

COME TOUR WITH US!

Market Your Listings - Place them on Tour!

Be sure the correct Area # and Date is Input into Matrix by 2:00pm, by Wednesday prior to the scheduled East Valley Association of Realtors® Tour!



- ~ Know your inventory ~ Show your listings
- ~ WOW your Clients ~ Sell more listings
- ~ Network with your fellow REALTORS®!



EAST VALLEY ASSOCIATION – REGULAR TOUR AREA

FRIDAY

Crestline Area - Areas 286

Tour Starts at: 9:00 am (each Friday)

**ONCE A MONTH PRE-TOUR TRAINING MEETING
THIRD FRIDAY OF EACH MONTH**

Time: 8:00 am Tour leaves: 9:00 am

Place: Crestline Fire Station (second Friday of each month)
Crest Forest, Crestline

TOUR RULES

Agent is not required to attend pre-tour meeting but how the home will be shown is, i.e. Supra box, combo, agent or owner must be mentioned on the notes for the listing.

It is so easy to input your home on tour:

Log on to the MRMLS Matrix system,

Click on **[ADD/EDIT] tab**,

Scroll down to **[OPEN HOUSE]** and click , **[ADD NEW]:**

Click **[START WITH A BLANK LISTING]**, and fill in all Yellow Boxes, and state in the notes section how the home will be shown, then click **[SUBMIT LISTING]**

To verify you have correctly submitted your listing:

Go to **[OPEN HOUSE]** tab, under **[OPEN HOUSE]** click **[QUICK]**,

Select **[ACTIVE]**, **[RESIDENTIAL]**, fill in the **[AREA]** and put in the **Tour date**.

Click **[SEARCH]**, and now you will verify that your listing in the Tour line up !