

Adding a Listing

MyStateMLS WALL TOOLS LISTINGS SEARCH CRM JANE BROKER

Sapodilla Ave > 801 S Olive Avenue 601 > 1762 Service Road

Add New Listing

How would you like to add your new listing?

- Blank Listing** — Use this option if the property is off blank and you will enter the property details through the process. [\[Use this method\]](#)
- Search Public Records** — Find property information through public records. You need to fill in at least the street number, street name, city, and zip code. Detailed property information will have to be filled in by you. [\[Use this method\]](#)
- Clone Company Listing** — You may search by Listing ID, property address, and zip code. If the property exists within your company, this will provide the most comprehensive duplication of the listing. [\[Use this method\]](#)

Adding a New Listing

To get started, select **New Listing** from the left-side menu, or open the **Listings** tab at the top and choose **Add New Listing**.

- Once you are on the **Add New Listing** screen, you will have several options for how to begin:
- **Blank Listing** allows you to start from scratch and enter all details manually.
 - **Search Public Records** helps you find an existing property and automatically fill in basic information to save time.
 - **Clone Company Listing** allows you to duplicate a previous listing and edit it for a new or updated property.

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*State <select>
You must have a valid real estate license in the state you select.

*Street Info
Street # Street Name

Unit/Lot #

*Display Address

*City
Note: This is the mailing address city of the property.

*Zip (5 digits)

Township

*Country <Select State First>

School District

Neighborhood

Is this property in a community? No

Zone <select>

Property Class <select>

Tax/Parcel ID

Latitude

Longitude

Cancel Save & View Next

- ### Completing the Listing Wizard (Blank Listing)
- Follow the prompts in the Listing Wizard to enter your listing information.
 - Fields marked with a red heading are required. All other fields are optional but may help improve your listing's visibility.
 - Each time you click **Next**, your progress is automatically saved. You may leave and return to your listing at any time before submitting.

- ### Submitting for Approval
- Depending on your office settings, listings may be reviewed before becoming active. After approval, your listing will go live in MyStateMLS.
 - Listings cannot be submitted until all required fields are completed.