

Cloning a Listing

MyStateMLS WALL TOOLS LISTINGS SEARCH CRM JB JANE BROKER

630 Sapodilla Ave > 801 S Olive Avenue 601 > Cart Olive Test > 701 S Olive Avenue 311 > CMA West Palm Test > Cart Default Bucket > 1762 Service Road

FREE TRIAL UNTIL 1/01/2027 - Buy Now

Company Listings - Active

Hide Filters Clear Results Print Listings

Listing IDs	Sales/Rentals	Property Type	View	Status	Price From
Price To	All Exclusives	State Abbrs	Street Address	City	Zip Codes
Owner Name	Agent Name	Showing Key	Branch Office	Order By	Keywords

Search

5 Total Page 1 of 1 1 to 5

Listing ID	Photo	Location	Price	Status	Agent	Type	Listing	Owner	Dates	Actions
✓ 11659028		1762 Service Road North Palm Beach, FL	\$2,200 / month	Active Rental simongrayrealty.com	Dawn Pfaff	Residential Rental	Exclusive Right	Dawn Pfaff Robert Pfaff	Create: 2/19/2026 List: 2/19/2026 Exp: 7/31/2026 Live: 2/19/2026 Share: 2/19/2026	

Clone a Company Listing

Cloning a listing allows you to create a new listing from an existing company listing. This is helpful when relisting a property, updating an expired listing, or using a previous listing as a template.

Finding a Listing to Clone

- To begin, select **New Listing** from the left-side menu, or open the **Listings** tab at the top and choose **Clone Company Listing**.
- You will be taken to the **Company Listings search page**, where you can filter by Listing ID, property type, status, agent name, address, and more.
- Use the search filters to locate the listing you would like to duplicate.

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Overview

Contact Agent Share Clone History Maps Add to... Layout

Clone to Sale

1762 Service Road, North Palm Beach, FL 33408 **New**

List Price \$2,200 / month on 02/19/2026

Cloning the Listing

- Once you find the listing, click on the Listing ID. Once opened, select the **Clone** option.
- After cloning, your new listing will be created as a **Hidden Draft** and will NOT be active.

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Clone Listing

SUCCESS! IMPORTANT NOTE: YOUR NEW LISTING IS A HIDDEN DRAFT (NOT ACTIVE).

VIEW NEW LISTING EDIT NEW LISTING

Listing Id #11659028 successfully cloned to Listing Id #11663296. The new listing is NOT active because you must add specific information such as expiration date, price, post permission details, upload photos, and more. Please review this information by stepping through The Listing Wizard and filling in the relevant data by using the link above.

Editing and Submitting

- Select **Edit New Listing** to enter the Listing Wizard. Review and update all required fields, including price, dates, and property details.
- When complete, submit the listing for approval if required by your office settings. Your listing will become active once approved.

****Important:** Cloned listings are NOT automatically active!!! You must review, complete any required fields, and submit the listing before it can go live.