

How to Copy an Expired Listing:

This instructional guide is designed to explain how to copy an expired listing quickly.

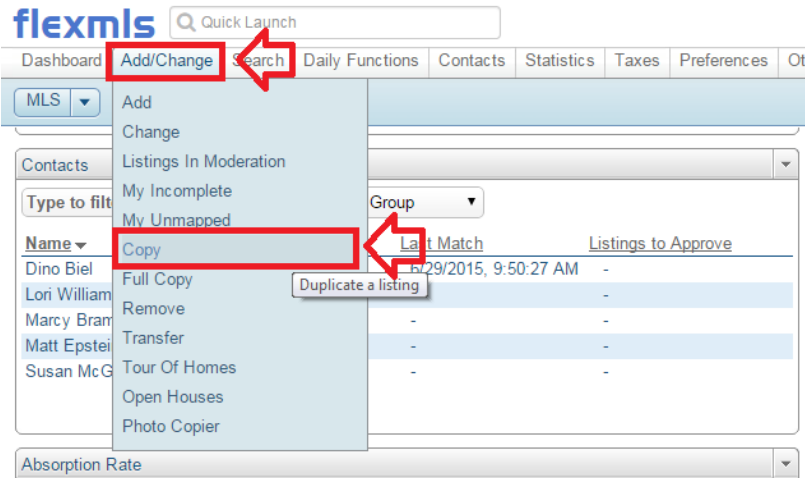
Note: You cannot extend an expired listing, and the GAVAR staff cannot provide this service either. If the listing is expired it must be copied. The information in this guide is of a random listing. Use your own listings and info.

Step 1) Obtaining the MLS # of your old Listing:

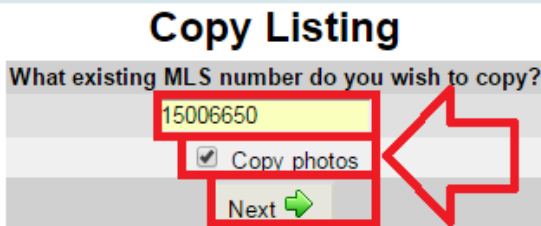
- This step is fairly straight forward. Find your MLS # for the listing you want to copy
- You can do this by searching the address in the MLS or going to “Add/Change” → “Change” → Select your expired listings, then you will be able to view the MLS #

Step 2) Copying the listing:

- Navigate to the “Add/Change” button then click on “Copy”



Step 3) Enter the MLS #, Check the “Copy Photos” button (if you want to keep your pictures), then hit Next:



Step 4) Verify all your information is correct, then click on “Add Listing”:



- Make sure to go through each tab above to make sure your information is correct
- Once you are done, simply click “Add Listing” in the top right corner