How to Copy a Listing

When you are relisting a property, it is often easier to copy the listing instead of starting the listing entry from the beginning. This is also helpful when entering a listing for both sale and lease.

Click the Input tab in RCO3® and select Add New.

Select the desired property type (profile form) that you need.

Click the option to "Auto-Fill from an Old Listing", enter the MLS number and click the "Fill From" button.

If you don't have the MLS number, you can use the search fields at the bottom of the page to search for it.

The system will fill in the fields that it can from the previous listing. Follow the tabs to complete all of the pages of the listing filling in any missing information. Click Submit Listing when the fields are complete. If any fields were missed, the system will prompt you for those before saving the listing.

If you have additional questions about listing input, please contact Customer Care at (866) 553-3430.