



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](#) or log into 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 even when entering a tour.
- 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
- 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 facility. This money goes directly to the facility and is not paid to SVVAR in any manner.



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

SCHEDULE:

1st and 3rd Tuesdays Meetings and Tours

TIME AND LOCATION:

On the 1st 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 and in the FlexMLS system. There is a \$2.00 charge for the use of the facility.

The 3rd Tuesday of the month, there will be a short meeting at 8:30 a.m. at the Terrace Restaurant at the Verde Santa Fe Club House located at [635 S Verde Santa Fe Pkwy, Cornville, AZ 86325](#). 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 and in the FlexMLS system. There is a \$2.00 charge for use of the facility.

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.



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4. **Tour information.**
5. **General information – plugs, wants, needs or promotions. Plugged properties 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 1ST WEDNESDAY TOUR GUIDELINES FOR AREAS 20-23 (**CAMP VERDE AREA**)

SCHEDULE:

1st 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 \$2.00 per person for use of the facility. 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 2ND 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.

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 begin at 9:00 AM.
- Only homes are permitted on the Thursday Tours. No Vacant land.