



Broker Open Houses Guidelines

Broker Opens are every **Friday**. 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



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

Guided Help

Menu

Quick Search

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Contact Management

My Messages

Market Summary

Address Search

Q Search the menu...

Dashboard



MLS

MLS

Agent

Home

Daily Functions



Hot Sheet

Add/Change

Add Listing

Change Listing

My Incomplete

My Unmapped

Copy

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



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

Guided Help

Help ▾

NG as FET ▾

Menu

Quick Search

Hot Sheet

Contact Management

My Messages

Market Summary

Address Search

More ▾

Reorder

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

 [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: **Select One** 
 In-Person



Choose 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

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:
 *food/drawing if you are having anything
 Next >>

Add the Wednesday date you want to have your Broker Tour



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

