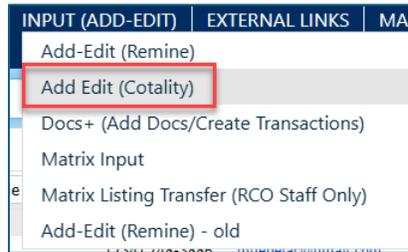
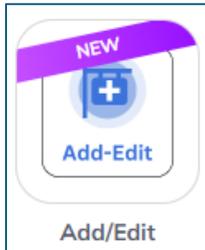


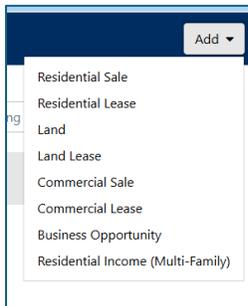
Copying a Listing in Add Edit

To copy a listing in Add Edit the previous listing must have been yours and the office ID must match.

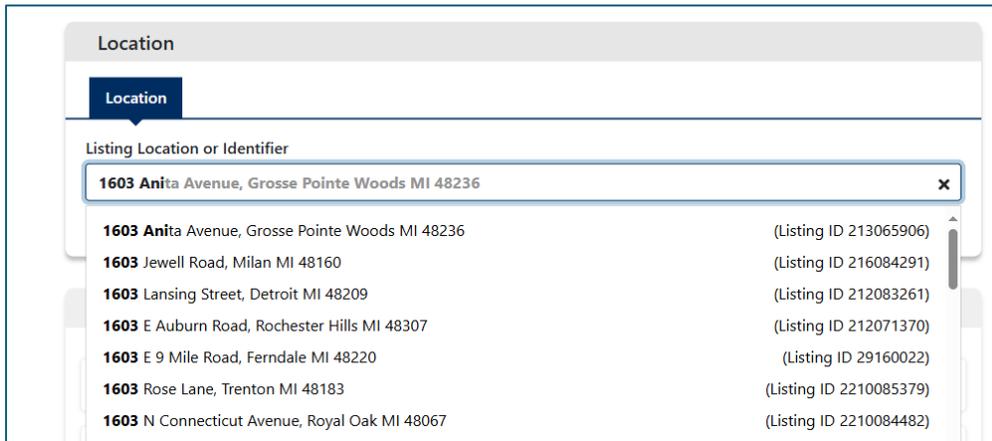
To access Add Edit, select the Add Edit icon from the Realcomp Dashboard or select Add Edit from the Input (Add-Edit) menu on RCO3.



Click Add in the upper right corner to start a new listing and then select the desired property type.



Start typing the property address and select the correct one from the matches that appear.



Once you have selected the correct address, you can move the pin location on the map, if needed and you can select how to prefill data in your listing.

step to begin manual entry of a listing.

Location

Location

Listing Location or Identifier

1603 Anita Avenue, Grosse Pointe Woods MI 48236

1603 Anita Avenue, Grosse Pointe Woods MI 48236	(Listing ID 213065906)
1603 Jewell Road, Milan MI 48160	(Listing ID 216084291)
1603 Lansing Street, Detroit MI 48209	(Listing ID 212083261)
1603 E Auburn Road, Rochester Hills MI 48307	(Listing ID 212071370)
1603 E 9 Mile Road, Ferndale MI 48220	(Listing ID 29160022)
1603 Rose Lane, Trenton MI 48183	(Listing ID 2210085379)
1603 N Connecticut Avenue, Royal Oak MI 48067	(Listing ID 2210084482)
1603 Witherspoon Way, Holt MI 48842	(Listing ID 2210068327)
1603 Douglas Street, Trenton MI 48183	(Listing ID 2210068299)
1603 Angela Road, Commerce Township MI 48390	(Listing ID 2210059588)
1603 Howard Street, Port Huron MI 48060	(Listing ID 2210038014)
1603 Maddy Lane, Keego Harbor MI 48320	(Listing ID 2210019018)
1603 Michigan Boulevard, Lincoln Park MI 48146	(Listing ID 2210018023)
1603 Brentwood Drive, Troy MI 48098	(Listing ID 2210000438)

If you have listed the property before, the option to copy from a previous listing will be available as well as the listings from which you can copy. Select the prefill method and click Continue.

1603 Anita Avenue, Grosse Pointe Woods MI 48236

Map

Drag pin to adjust map location or [adjust manually](#)

Revert

Fill Method

Fill From Tax
1603 Anita Avenue, Grosse Pointe Woods MI 48236 - Owner: Robert Cummings - Tax ID: 40-004-06-0108-000

Copy from Listing
213065906 - 1603 Anita Avenue, Grosse Pointe Woods City MI 48236 - Closed

Skip to blank input form **Continue**

Fill in any missing fields, add photos or documents, or edit the information as desired. At any time, you can save the listing as Incomplete. When finished save the listing as Coming Soon or Active to make it available to other agents.

The screenshot displays a web application interface for managing a real estate listing. The title bar reads "New Listing | Active - 1603 Anita Avenue" and includes buttons for "Save as Incomplete", "Submit", and "Close". A "View Full Form" toggle is also present. The interface is divided into a left sidebar and a main content area. The sidebar, under the heading "Residential Sale", lists various fields: Status, Dates, Property Sub Type, Agent/Office, Contacts, Co-Agent Info, Address, Map, Listing, Location and Tax, Lot, Exterior Features, Interior Features, and Foundation. The main content area features a note: "Note: Incomplete listings that have been unchanged for 30 days are automatically purged." Below this, the "Status" field is set to "Active". The "Dates" section contains two required fields: "List Date" and "Expiration Date", both of which are currently empty and highlighted in yellow with red error messages: "List Date is required." and "Expiration Date is required." The "Property Sub Type" section shows a dropdown menu with "Single Family Residence" selected.

If you have questions, please contact Customer Care at (248) 553-3430.