



The weekly tours are held the **first three Thursdays** of every month at 9:00 a.m. at the NABOR office. Navarre mainland tours are split into three areas that rotate weekly (Refer to the front page of the MLS for the tour map and calendar). The Navarre Beach is combined with the Area 1 tour the first Thursday of the month. Each tour consists of the first eight listings correctly submitted via the MLS, which are visited after breakfast.

All members are encouraged to attend the events for networking. Questions/concerns should be deferred to the Committee Chairperson.

**DEADLINE TO ADD YOUR HOME TO TOUR:** The deadline to add a listing to the tour is **Noon** on the **Wednesday before the tour**.

**TO VERIFY TOUR AVAILABILITY:** On the Navarre MLS: use “Search” ensuring you have “combined residential”, “active” and “Navarre” highlighted. Select “More” and scroll down to select the “Date: Tour” on the left side bar. Type in the Tour Date and select “set”. When searching for Area 1 you must also select “Fort Walton Beach” as part of your search criteria. Use this same search after entering your home on the tour to verify successful submission and that you are within the first eight.

**PLEASE NOTE:** If you choose to put your listing on tour that is already full (eight listings) you are in a reserve status and will only qualify if someone cancels or has incorrectly submitted. The system only allows a listing to be entered on one tour at a time so this will preclude you from having a definite place on a subsequent tour.

**TO PUT YOUR HOME ON TOUR:**

On the NABOR MLS, Select “Maintenance” – enter the MLS number - “tour date” – enter the date of the tour- hit “update”. Please ensure you enter your listing on the correct date For the area.

**TO REMOVE A HOME FROM THE TOUR:** “Maintenance” - enter the MLS number – “tour date” –delete the date – hit “update”.

**RULES AND PENALTIES:**

- Only ONE listing per agent per tour (unless tour is not full then multiple listings are allowed as long as they are put on by deadline of Noon on Wednesday).
- Listing must be ACTIVE
- You must bring your own copies of listings for dissemination to other agents; NABOR’s copier is not available for this.
- Same listing can only be entered once per quarter
- Agent (or their appointed Realtor representative) must be present for the entire duration of the tour.
- If an agent does not show for the tour without notice then the following penalties will take effect:
  - 1st offense – written warning
  - 2nd offense – barred from submitting a listing on tour for 12 weeks