



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 **stefanieggavar@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

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Dashboard

[MLS](#)[MLS](#)[Agent](#)[Home](#)

Daily Functions

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Add/Change

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Contacts

Search

[Quick Search](#)[CMA](#)[MLS # Search](#)[Address Search](#)[Multiple Address](#)[My Listings](#)[Office Listings](#)

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

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Change Listing

Find By MLS Number

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

Flexmls

Guided Help

Help

Menu

Add Listing

User Permissions

Find

Reports - Users

CRS Tax Info

Quick Search

Change Listing

More

Return to Search Results

Return to the edit listing screen

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: **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

Add the Wednesday date
you want to have your
Broker Tour

Tour of Homes

New Tour of Homes Entry

MLS #: 123456
1234 Street, Palmdale, CA 93551
Type: **In-Person**
Tour of Homes Date:
Start time: 11 : 00 AM
End time: 2 : 00 PM

Comments:

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

[Next >>](#)

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

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

[Menu](#) | [Add Listing](#) | [User Permissions](#) | [Find](#) | [Reports - Users](#) | [CRS Tax Info](#) | [Quick Search](#) | [Change Listing](#) | [Mor](#)

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Add/Change
★ Add Listing
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Listings in Moderation
★ My Incomplete
My Unmapped
Copy
Full Copy

Search
★ Quick Search
★ CMA
MLS # Search
Address Search
Multiple Address
My Listings
Office/Member

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

Change Listing

Find By MLS Number

MLS #

MLS #

NEXT

My Listings

Active and Future

MLS #	Address	List Price	Begin	Expiration
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123456	123 Palmdale Lane	\$219,000	5/31/2022	5/31/2023
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Click on listing Information

Change Residential Listing 123456

[HISTORY](#) [ACTIVITY](#) [INPUT FORM](#) [SHARE LISTING](#) [CHANGE ANOTHER LISTING](#)

123 Palmdale St, Palmdale, CA 93551

Listing Member

Entry Date: 03/11/2022 Status: Active List Price: \$219,000

General

Listing Information >

Supplement >

Map Location >

Listing/Selling Members >

Price

Change List Price >

Media  Add a Floor Plan

Photos (31) >

Scroll down till you see Broker open date, add the date and hit Save changes on the top right



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

[Guided Help](#)

Menu

Hot Sheet

Contact Management

My Messages

Market Summary

Agent

Change Listing

More

Change Listing – 123456

Save Changes

ADDRESS

MAIN FIELDS

DETAILS

BROKER DISTRIBUTION

Show: All Fields

Occupant Name

Phone # to Show

Showing Instructions*

You have entered 32 out of 200 available characters in this field.

Broker Open Date

Audio/Video Surveillance*

No

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

