



SEDONA VERDE VALLEY ASSOCIATION OF REALTORS®

859 Cove Parkway
Cottonwood, Arizona 86326

eMail: INFO@SVVAR.com
Phone: 928.282.5409

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](#).
- Tours are not the same format. We have both Open House Style Tours and Caravan Style Tours.

Tour Days	Style
1 st Tuesday Tour -- Areas: 10 and 12 thru 16	Open House
3 rd Tuesday Tour -- Areas: 11 and 17	Caravan
1 st Wednesday Tour – Areas 20 thru 23	Caravan
2 nd Wednesday Tour – Areas: 30 thru 33	Caravan
Thursday Tours – Areas: 40 thru 46	Open House

For Open House Style Tours the tour entered in the MLS must specify the duration of when the house will be open.

- 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 even when entering a tour.**
- If the tour date falls on an SVVAR Holiday, that tour is skipped for the month or, occasionally, is combined with the tour a week before or after the Holiday. Watch the online [Calendar](#) or consult the [SVVAR Broadcast Messages](#) 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 it is not entered in time, it will not appear on the [tour sheets](#) that SVVAR prepares and puts on the website.
- [Tour sheets](#) are available, after 5:00 PM the day before the tour, at www.svvar.com and in the Flexmls system.
- If you must cancel the tour of a home that has already been published on the [tour sheets](#), you will be responsible for posting notice at the property visible from the street or on the front/main entrance to the house, as well as, canceling the tour in the MLS.
- 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 use of the facilities except for the 3rd Tuesday tour. This money goes directly to the facility and is not paid to SVVAR in any manner.



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SVVARMLS 1st TUESDAY TOUR

Guidelines for areas 10-Cottonwood, 12-Verde Village, 13-Mingus Foothills South,
14-Mingus Foothills North, 15-Jerome, 16-Clarkdale
Effective October 17, 2018

TIME AND LOCATION:

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

There is a \$2.00 charge for the use of the facility. The tour format for this tour is open house style.

1. 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 928-300-4718 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. Each agent with a home on tour for the Cottonwood area open house style of tour, will input into the tour 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 must be currently in the MLS.



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- 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.

SVVARMLS 3rd TUESDAY TOUR

Guidelines for Areas 11 and 17 which include Bridgeport, Verde Santa Fe, Cornville,
Page Springs Road and Oak Creek Valley Road
Effective October 17, 2018

TIME AND LOCATION:

The 3rd Tuesday of the month, there will be a short meeting at 8:30 AM at the Verde Santa Fe Community Club House located at [635 S Verde Santa Fe Pkwy, Cornville, AZ 86325](#).

A Caravan-Style tour of homes will follow the meeting. Tour sheets will be available at the meeting, on www.svvar.com and in the FlexMLS system.

1. 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 Judy Bienek before 8:30AM at 928-301-2695 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. Agents are strongly encouraged to car pool.
3. 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.



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SVARMLS 1ST WEDNESDAY TOUR

Guidelines for Areas 20-Verde North Interstate 17, 21- Middle Verde – Camp Verde, 22-Verde South – Salt Mine – Zane Grey, 23-Verde Lakes

SCHEDULE: **1st Wednesday** of each month in Areas 20-23 homes, mobiles and land.

ALL AGENTS WILL MEET AT THE [CAMP VERDE SENIOR CENTER \(263 W. Maryvale\)](#) At 8:30 AM. The cost is \$2.00 per person for use of the facility. The Listing Agent or a representative for the Listing Agent must attend the meeting or the home will not be toured. The tour is **Caravan-Style**. Agents are asked to remain with the caravan until the end of the tour.

- 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).

SVARMLS 2ND WEDNESDAY TOUR

Guidelines for Areas 30-Rimrock, 31-South Rimrock, 32-Lake Montezuma, 33-McGuireville

SCHEDULE: **2nd Wednesday** of each month in Areas 30-Rimrock, 31-South Rimrock, 32-Lake Montezuma, 33-McGuireville 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. The Listing Agent or a representative for the Listing Agent must attend the meeting or the home will not be toured. The tour is **Caravan-Style**. Agents are asked to remain with the caravan until the end of the tour.

- 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**)

There will be a monthly 4-week schedule. Enter listings by 12:00 PM the day before the tour in order to be on tour sheets the next day.

[Tour sheets can be found at www.svvar.com.](http://www.svvar.com)

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

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

2nd Thursday – West Sedona areas 42 and 43

3rd Thursday – VOC areas 45 and 46 East: VOC East side of SR 179

4th Thursday – VOC areas 45 and 46 West: VOC West side of SR 179

5th Thursday – No tours

TIME AND LOCATION:

- Tours are scheduled for the first 4 Thursday mornings of each month.
- Tours are open house style and they begin at 9:00 AM.
- Only homes are permitted on the Thursday Tours. No Vacant land.