



Caravan Procedures

Effective April 2018, Updated February 2024

Caravan Schedule Below:

- 1st Wednesdays: Old Town (Old Town N & S of Truman, Casa Marina, the Meadows, Truman Annex)
- 2nd Wednesdays: New Town, Mid Town East and West, etc. (May be possible some weeks to add Golf Club, Stock Island, and Key Haven)
- 4th Wednesdays: Lower Keys (Golf Club, Stock Island, Key Haven to Sugarloaf Key)
- This schedule can change. Please confirm all upcoming Caravans on your Navica Calendar.

Scheduling Procedures:

1. Submit your listing to the Caravan Wait List online at www.flexmls.com
 - Once you're in FlexMLS; Go to the Listing for the property you wish to add to the Caravan Wait List and choose "Edit Listing". (This will take you to the "Change Residential Listing" screen of your listing.
 - Select at the bottom right corner of the page, under "Scheduled Marketing Remarks" the third titled item, "Key West Caravans".
 - On the next page, "Key West Caravans", you will see the "Key West Caravan Wait List" and all the way to the right you will see "Add Listing to Tour". Click on that phrase.
 - You will now be on the final page, "New Key West Caravans Entry". In the Comments box, please add your cell phone number, email address and the Neighborhood of the Listing. Click "Next" at the bottom of the page.
 - You have now added your Listing to the Key West Caravan Wait List.
 2. The KWAR office will send you an email notification when your property comes up for a Caravan within a week prior to the Caravan scheduled date. You have two business days to confirm this date. If you are unable to participate in the scheduled Caravan, your listing will return to its current space on the KW Caravan Wait List. If no response, your listing will move to the bottom of the KW Caravan Wait List.
 3. If a scheduling conflict occurs after your Listing has been added to a scheduled Caravan, please contact the office immediately.
 4. The route will be organized geographically originating at the KWAR office, 3422 Duck Avenue, Key West. A maximum of two (2) properties per agent, per scheduled Caravan, when available.
 5. There is a maximum of ten (10) scheduled slots available for both Old Town and New Town scheduled Caravans. There is a minimum of six (6) and a maximum of ten (10) scheduled slots available for the Lower Keys Caravan.
 6. The Scheduled Caravan Route will be made available to the participating Agents on the Monday prior to the scheduled Caravan and to the Membership on the Tuesday before the Caravan date.
 7. Once your listing on the Caravan Wait List has passed the Contingent Show status it is ineligible for Caravan. Please remove it from the Key West Caravan Wait List at that time.
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