

How to Put a Property on Tour

Only Realtor® & Affiliate Members of YCAR and Reciprocal Associations may attend & participate in Realtor® Tours.

Tour Instructions

- Find the listing you want to enter for tour on the Listing Load menu.
- Click the box labeled “OH/BT” (Open House/Broker Tour). Then click the box “NEW BROKER TOUR.”
- Enter correct date and time. Enter the start time as 8:30 am and the end time as 9:00 am.
- Click “SAVE.”
- Check that your home appears under broker tour on the search menu for the correct date.
- Tour entries must be entered on rmlsweb broker tour by: 12pm Monday for the Newberg Tour and 12pm Tuesday for the McMinnville Tour.
- Only “Active” & “bumpable” real property listings will be scheduled.
- All homes can be toured individually beginning at approximately 9am.
- Homes noted “9-12” in the time field are open for broker viewing during those hours on the Wednesday McMinnville
- Repeat tours are OK after 6 months or a listing broker change.
- Tour will be canceled any day that the school districts are closed due to snow.
- Remember, only you or your office can enter a home for tour on rmlsweb.