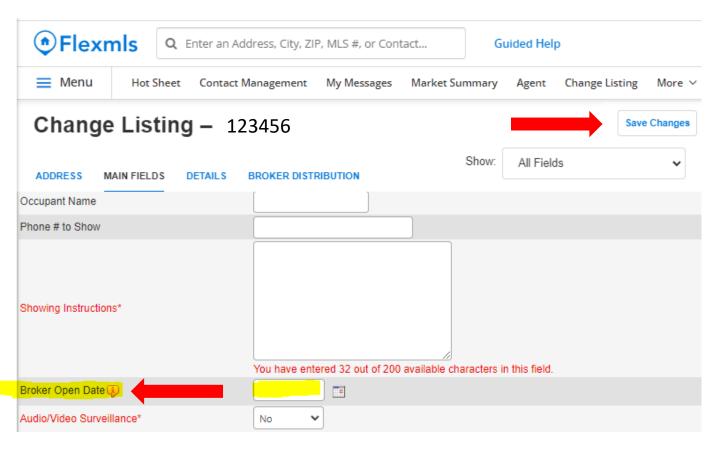
Change Residential Listing 123456

HISTORY ACTIVITY INPUT FORM SHARE LISTING CHANGE ANOTHER LISTING

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

