



SEDONA VERDE VALLEY  
ASSOCIATION OF REALTORS®

55 SINAGUA DR.  
SEDONA, ARIZONA 86336

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## **SVVARMLS TOUR GUIDELINES**

### **GENERAL GUIDELINES FOR ALL TOURS**

- Tours are on Tuesdays, Wednesdays and Thursdays, depending on the area being toured.
- For instructions on putting a home on tour in the MLS [please click here](#) or log into [www.svvar.com](http://www.svvar.com).
- The tour in the MLS must specify the duration of the open house.
- If a gate code is required to access a property, the listing agent must arrange for gate access, since it is against MLS Rules and Regulations to enter gate codes in the MLS.
- If the tour date falls on an SVVAR Holiday, that tour is skipped that month or, occasionally, is combined with the tour a week before or after the Holiday. Watch the online [Calendar](#) for tour changes.
- The deadline for entering a tour in the MLS is noon the day before the tour. If the day before the tour is an SVVAR Holiday, the deadline moves to noon on the previous business day before the tour.
- If an open house is cancelled, the hosting agent will be responsible for posting notice at the property with such notice to be either visible from the street or on the front/main entrance to the house, as well as, cancelling the tour in the MLS.
- Tour sheets are available, after 5:00 PM the day before the tour, at [www.svvar.com](http://www.svvar.com)
- Property should not be put on tour more frequently than every six months, unless major changes have been made to the property. Price decrease is NOT a major change to the property. If a property has been previously on tour within the past 6 months, the word "REPEAT" is required as the first word, in all CAPS, in the tour comments.
- All tour meetings have a fee of \$2.00 to pay for the facility.



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**SVVARMLS TUESDAY TOUR**  
**GUIDELINES FOR AREAS 10 – 17 (COTTONWOOD/CORNVILLE AREAS)**  
**EFFECTIVE August 13, 2015**

**SCHEDULE:**

1<sup>st</sup> and 3<sup>rd</sup> Tuesdays Meetings and Tours

**TIME AND LOCATION:**

On the 1<sup>st</sup> Tuesday of the month there will be a meeting at 8:30 a.m. at the Verde Valley Senior Center, [500 E. Cherry Street, Cottonwood](#), AZ. A tour of homes for Jerome, Clarkdale, Cottonwood, Mingus Foothills and Verde Village (Areas 10, 12, 13, 14, 15, 16) will follow the meeting. Tour sheets will be available at the meeting and on [www.svvar.com](http://www.svvar.com) and in the FlexMLS system.

The 3<sup>rd</sup> Tuesday of the month, there will be a short meeting at 8:30 a.m. at the Terrace Restaurant at the Verde Santa Fe Golf Club located at [645 Verde Santa Fe Parkway](#). Please park in the golf course parking area. A tour of homes will follow the meeting for Bridgeport, Verde Santa Fe, Cornville, Page Springs Road and Oak Creek Valley Rd. Tour sheets will be available at the meeting, on [www.svvar.com](http://www.svvar.com) and in the FlexMLS system.

1. Since agents occasionally forget that they have added a house to the tour and due to the large areas, the Listing Agent or a representative for the Listing Agent must attend the meeting prior to the tour, or, if that is not possible, the Listing Agent should call Tim Toth the day before the meeting at 300-4718 to verify that the property will be open for tour. Failure to do so will result in the property being struck from the tour.
2. Tour format is an open house style of tour, with each agent, inputting into the tour remarks, what time they will be at the house (example: from 9 AM – 10 AM) to allow time for members to view the properties.
3. Agents are strongly encouraged to car pool.
4. Tours must be entered by noon on Monday to assure being on tour on Tuesday. If Monday is an SVVAR Holiday, tours must be entered by noon on the previous Friday to assure being on tour on Tuesday.

**MEETING AGENDA:**

1. Introduction of any guests and presentation.
  - a. Presentations may be made on topics of Real Estate and/or community interest.
  - b. Only members may make a presentation promoting a business.
  - c. Spotlight affiliates shall have the time allotment of 2 minutes
2. Introduction of new members - Offices, Brokers or Agents or new location of same.
3. MLS and/or community announcements.
4. Tour information.
5. General information – plugs, wants, needs or promotions. Plugged properties



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**must be currently in the MLS.**

- a. It is requested that all agents giving plugs approach the microphone to help sound carry in the room.
- b. Each individual may give a 30-second commercial for their plugs, needs and wants regarding an update on the property or changes to property. You may have a flyer on the table to refer to for more details. Flyers brought to the meeting must contain the MLS number and property address.
- c. Affiliates are requested to keep their updates to a 30 second commercial.
- d. Each individual will be respectful of time. The meeting host in charge of the meeting shall facilitate the time.



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**SVVARMLS 1<sup>ST</sup> WEDNESDAY TOUR**  
**GUIDELINES FOR AREAS 20-23 ([CAMP VERDE AREA](#))**

**SCHEDULE:**

1<sup>st</sup> Wednesday of each month in Areas 20-23 homes, mobiles and land

**DEADLINE FOR COMPUTER INPUT:**

The deadline for computer input for all properties is 12:00 noon the day before the tour.

ALL AGENTS WILL MEET AT THE [CAMP VERDE SENIOR CENTER \(263 W. Maryvale\)](#) AT 8:30 A.M. The cost is currently \$2.00 per person. Agents are asked to remain with the caravan until the end of the tour. Unless a representative from the listing agency is present at the Senior Center, the home will not be toured.

- A. Homes and mobiles will be on tour. If vacant land is on the tour it is requested of the office in charge of the tour to put the vacant land at the end of the tour.
- B. Flyers are requested on properties to be toured. The MLS #, listing price and property address must be included on the flyer.
- C. Pertinent educational announcements and Board business are welcome as well as announcements from Affiliate Members.
- D. [Tour sheets can be found at www.svvar.com](http://www.svvar.com).

**SVVARMLS 2<sup>ND</sup> WEDNESDAY TOUR**  
**GUIDELINES FOR AREAS 30-33 ([LAKE MONTEZUMA, MCGUIREVILLE AND RIMROCK AREAS](#))**

**SCHEDULE:**

2nd Wednesday of each month in Area 30-33 homes and mobiles

**DEADLINE FOR COMPUTER INPUT:**

All properties must be put in the computer by 12:00 noon the day before the tour.

ALL AGENTS WILL MEET AT THE [BEAVER CREEK REALTY OFFICE, 3325 E. BEAVER CREEK ROAD](#), AT 8:30 AM. AGENTS ARE ASKED TO REMAIN WITH CARAVAN UNTIL END OF TOUR. UNLESS A REPRESENTATIVE FROM THE LISTING AGENCY IS PRESENT, THE HOME WILL NOT BE TOURED.

- A. Homes and mobiles only will be allowed on tour. If vacant land is on the tour sheet, a vote will be taken before leaving to view or not to view.
- B. Flyers are requested on properties to be toured. The MLS #, listing price and property address must be included on the flyer.
- C. Pertinent educational announcements and Board business are welcome.
- D. Announcements from Affiliate Member financial institutions and title companies are welcome.
- E. [Tour sheets can be found at www.svvar.com](http://www.svvar.com).



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**SVVARMLS THURSDAY TOUR**  
**GUIDELINES FOR AREAS 40-46 (SEDONA/VOC AREAS)**

**TOUR SCHEDULE:** There will be a monthly 4-week schedule. Enter listings by 12:00 p.m. Wednesday to assure being on tour sheets the next day.

**TOUR SCHEDULE:** Toured areas will be on a consistent monthly 4-week schedule.

1<sup>st</sup> Thursday – Sedona areas 40, 41, and 44 (Includes Brewer Road area)

2<sup>nd</sup> Thursday – West Sedona areas 42 and 43 (AND MONTHLY MEETING)

3<sup>rd</sup> Thursday – VOC areas 45 and 46 East: VOC East side of SR 179

4<sup>th</sup> Thursday – VOC areas 45 and 46 West: VOC West side of SR 179

5<sup>th</sup> Thursday – No tours or meetings

**TIME AND LOCATION:**

- Tours are scheduled for the first 4 Thursday mornings of each month.
- Tours begin at 9:00 AM on non-meeting days.
- Association Meetings are held on the 2<sup>nd</sup> Thursday of the month at 8:30 a.m. at the [Sedona Elk's Lodge, 110 Airport Road, Sedona](#). This will be an SVVAR Meeting designed to provide information and education.
- The 2<sup>nd</sup> Thursday Tour will begin immediately after the Association Meeting.
- Only homes are permitted on the Thursday Tours.

On the 2<sup>nd</sup> Thursday of the month the SVVAR Meeting agenda:

- Will include an Affiliate Spotlight.
- Will include SVVAR announcements.
- Will include tour changes, if needed, but not comments or plugs for homes on tour.
- Will focus on short, educational topics of benefit to members.
- Will last approximately 30 to 45 minutes, as needed, to cover topics.
- Will NOT include any real estate or rental plugs and wants.



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**SVVARMLS THURSDAY TOUR**  
**GUIDELINES FOR AREAS 40-46 (SEDONA/VOC AREAS) (Continued)**

**2<sup>nd</sup> Thursday Meeting Agenda**

The Association Meeting should start with the PLEDGE OF ALLEGIANCE.

- I. INTRODUCTION OF GUESTS
  - A. An introduction and their position or occupation should be allowed.
- II. SPEAKERS
  - A. Must be planned in advance with approval from one of the following:
    - 1. President of Sedona Verde Valley Association of REALTORS®
    - 2. Executive Officer of the Sedona Verde Valley Association of REALTORS®
    - 3. Chairman of the MLS Committee
- III. INTRODUCE NEW MLS BROKERAGE OFFICES
- IV. INTRODUCE NEW BROKERS, AGENTS AND AFFILIATES (no speeches)
- V. ANNOUNCEMENTS
  - A. Pertaining to Sedona Verde Valley Association of REALTORS® ONLY.
- VIII. TOUR SHEET
  - A. Flyers to be put on the table must have MLS number, listing price and property address
  - B. The first portion of the flyer table is reserved for Board related such as tour, continued education and rental sheets.
  - C. There is a \$2.00 fee for everyone coming to the Association Meeting
- IX. AFFILIATE ANNOUNCEMENTS
  - A. Must be a Board Affiliate Member
- X. COMMUNITY SERVICE ANNOUNCEMENTS
  - A. Must be cleared in advance with one of the following:
    - 1. President of the Sedona Verde Valley Association of REALTOR®
    - 2. Executive Officer of the Sedona Verde Valley Association of REALTORS®
    - 3. Chairman of the MLS Committee
- XI. HOME TOUR