"Middle & Lower Keys Tour of Homes Schedule" Wednesdays from 9:30am - 11:30am

<u>Middle Keys Tour of Homes Schedule</u> The 1st, 2nd and 4th Wednesday of the Month Marathon - 7 Mile Bridge: (MM 40-55)

The 3rd Wednesday of every month Fat Key - Long Key: (MM 55-70)

See instructions below for how to sign up. To view the list of properties already on the list please **<u>Click Here</u>**.

Lower Keys Tour of Homes Schedule 1st & 3rd Wednesday of the Month Big Pine, Torches & Ramrod Key: (MM 26 - 32)

2nd & 4th Wednesday of the Month Summerland, Cudjoe, Sugar Loaf & Saddle Bunch: (MM 15 - 26)

See instructions below for how to sign up. To view the list of properties already on the list please **Click Here**.

On Months with a 5th Wednesday, there is no Tour of Homes on the 5th Wednesday.

To add your property to this or future Tour of Homes perform the following in Flex under the daily functions tab:

(Please note that the Add/Edit Tour of Homes Feature on Flex is only for the MLKAR Wednesday Morning Tour and not for your open houses, use Open House for those)

- 1. Click "Tour/Open Houses".
- 2. Bottom of the page select "Add/Edit Tour of Homes" (NOT Open Houses).
- 3. Add your MLS #.
- Add the date for the Tour of Homes (see schedule above).
 Add the start time (9:30am or earlier to end time of 11:30am or later).
- 6. Add any comments you'd like.
- 7. Click "Next" and you're done!
- 8. For Free Advertising also, read below to add to "Open House"

Follow the same instructions above under daily functions tab and choose Add/Edit "Open House" in addition to "Tour of Homes" to feed the Open House to the IDX partners such as Zillow, Trulia, Realtor.com, etc. for the public to see and hopefully bring buyers to your open house. Free Advertising!!!

When we have 9 or more properties we change the schedule that day to 3 hours 9:30 – 12:30