



SVVAR MLS TOUR GUIDELINES

- Tours are on Tuesdays, Wednesdays and Thursdays, depending on the area being toured.
- Tours are not the same format. We have both Open House Style Tours and Caravan Style Tours.

<u>Tour Days</u>	<u>Style</u>
1 st Tuesday Tour -- Areas: 10 and 12 thru 16	Open House
3 rd Tuesday Tour -- Areas: 11 and 17	Open House
1 st Wednesday Tour – Areas: 20 thru 23	Caravan
2 nd Wednesday Tour – Areas: 30 thru 33	Open House
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. Each agent with a home on tour will input what time they will be at the house (example: from 9 AM – 10 AM) to allow time for members to view the properties.

- 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.
- The deadline for entering a tour in the MLS is noon the day before the tour.
- [Tour sheets](#) are available 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. If a property has been previously on tour within the last 6 months, the word “REPEAT”, in all caps, is required as the first word in the tour comments.
- Raffles and Drawing are neither recommended nor endorsed by SVVAR. All raffles and drawings are at the brokers discretion. Please consult Arizona Department of Real Estate Commissioner Standards - R4-28-503 Promotional Activities at https://apps.azsos.gov/public_services/Title_04/4-28.pdf pages 16-17.



SEDONA VERDE VALLEY ASSOCIATION OF REALTORS®

859 Cove Parkway
Cottonwood, AZ 86326

Info@SVVAR.com
928-282-5409



SVVAR MLS 1st TUESDAY TOUR

Areas 10-Cottonwood, 12-Verde Village, 13-Mingus Foothills South, 14-Mingus Foothills North, 15-Jerome, 16-Clarkdale

SVVAR MLS 3rd TUESDAY TOUR

Areas 11 and 17 which include Bridgeport, Verde Santa Fe, Cornville, Page Springs Road and Oak Creek Valley Road

SVVAR MLS 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 on Flexmls

SVVAR MLS 2nd WEDNESDAY TOUR

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.



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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 to be on tour sheets the next day.

[Tour sheets can be found at Flexmls](#)

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.