# The REALTOR RAPPER JUNE 2017 President's Message

We have all been thinking about leadership lately...BCAR is no different. Thanks to the leadership within our own organization much has been accomplished and much is yet to come! I would like to take a moment to give some "shout-outs" and highlight a few events that are detailed elsewhere in this month's "The REALTOR Rapper".

Thank you to Leslie Chaklos for her tireless efforts with RPAC. Still looking for approximately \$2,000 to reach our 2017 Goal. Please consider what RPAC means to your business and invest in your future!

Thank you to our BCAR Affiliates for organizing the upcoming BINGO at Center Stage on Monday, June 5<sup>th</sup>. Bring your daubers and get ready to how! "BINGO" at this annual BCAR event. Support our Affiliates that truly give back to our Association in so many ways. Thank you to Bev Pietrandrea for her tireless work at EVERYTHING, especially Community Service. Currently she is looking to gather toiletries and clothing for patients at Brighton Rehabilitation and Wellness Center. See page 10 for details.

Looking ahead to upcoming events (this is where I plug the help that we need). Garrison Days will be on Saturday, June 10<sup>th</sup>. Please contact Dave Bodell who heads up our Legislative Committee, if you can sit at our booth for an hour that day and hand out brochures. We will be providing entertainment for everyone in attendance and hope you can be part of "getting the word out". Also in the near future is a CPR/First Aid course. REALTOR® Safety is utmost. Once details have been made an email blast will go out to Association members. If you aren't certified or need a refresher, this will be a MUST attend event for you. Take advantage of your membership and join us.

So what about "YOU"? Maybe next month I will be able to thank "YOU" for signing your name on the dotted line and nominating yourself to be an Officer or a Director of BCAR. Please see pages 11-12 for the application and eligibility requirements. It's been a very rewarding year in so many ways. Feel free to call me or any officer/director if you think you might be a fit. We have a spot for people who truly care about making a difference. Cant' run for the BCAR Board? What about filling a position on the Nominating or Audit Committee? Please contact Rose at the office to throw your name in the ring if you can give of your time. In conclusion, don't forget:

I AM THE VOICE OF REAL ESTATE.

I WILL MAKE IT HAPPEN OR WONDER WHAT HAPPENED and
IF IT'S MEANT TO BE, IT'S UP TO ME.

Bob Williams 2017 President



#### **Inside this Issue**

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#### 2017 Officers & Directors

President: Bob Williams
President Elect: Lorraine Ross
Secretary: Judy Plakosh
Treasurer: Ruthanne Belus
Directors: Lori Mikula Bianco

Bob Bixler
David Bodell
Ernie D'Achille
Sherman Hostetter
Cindy McConnell
Jeanie Parrish
Leslie Pazur
Bev Pietrandrea

Immediate Past-President:

Bridget Wysocki

Affiliate Director:

**Emily Kutzavitch** 

Association Executive:

Rose DeWeese

### **SOUTHWEST FIELD REPORT**







Pictured are Bob Williams, Bridget Wysocki, Congressman Rothfus and Dave Bodell.

<u>Breakfast with US Rep. Keith Rothfus</u> – A breakfast sponsored by the Beaver County Association, Comcast and Heritage Valley Health Systems was held with Rep. Keith Rothfus. Rothfus gave an update on the National Flood Insurance Program and the Affordable Care Act. Realtors® also met with Rothfus in Washington, D.C. to discuss NFIP, tax reform and sustaining the housing market.

<u>Pennsylvania Realtors® meet with federal legislators</u> – Pennsylvania Realtors® discussed key homeownership issues when they met with their federal legislators last week during NAR's Realtors® Legislative Meetings in Washington, D.C. For more details on the issues discussed, visit PARJustListed.com.



### **UPCOMING EVENTS**

June 5-6:00 pm Affiliate BINGO
Center Stage, DETAILS p. 4
June 5<sup>th</sup>-7<sup>th</sup>-2017 PAR Spring Business Meetings
Harrisburg
June 10th-Garrison Days, DETAILS p.5
June 14-9:00 am June BOD Meeting
Huntington Bank Conference Room
June 15-6:00 pm New Member Orientation
Huntington Bank Conference Room
June 16-9:30 am BCAR Affiliate Meeting
Huntington Bank Conference Room
July 4-8:30 am Midland 4th of July Parade,

### **WELCOME NEW MEMBERS & UPDATES**

### WELCOME...

### **New Members**

Suzonne Bechtold-Berkshire Hathaway, McMurray; Erica Drozinski-Berkshire Hathaway, Moon; Marsha Pustorino-Coldwell Banker, Cranberry; William Grundza-Investors Commercial Realty Group LLC, Ambridge;

Joseph Hinton-Northwood Realty Services, Beaver.

### **New Affiliate Member**

PNC Bank, Beaver-Jacob Gaul

DETAILS p. 7

### **Reactivated Member**

Thomas Moran-Berkshire Hathaway, Sewickley

### **Secondary Members**

Virginia Waltonbaugh-Berkshire Hathaway Moon Twp.; Karen Campbell & Barbara Mohr-Coldwell Banker, Cranberry; Blane Hess & James Miller-RE/MAX Real Estate Solutions, Beaver; Pilar Meyer-RE/MAX Advance Realtors, Sewickley

### **UPDATES...**

Ed Nadolny, is now with Your Town Realty, North Hills. His new email is edyourtownrealty@usa.com.

Congratulations to the following members for receiving designations:

Keith DeVries—CRS
Lori Meek—ABR
Julie Ann Sebock—SRES

# REALTORS® DENTAL & VISION INSURANCE

Vision and Dental insurance plans built just for REALTORS® For more information: 855.835.5395

### Made Any Changes?

If you have switched offices, changed email address or phone number then please be sure to contact the Association office at 724-774-4126, <u>or</u> email bcar3@verizon.net and let us know what is new with YOU!

Thank you!



### **CONGRATULATIONS**

to
American
General Service
Corporation
25 years
in business!

Continued success and best wishes to John Fencil!



# MONDAY JUNE 5, 2017 6-8:30 P.M. BINGO FUNDRAISER

The Beaver County Affiliates are hosting a fun night out to help raise funds for the Affiliate sponsored events.

Dinner will include: Baked Chicken, Ziti, Hot Sausage, Tossed Salad, Parsley Potatoes, Fresh Baked Rolls, Water, Soda, Coffee and Hot Tea. 6 Bingo Cards will be provided. Additional cards of 6 are available for a small fee.

Cash Bar - 12 oz. drafts \$3.00 and 12 oz. mixed drinks \$4.00



Let's Make This Event A Success!!

NETWORK WITH
REALTORS® AND
AFFILIATES – COME
AND HAVE SOME
FUN!
WE ENCOURAGE
YOU TO BRING
GUESTS!

CENTER STAGE 1495 OLD BRODHEAD RD. CENTER TWP.

\$25 PER PERSON INCLUDES A BUFFET DINNER, AND BINGO CARDS CASH BAR BINGO PRIZES WILL BE AWARDED. CHINESE AUCTION AND 50/50 RAFFLE

> BEAVER COUNTY ASSOCIATION OF REALTORS®

PRE-PAY EVENT!!!

Rose DeWeese
Call 724-774-4126
www.mvbcar.com
RSVP and payment due by
May 26th

Simply put, **RPAC** is **YOUR** voice.

with so many issues at the fore in the Real Estate Industry your donation of \$15.00 goes a long way to impacting flood insurance, property rights and even Municipal Ordinances.

Please take a minute to call BCAR and

**INVEST!** 





Beaver County Association of REALTORS

Total % of Goal Achieved 2017 75.28%

Total Money Raised in 2017 \$5,815

> 2017 Goal \$7,725.00

% of Members Investing in 2017 44.08%

Number of Investors in 2017

227









### CODE OF ETHICS . . . Article 15

REALTORS® make only truthful, objective comments about other real estate professionals.

### BCAR AT GARRISON DAYS SATURDAY, JUNE 10

BCAR will participate in the 2017 Garrison Days in Beaver with an informational booth that will disseminate REALTOR® information and discuss important issues in our industry. Our goal is to heighten awareness regarding Flood Insurance and other legislation that the Pennsylvania real estate industry. Please contact Dave Bodell at 724-622-0112 if you can help at our booth for an hour that day.

Thank you!

### BCAR MEMBER BENEFITS

One of your BCAR member benefits is this monthly ad that The Beaver County Times graciously runs for you and our association.

Please take a minute to read the benefits of your membership.

Thank you to
The Beaver County Times
for being a wonderful partner
and advancing the goals of
our members.

### **GOT ADS?**

### The Times

Please contact: Cyndi Metzler at 724.775.3200 ext. 153 or Debbie Bianco 724-775-3200

Fax: 724.728.4521

Ext. 200

Calling All
Real Estate Brokers
and Agents!

# The Times

Proudly partners with

# The Beaver County Association of REALTORS®



to provide marketing resources.

Become a BCAR Member Today!

- Our Partnership has Privileges -

## REALTOR® Membership Benefits

Benefits Offered to Both Primary and Secondary Members

- ✓ MONTHLY MEMBERSHIP MEETINGS
  - Educational
  - Networking opportunities

### **✓ EDUCATION**

- New Member Orientation
- Continuing Education Classes
- · Code of Ethics Training

### **√ANNUAL AWARDS**

- Sales Awards
- REALTOR® of the Year
- Emeritus Award

# ✓ ADVERTISING DISCOUNT IN THE BEAVER COUNTY TIMES FOR

- · Monthly Home Buyer's Guide
- · Twice a Month Here's My Card
- Sunday Real Estate Showcase

### **✓ AFFILIATE CONTRIBUTION**

- Education
- Holiday Beginnings

### **✓ MONTHLY NEWSLETTER**

#### ✓ WEBSITE

mybcar.com

### Affiliate Membership Benefits

Affiliates are companies who have services in the real estate industry or benefits for REALTORS® members.

- ✓ INVITED TO ATTEND ALL FUNCTIONS OF BCAR
- **√AFFILIATE MEETINGS**
- ✓ WEBSITE
- **✓ SOCIAL NETWORKING**

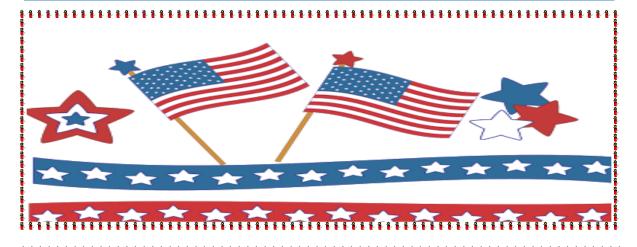
### **√ADVERTISING**

- Discount in Beaver County Times
- Highlight Affiliate Companies in Monthly Newsletter
- ½ or Full Page in Monthly Newsletter

#### ✓AWARDS

· Affiliate of the Year

To become a member of the BCAR: 724-774-4126



# Join the Midland 4th of July Parade!!! TUESDAY, JULY 4, 2017

Get on board the BCAR Float by celebrating Independence Day in a fun and festive way. So many ways to participate:

- 1. Decorate the float Please call *Bob Williams* at *724-312-9472* if you can assist.
- 2. The parade will start at 10:00 am.
- 3. Wear your company colors and walk the one mile route.
- 4. Put your Step In Sign on the float-\$25 per sign
- 5. Call *Rose DeWeese* at *724-774-4126* if you can lend a hand or would like to pay for a sign. We will gather in Midland by 8:30 am.
- 6. Toss candy along the parade route.

### Lawrence County Board of REALTORS®

along with PAR District #9



# PITTSBURGH PIRATES vs. SAN DIEGO PADRES FRIDAY, AUGUST 4, 2017 @ 7:05pm

Ticket Costs are \$49 or \$25 depending where you prefer to sit!

Section 105 is \$49 with a \$10 loaded value

Section 307 is \$25 and includes a hat

### It is also a free.... FanJam Postgame Concert featuring....



Please call or e-mail with reservations or questions:

Joe Carofino 724-462-3067 (cell) joecarofino@gmail.com

Tickets will be grouped by individual party sizes.

I will try to group everyone in as close proximity as possible.

Contact me asap to reserve your tickets!

Subject to availability. This is first come first serve.

All payments due by June 7, 2017

We will also put together a "Tailgate Party" prior to the game!

"Let's go BUCS"

# Calling all **NEW** REALTORS®

### **NEW MEMBER CLASS**

Thursday, June 15 6:00 pm

650 Corporation St.

Floor 2 – Meeting Room

(Entrance is in rear of Huntington Bank Building in Beaver)



RSVP to Rose DeWeese by Friday, June 9<sup>th</sup> 2017 724.774.4126 or email bcar3@verizon.net

Refreshments provided



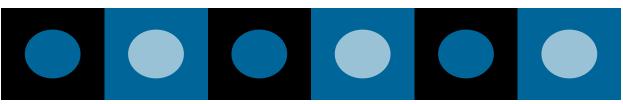
# Community Service-Friendship Ridge

BCAR's Community Service Committee is organizing a collection for the Seniors that reside in the Brighton Rehabilitation and Wellness Center, formerly known as Friendship Ridge. We are asking for the following items by June 30<sup>th</sup>. All donations can be delivered to Boyard-Anderson or the BCAR office.

Mouthwash
Toothbrushes
Candy, all kinds
Socks, men's and/or women's
Lightly worn clothing, men and/or women (clean)
Hairbrushes and combs
Underwear (new)
Door prizes for Bingo
Toothpaste
Denture cleaners
Night wear for men's and/or women's
Crossword puzzle or activity books
Shampoo and conditioner
Anything you can think of that they might need or enjoy.

Thanks for all your help in this endeavor!

If you have any questions, please contact: Bev Pietrandrea @ 724-713-2337





### **MOBILIZE...ORGANIZE...LEAD!**

BCAR needs leaders, doers and organizers. Surely you fit into one of these categories. Please consider running for a position and becoming more involved with YOUR association by running for one of the following positions:

### PRESIDENT-ELECT; SECRETARY; TREASURER & DIRECTOR

Take the time to ask a current officer or director about the rewards of having a stake in your career and with BCAR. Our group typically meets once a month for less than two hours.

Please fill out application below and mail, fax or email to Rose at the Association Office.

### **Beaver County Association of REALTORS®**

### **Election Application**

Name:	Real Estate Office:					
Seeking Consideration for Posi	Phone #:					
Present position in industry: (P	lease indicate how many years					
Salesperson	Broker of Record	Appraiser				
Associate Broker	Sales Manager	Property Manager				
Have you participated in Local Association activities? Yes No						
Have you served as a BCAR Bo	ve you served as a BCAR Board Member? Yes No					
If so, in what capacity/year/term?						
Committees Served/Year:						
Committees Chaired/Year:						
tate Association(s): National Association(s):						
Special Achievements:						
Signature:	Date:					

# Beaver County Association of REALTORS® Eligibility of Officers and Directors

### **ELECTION OF OFFICERS AND DIRECTORS**

### BCAR Policy and Procedures state:

- \* Prior to the election meeting, all candidates will be required to complete the Association's standard form on qualifications for office.
- \* Candidates for officers and directors are required to have been a member of an Association for at least two years and to have served on a standing committee.
- \* Criteria for President-Elect Nominees. The nominee shall be a REALTOR with at least three (3) years membership in the Board and shall have successfully completed service to the Board as:

A committee member
A chairperson of a committee
A two-year term as a Director, and/or Secretary, and/or treasurer.

### BCAR Bylaw Article XI-Officers and Directors, Section 5B state:

- 1. Criteria for president-elect Nominees. The nominee shall be a REALTOR® who shall have their principal vocation in any of the following, alone, or in combination: real estate brokerage, sales, leasing, property management, or appraising. the nominee shall have three years of membership in the Association and shall have successfully completed service to the Association as (1) a Standing Committee Member, (2) a Chairperson of a Standing Committee, and (3) a two year term as a Director, and/or Secretary, and/or Treasurer.
- **2.** Criteria for directors and officers other than President-Elect: The nominee shall be a REALTOR who shall have their principal vocation in any of the following, alone, or in combination: real estate brokerage, sales, leasing, property management, or appraising. Nominees shall also be Members in "good standing" of the Association and shall have served on a standing committee.

The election will be held the last two weeks in October and posted on our website. Results will be announced at the Annual Charity Auction in November. If you would like to run for office please fill out the Election Application on the previous page and return to the association office. If you have any questions, contact Rose at 724.774.4126.

### Thank you!



## WALK FOR JOSH

The 2017 Sgt. Joshua Rimer Memorial Walk was held at Green Valley Park in New Sewickley Township on Saturday, April 29th. As testament to the community support and love for Josh, attendance was outstanding with nearly

300 participants despite the rainy weather reports that proved accurate that day.

Army Sgt. Joshua Rimer was the nephew of Karen Fuller, former BCAR Association Executive. He was killed in July 2009, when his armored car was struck by a roadside bomb.

"It's not an easy day for our family, but so much good comes out of our efforts by supporting the Yellow Ribbon Girls and The Battle Buddy Foundation" Karen remarked.

BCAR and BCAR Affiliates donated a gift card basket, valued at over \$300, that was raffled off for the event. The basket included mostly local Beaver businesses that the winner could enjoy with family members. Fuller expressed



"Our gratitude for the basket is enormous. Only three out of more than 100 baskets that were donated, were chosen for auction. Obviously it was special and we knew it would have great appeal to those that came out for Josh." In total the walk raised over \$21,000.

If you would like more information about Sgt. Josh Rimer, or the charities his foundation supports, please visit www.walkforjosh.com.





Richard Masucci Vice President of Sales and Marketing

1501 Reedsdale Street Suite 4001 Pittsburgh, PA 15233

Phone:412-322-4001 X415 Fax:412-322-5755 412-760-5333 Mobile rmasucci@bsstitle.com

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- Deed and document preparation
- · Document and recording services
- · Other related services





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  USDA GUARANTEED RURAL HOUSING (EXPERTS FOR OVER 10 YEARS)
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Mona Simmons Loan Specialist Cell: 724-561-3158 na@ximortgage.co NMLS #144218



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#### **Ted George**

Banking Officer, Mortgage Loan Consultant

Beaver Office NMLS# 562791

Phone: 724-709-2044 Mobile: 724-622-4162 Toll Free: 1-888-988-3276 tgeorge@farmersbankgroup.com farmersbankgroup.com

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#### **Emily Kutzavitch**

Insurance Advisor 7000 Stonewood Drive - Suite 100 Wexford, PA 15090 724-776-2350 Ext 51921 Emily.kutzavitch@libertymutual.com



# Beaver County Association of REALTORS 2017 Affiliate Listing

Company Name	Representative	Phone	Email
Acre of Beaver County	Carl Follmer/Penny Jones	724-277-6961	jonespt@comcast.net
AgChoice Farm Credit & Country Mortgages	Alyssa Sheppard & Kathy Hartzell	724-482-2173	asheppard@agchoice.com
All Realty Transfers	Sue Grady & Joseph Budicak, Esq.	724-847-4460	sue@allrealtytransfers.com
American General Services	John Fencil & Rebecca Larson	724-728-9507	agscbeaver@verizon.net
Bactronix Corp. <sup>®</sup>	Joseph Kleynjans & Vincent Valicenti	855-515-3231	vvalicenti@bactronix.com
Beaver County Times	Debbie Bianco & Cyndi Metzler	724-775-3200	dbianco@timesonline.com
<b>Brokers Settlement Services</b>	Rich Masucci	412-322-4001	rmasucci@bsstitle.com
Budget Blinds of Beaver	Shirell & Frank Tislaretz	724-359-2726	fstislaretz@budgetblinds.com
Cleaview Federal Credit Union	Tim Murtagh & Susan Moore	800-926-0003	tmurtagh@clearviewfcu.org
Deb Herman Marketing Communications	Deb Herman	412-974-2971	deb@DebHermanMarCom.com
Design Inspirations	Kathleen Kirby	724-622-4934	dishades@comcast.net
ECA/Ed Cline Appraisals	Ed Cline & Dave Moore	724-847-3211	appraisals@eca1.com
Excel Mortgage Group	Bill Roorback & Mona Simmons	724-775-3090	mona@xlmortgage.com
Farmer's National Bank	Ted George & Pam Woodling	724-622-4162	tgeorge@farmersbankgroup.com
First Choice Mortgage Services	Linda Martin & Chris Healy	724-772-2022	linda@ourfirstchoice.com
Hancock County Savings Bank	Chrystal Duke & Debbie Walker	800-225-1620	cduke@hcsbank.com
Heritage Security & Service	Greg Peluso & David Peluso	724-857-3371	title@heritagesecurity.net
Home Savings & Loan-Beaver	Denise Baker	724-770-0800	dbaker@homesavings.com
Home Savings & Loan- Cranberry	Rob Good	724-309-2356	rgood@homesavings.com
HouseMaster Inspections	Jocelyn Cilik & Ivan Cilik	724-772-5593	jocelyncilik@housemaster.com
Housing Opportunities of Beaver County	Frank Wilson & Kevin Campanaro	724-728-7511	fwilson@hobcinfo.org
HSA Home Warranty	Joel Bolinger	412-657-6265	joel.bolinger@onlinhsa.com

# Beaver County Association of REALTORS 2017 Affiliate Listing

Company Name	Representative	Phone	Email
Huntington National Bank	William Stouffer	412-883-1524	william.p.stouffer@huntington.com
Insurance Unlimited Services, Inc.	Craig Nunamaker & Bethanne Homitz	724-728-2620	ins@insuranceunlimited.org
J.L. Camp Inspection Services	Tom & Terri Laurito	724-495-2331	terri@jlcampinspections.com
Keymax Settlement Services	Lori LaMarca & Jeff Reed	724-933-6330	llmarca@keymaxsettlement.com
Liberty Mutual Insurance	Emily Kutzavitch	724-776-2350	emily.kutzavitch@libertymutual.com
Mars National Bank	Shelley Hysong	724-742-2800	shysong@marsbank.com
Mortgage Lending Solutions	Mark Holp	724-774-9464	mark@mortgagelendingsolutions
Paul Davis of Western PA	Lori Jeannette & Tracy Kelosky	724-758-6540	lori.jeannette@pauldavis.com
Penn Suburban Abstract	Joni Sprout	724-776-9750	j.sprout@pennsuburbanabstract.com
PNC	Jacob Gaul	412-225-3301	jacob.gaul@pnc.com
Powers Appraisals	Garret Powers & Angela Javorsky	330-533-8957	rgpapp@zoominternet.net
Precision Home Inspections, Inc.	Shawn Bruce	724-628-6838	precisionhome@zoominternet.net
Premier Mortgage & Home Equity	Charles & Kara Nardone	724-843-2336	cnardone@premiermtghe.com
Rite Rug Direct	Dave Belanger	724-407-4036	davidbelanger@riterug.com
Signature Settlement Ser-	Andrew & Erika Bromley	724-728-8873	info@ssstitle.com
SingleSource	Ed Austin & Susan Cioc	866-620-7577	eaustin@singlesourceproperty.com
Steri-Clean Pittsburgh	Rachel Cline & Molly Suehr	724-516-4000	rcline@steri-clean.com
T.A. Closing Network	Susan Brody & Janet Sittig	412-531-1050	closings@taclosing.com
Top Flite Financial	Ryan Cuffle	330-501-9528	rcuffle@topflitefinancial.com
Union Building & Loan Savings Bank	Jamie Prah & Amanda Albanese	724-775-1609	aalbanese@unionblsb.com
Victorian Finance	Sonny Bringol, Jr. & Jim Skal	412-854-4500	info@victorianfinance.com
West Penn Financial Service Center, Inc.	Heather Matuszewski & Nicole Carlin	412-391-3200	heather.m@westpennfinancial.net

# Code of Ethics Training Requirements Changed!

Beginning in 2017, existing Realtor® members must meet the mandatory NAR Code of Ethics Training requirement every two years (instead of every four years). The deadline for the first two -year cycle is **December 31, 2018**. BCAR will be offering Code of Ethics Training later this year at a minimal cost for members. Details will be emailed to the membership once the date(s) are determined.

Additional information and training resources can be found at the NAR website www.realtor.org.

## PAR NAR Director Candidate Profile Form

# **Due June 30**

PAR is currently seeking individuals who are interested in serving as a state-appointed NAR director. Please go to parealtor.org to access the PAR NAR candidate profile form. It may be used for self-nomination or distributed to anyone interested in serving as a Pennsylvania-appointed NAR director. At this time, we are not aware of how many 2018 NAR director appointments Pennsylvania will have, and do not expect to receive that information until late July.

Forms should be submitted via email to lkrnjaic@parealtor.org by June 30. Please do not hesitate to contact her if you have any questions.

# BEAVER COUNTY ASSOCIATION of REALTORS

\*

650 Corporation St.
Suite 401
Beaver PA 15009

Phone: 724-774-4126

Fax: 724-774-1984

E-mail: bcar3@verizon.net

Association Exec.
Rose DeWeese

\*

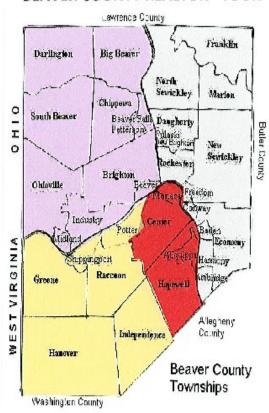
THE RAPPER
DEADLINE
Please remit
all submissions
for *The Rapper*by the last business day of the
month.

Thank you.

\*

Place an ad in our monthly publication. Full Page-\$100 Half Page-\$50

### BEAVER COUNTY REALTOR® TOUR



The Beaver County REALTOR<sup>®</sup> Tour is every Tuesday 10:00 am - 12:00 pm. The tour is broken up into zones as follows:

- 1st Tuesday of the month
- 2<sup>nd</sup> Tuesday of the month
- 3<sup>rd</sup> Tuesday of the month
- 4<sup>th</sup> Tuesday of the month

NEW LISTINGS: If you have a new listing and would like it to be on the Beaver County Tour you must go to the multi list <u>NO LATER THAN NOON ON MONDAYS</u> and pull up the listing. There you will find an agent tour. Click the date that corresponds with the schedule listed above for the are your listing is located.