

## Tip Sheet: Copy Listing

You might re-list a property and want to copy the data from the previous listing. You may have a property that is both for sale and for rent and don't want to retype all of the details on the property. Matrix will allow you to copy any listing (review all fields you are responsible for accuracy).

To copy a listing in Matrix:

1. Click **Input**
2. Click **Add New**
3. Click the Property Type as zoned by the county (**Residential, Land, Residential Income, Commercial Sale, Commercial Lease, Residential Lease**)
4. Click **Copy Listing/Fill from Existing**
5. Enter the previous MLS#
6. Click **Fill From**
7. Check all of the data that copied – you are responsible for any errors
8. Enter the items that didn't copy
  - a. The following fields will not be copied and must be entered on each new listing
    - Showing Instructions
    - List Date
    - Expiration Date
    - List Price
    - Annual Taxes
    - Assessments
    - Homestead
    - Public Remarks
    - Broker Remarks
9. Click Save as Incomplete or **Submit Property** to make Active
10. Read any warnings and either Continue Editing to correct any errors or click **Submit Property** to save the listing - *Note the new MLS#*

Note: Remember to complete the listing and Save in Active Status by the one business day NAR clear cooperation or two business day MLS deadline.

To also copy the photos (only allowed if it was your previous listing)

1. Click **Add / Edit Photos**
2. **Click here to import (Copy) photos from another listing**
3. Enter the previous MLS#
4. Click **Import Photos**
5. Make any changes, add, or remove photos then click **Certify and Save**

