

Broker Open Email Service:

The Board of Realtors sends out a Broker Open House email announcement every Sunday at 12PM. If you want your Broker Open House to be included in the announcement, please submit it by 2PM on the preceding Thursday.

Steps to submitting your Broker Open Email:

Submitting a Broker Open House email is very easy to do.

1. Send an email with the following information:

- a. Address of the Broker Open House
- b. Date and Time of the Broker Open House
- c. A PDF Flyer that you would like included in the announcement.
- d. A short 1 or 2 sentence description of the Broker Open House.

[Click this link](#) to see an example of a past broker open house announcement so you know what your broker open information could look like.

2. Submit Your Email: Send the information above to brokeropens@realtorboardofstjohns.com by 2PM on Thursday for inclusion in Sunday's 12PM distribution.

3. Approval Process: A staff member will review your submission and email you back to let you know that it will be included in the Sunday distribution.

Please be advised that with the change to the “Broker Open House” policy, food, beverages, and gift cards are no longer required to qualify as a “Broker Open House”. You can include anything that you deem necessary to encourage attendance.

Note: This process is exclusive to Broker Open Houses. Regular open house announcements are not eligible for distribution.