

NORTH SAN DIEGO COUNTY REALTORS®

# HOW TO PUT YOUR PROPERTY ON AN OPEN HOUSE

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## **STEP 1: HOW TO LIST YOUR PROPERTY ON THE OPTIONAL OPEN HOUSE TOURS IN THE MLS:**

1. Click on “MAINTAIN LISTING”
  2. Click on “SELECT AN ACTION”
  3. Click on “ADD/EDIT TOUR LISTING”
  4. Click on “ADD NEW”
  5. Tour Group “Ex: N801&802S–Fallbrook Bonsall”
  6. Click “SAVE”
  7. Enter Tour Date
  8. Enter Tour Time (Ex: 10am – 12pm)
  9. Enter Tour Comments
  10. Click on “SAVE”
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## **STEP 2: HOW TO REQUEST A SLIDE FOR THE SLIDESHOW**

1. Email the “Client Preferred 1 Link to the appropriate tour email address.
  2. Include on the Subject Line: our Date, MLS # of Property, Listing Agent Name
  3. In the body of the email, include your contact telephone number
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For more information on our marketing sessions  
and tours visit:

<https://www.nsdcrealtors.com/member-center/tours>

