

Chapter 2: Caravans / Broker Tours

Does my MLS use caravans or broker tours?

You may have access to either caravans or broker tours, depending on your MLS's setup. These features may alternately be called "MLS tours" or "Realtor® tours," or another label of your MLS's choosing.

To determine which feature is used by your MLS

1. Drop down the Listings menu. If "Caravans" (or an alternate name for this feature) is available in this menu, then your MLS uses Caravans. If the feature does not display here, go to step 2.
2. Drop down the Search menu. If "Broker Tours" (or an alternate name for this feature) is available in this menu, then your MLS uses Broker Tours.

NOTE: If neither feature displays, your MLS may not use either caravans or broker tours. It is also possible that you do not have the required access rights. If both features display then your MLS uses both caravans and broker tours.

See also

Items missing from your menu

Viewing caravans


Searching for broker tours

Adding your listing to a caravan

A caravan is an organized tour of new listings, designed to familiarize agents and brokers with newly listed properties. (Caravans may alternately be called "MLS tours," or another label of your MLS's choosing.)

Caravans are usually managed by the MLS. In some cases, an office may set up a caravan for its agents only.

To add your listing to a caravan

1. From the Listings drop-down menu, choose View/Revise Your Listings. All of your active listings display.
2. Next to the desired listing number, click the Revise icon .
3. In the Revise Listing menu, under Listing Information, click Caravan Dates.
4. Drop down the list of caravans that have been scheduled and select the desired caravan. If necessary, enter a comment.
5. Click Submit.

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Viewing caravans

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To view a caravan, or print a caravan report

1. From the Listings drop-down menu choose Caravan.
2. Select a caravan by activating its check box on the right. Then click the Reports button to display all listings in that caravan.
3. Verify the listings you want to display on your caravan report are checked. Then click Submit.
4. Use the Report Option field to choose the type of report you want to view: A Caravan Summary report displays basic information such as location, listing office/agent, and price. A Caravan Detail report displays additional information such as marketing remarks and amenities.
5. Click Submit. The caravan report is generated and displayed in a new browser window.

See also

Adding your listings to a caravan


Does my MLS use caravans or broker tours?

My PDF reports won't display

Adding a broker tour to your listing

Broker tours are set up by agents as an open invitation for other agents and brokers to view newly listed properties at a specified date and time.

To add a broker tour to your listing

1. From the Listings drop-down menu, choose View/Revise Your Listings. All of your active listings display.
2. Next to the desired listing number, click the Revise icon .
3. In the Revise Listing menu, under Listing Information, click Broker Tour Dates.
4. Enter the information for your broker tour, adding a comment if desired.
5. Click Submit.

See also

Searching for broker tours

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To search for broker tours

1. From the Search drop-down menu choose Broker Tours.
2. Enter a date range for your search as well as your desired search criteria.
3. Click Submit to start the search. Your search results display.

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