



How to copy a listing that you previously had listed.

1. It is important to note that you can only copy a listing if you were the listing agent of that property and if you are still with the same brokerage.
2. Your 1st step is to look up the previous listing and make a note of the old MLS number.
3. Click the Input Add/Edit tab and then click Add New Listing'

NORIS MLS Home Search My Matrix Stats Finance **Input (Add/Edit)**

+ Input

Listings

Add new or Edit existing Listings

Quick Modify:

--MLS#-- Edit

4. Click your property type

 **Add New Listing**

Select Form

- Single Family
- Single Family (Coming Soon)
- Condo/Villa
- Condo/Villa (Coming Soon)
- Mobile Home
- Mobile Home (Coming Soon)
- Multi-Family
- Multi-Family (Coming Soon)
- Lots/Land/Farm
- Commercial
- Rent/Lease - SFM/CND/MUL
- Rent/Lease - SFM/CND/MUL (Coming Soon)
- Rent/Lease - Commercial

5. Click Copy Listing.

 **Add a New Cross Property Listing**

Fill From RealistTax | **Copy Listing** | **Start with a blank Listing**

Search for pre-existing Realist Tax Record from which to Fill

6. Enter the old MLS number into the first box and click the Fill From



Fill From RealistTax | **Copy Listing** | **Start with a blank Listing**

MLS Number from which to Fill

Fill From

7. The system will populate most of the information from your previous listing. There will be fields that you will need to fill in with the current information. Be sure to review all the listing information for accuracy