Duplicates

Can I have my property listed as two property types?

MARIS permits Brokers to add a property in two property types, if needed, for marketing purposes. There is a $50.00 fee for the second entry. The main and secondary type must accurately reflect the property zoning/usage.

The duplicate listing will be primarily available in the MLS as most real estate websites do not allow duplicates on their websites. For this reason, the real benefit of having a duplicate listing is to have the additional listing in the MLS to show up on Agent's searches and their clients' auto emails.

If you are putting a listing in as a sale and a lease it is not considered a duplicate. This has no fee and can be activated without help from MARIS Staff.

Simple steps for requesting a duplicate listing:

Enter the main listing into Coming Soon/Active. Re-enter/clone the listing under the second property type and save it as INCOMPLETE. Each listing's marketing remarks must state that it is a duplicate listing and reference the other MLS#. In addition, all photos must be present for the duplicate listing to be activated.

The second listing MUST BE ACTIVATED by MARIS staff. Once activated the listing will be sent to billing to create an invoice for the $50.00 fee.

Be aware that a duplicate listing will show twice in Matrix, once under each category. Third party sites, i.e. Realtor.com, are not required to and may not show duplicate listings.

You don't have to recreate the entire listing! Go to:

https://marismls.com/howto

Choose "Clone your listing" under the header Listing.

Duplicate listings are completed in the order they are received. Please be advised that **duplicate listings can take 24-48 business hours to begin processing. Additionally, MARIS does not guarantee activation of duplicate listings after noon on Friday.** If received after noon, please note that your listing may not begin the review process until the next business day.

Send an email to duplicatelistings@marismls.com with the original MLS# and the duplicate MLS# in the subject line of the email and include this form:

Original MLS#   _____

Duplicate MLS#   _____

Address: _____

Listing Agent ID: _____

Broker ID: _____

Zoning Definition* (according to the tax entity) _____

*Residential, commercial etc. Every tax entity uses its own number/code system for zoning. We need the definition of that code.

If the property is not zoned for the property type you are requesting (i.e. it is zoned residential, and you want to put it in as commercial) please provide any documentation from the tax entity that states it can be used in the 2nd property type.

What to do when the property sells:

Close only the listing that reflects the tax information (if zoned condo, close the condo listing), and notify MARIS, via duplicatelistings@marismls.com to remove the duplicate.

Remember to include the original MLS# and the duplicate MLS# in the subject line. DO NOT close, cancel, or delete the duplicate.