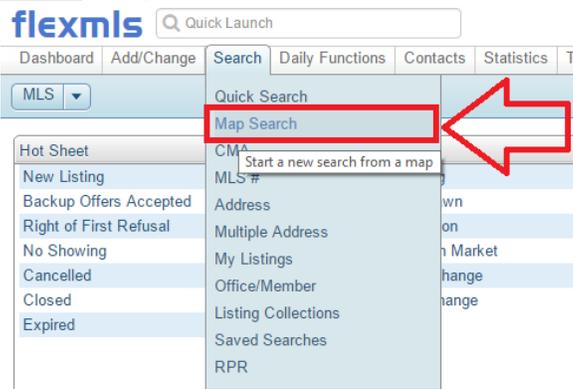


How to Do a Full CMA

Note: This guide is intended to show you how to complete a full CMA. There is more than one way to complete a CMA, but this guide is designed to show 1 possible route to complete a CMA. This guide will also assume the listing type is residential.

Step 1) Complete a Search



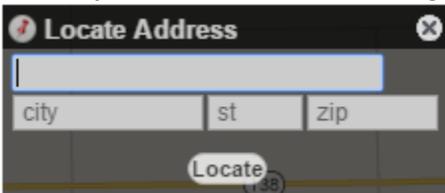
- You can either do a Quick Search or a Map Search, this guide will do a "Map Search".
- Once you have selected "Map Search" on the following screen, Choose "Residential" then "use" at the bottom of the screen

Step 2) Setup a Radius on the Map

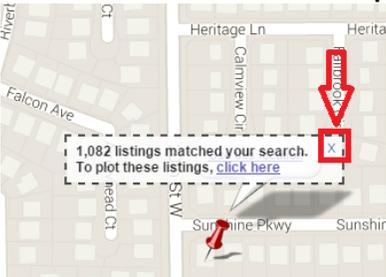
- If you have a subject property, use the little red push pin in the bottom right corner to select your radius



- This is a very very small button located in the bottom right corner of the screen. Click this button and you should see the following box appear in the middle of your screen.



- Fill in the address then press "Locate"



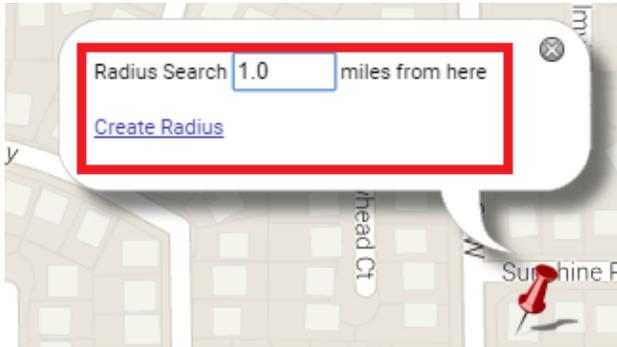
- The push pin should now be located on the screen. Click on the tiny "X" shown in red above.



- Select "Use this location"



-Select "Radius Search"



- Set the distance for your search and then hit "Create Radius"

*****IMPORTANT TIP*****

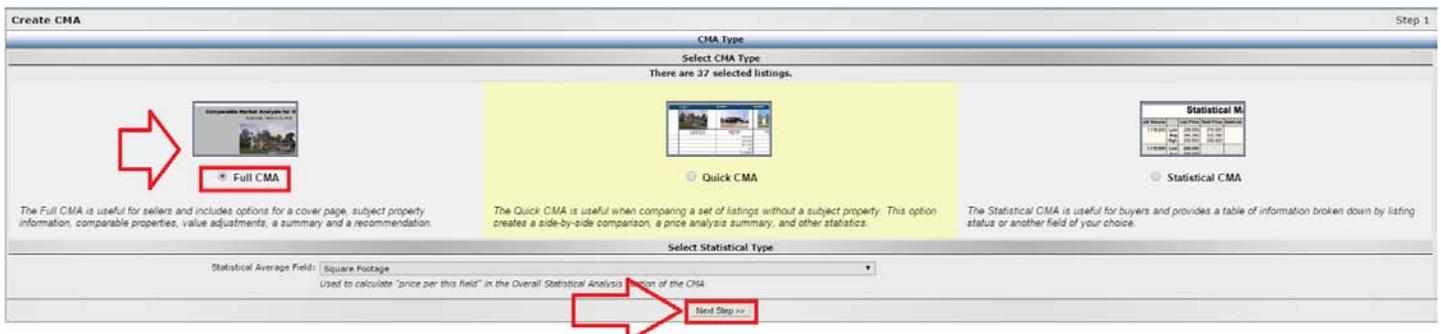


- Don't forget on the left hand side you can still apply filters to your radius search. This will help you later if you want to compare listings that have the same comparables as your subject property.

STEP 3) Creating the CMA



- In the top right corner click on CMA...then "Use all Results"



-Choose "Full CMA" then "Next Step"

Create CMA Step 2

CMA Type **Cover Page** Subject Comps Adjustments Summary Recommendation Finish

Cover Page Information

Title: Comparable Market Analysis

For: [Blank]

As of: Monday, February 1, 2016 Always Use Current Date

By: Greater Antelope Valley Association of REALTORS®

Comments: [Blank]

(0 of 3000 character max)

<< Previous Step **Next Step >>**

- The first page you encounter is the cover page. This guide will not cover this page please hit the “Next Step” Button as displayed above.

Create CMA Step 3

CMA Type Cover Page **Subject** Comps Adjustments Summary Recommendation Finish

Subject Property Address Information

Address 1: 1806 Sunshine Pkwy

Address 2: [Blank]

City: Palmdale

State: CA Zip: 93551

Show Map Location Auto-Populate Fields from existing Listing

Subject Property Additional Information

Template: Residential CMA Template Delete/Rename Template

Item's Field name	Field name	Field name	Description	Units	Action
# Bedrooms	# Bedrooms	4	4	1	X ⬆ ⬇ ⬇
Total Baths	Total Baths	2	2	1	X ⬆ ⬇ ⬇
Square Footage	Square Footage	1800	1800	1	X ⬆ ⬇ ⬇
Lot Sqft	Lot Sqft	[Blank]	[Blank]	1	X ⬆ ⬇ ⬇
Legal Tract #	Legal Tract #	[Blank]	[Blank]	1	X ⬆ ⬇ ⬇
Year Built	Year Built	1990	1990	1	X ⬆ ⬇ ⬇
Modifier	Modifier	[Blank]	[Blank]	1	X ⬆ ⬇ ⬇

<< Previous Step **Next Step >>**

- The “Subject” Tab is where you select your subject property. If you chose “Auto Populate from Existing Listing” it will ask you for an MLS#. After entering the MLS# it will fill in all the information for you. If not, you can manually enter the information yourself, then click next step.



- You will see a new popup. Click “Use this Location”

Create CMA Step 4 Save

CMA Type Cover Page Subject **Comps** Adjustments Summary Recommendation Finish

Please Select Comparable Listings

Select List Number	Status	Address	City	State	Zip	Price	Action
<input checked="" type="checkbox"/> 16000525	Active	39982 Deer Run Road	Palmdale	CA	93551	\$261,000	X ⬆ ⬇ ⬇
<input checked="" type="checkbox"/> 16000332	Active	39444 Gainsborough Drive	Palmdale	CA	93551	\$279,000	X ⬆ ⬇ ⬇
<input checked="" type="checkbox"/> 15013025	Active	1511 Tigertail Court	Palmdale	CA	93551	\$280,000	X ⬆ ⬇ ⬇
<input checked="" type="checkbox"/> 16000148	Active	1522 Windsor Place	Palmdale	CA	93551	\$289,000	X ⬆ ⬇ ⬇
<input checked="" type="checkbox"/> 16000268	Active	2146 Willowbrook Avenue	Palmdale	CA	93551	\$319,900	X ⬆ ⬇ ⬇
<input checked="" type="checkbox"/> 16000666	Active	38800 Barrington Street	Palmdale	CA	93551	\$339,900	X ⬆ ⬇ ⬇
<input checked="" type="checkbox"/> 1503277	Active	1326 Starfill Road	Palmdale	CA	93551	\$384,800	X ⬆ ⬇ ⬇
<input checked="" type="checkbox"/> 15008913	Active	1644 Amargosa Drive	Palmdale	CA	93551	\$399,000	X ⬆ ⬇ ⬇
<input checked="" type="checkbox"/> 16000908	Active	1345 Wellington Drive	Palmdale	CA	93551	\$410,000	X ⬆ ⬇ ⬇
<input checked="" type="checkbox"/> 18000179	Active	39113 Desert Holly Lane	Palmdale	CA	93551	\$439,900	X ⬆ ⬇ ⬇

Add Comparables Show Only Selected Comparables

<< Previous Step **Next Step >>**

- Since you already filtered your results in step 2, you can choose “Next Step”.

Create CMA Step 5

Fields: Subject Fields All Fields

Listing Data

Comparable	Address	Adjust +/-
1086 Sunshine Pkwy	1086 Sunshine Pkwy	
38982 Deer Run Road	38982 Deer Run Road	
39444 Gainsborough Drive	39444 Gainsborough Drive	
1511 Tigertail Court	1511 Tigertail Court	
1522 Windsor Place	1522 Windsor Place	
2146 Willowbrook Avenue	2146 Willowbrook Avenue	

Auto-Adjust Comparables Remove All Adjustments

Adjustments For Comparable: 38982 Deer Run Road

Comparable Adjustment Summary

Description	+/-	Value	Rm
There are no adjustments for comparable 16000535.			

Comments

- The Adjustments tab: This tab is designed to try to make listings with different attributes more comparable. For example if you have 1 listing with 4 bedrooms and another with 3. You can make adjustments to make the comparables match up better. Since we filtered our listings in step 2, we can also skip this page. Click “Next Step”

Create CMA Step 6

Price Analysis

Summary of Active Listings

MLS #	Address	Orig. List Price	DOM	CDOM	List Price	Total Adjustments	Adjusted Price
16000535	38982 Deer Run Road, Palmdale CA	\$281,900	15	15	\$281,900	-	\$281,900
16000332	38444 Gainsborough Drive, Palmdale CA	\$279,000	20	20	\$279,000	-	\$279,000
15013023	1511 Tigertail Court, Palmdale CA	\$289,000	82	82	\$288,000	-	\$288,000
16000148	1522 Windsor Place, Palmdale CA	\$289,000	26	26	\$289,000	-	\$289,000
16000268	2146 Willowbrook Avenue, Palmdale CA	\$319,900	21	21	\$319,900	-	\$319,900
16000666	38500 Berrington Street, Palmdale CA	\$339,900	10	10	\$339,900	-	\$339,900
15032277	1326 Stemhill Road, Palmdale CA	\$365,000	313	313	\$364,800	-	\$364,800
15008913	1644 Amargosa Drive, Palmdale CA	\$399,900	202	202	\$399,900	-	\$399,900
16000988	1345 Wellington Drive, Palmdale CA	\$410,000	3	3	\$410,000	-	\$410,000
16000179	39113 Desert Holly Lane, Palmdale CA	\$449,900	24	24	\$439,900	-	\$439,900

Low, Average, Median, and High Comparisons

	Active	Overall
Low	\$261,900	\$261,900
Average	\$339,230	\$339,230
Median	\$329,900	\$329,900
High	\$439,900	\$439,900

Overall Market Analysis (Unadjusted)

Status	#	List Vol.	Avg. List Price	Sold Vol.	Avg. Sold Price	Avg. Sale/List Price	Avg. Square Footage	Avg. List \$/Square Footage	Avg. Sold \$/Square Footage	Avg. Dom	Avg. CDOM
Active	10	3,392,300	339,230	0	0	0.00	2,491	148.98	0.00	72	7
Overall	10	3,392,300	339,230	0	0	0.00	2,491	148.98	0.00	72	7

- The Summary, and the Recommendation Tabs will all appear on the final result. Feel free to click “Next Step” For both of these tabs. The last tab we will view is the “Finish Tab”

Create CMA Step 8

Comparable Market Analysis Display Options

Cover page

Map of subject and comparable properties

- Street map
- Satellite map

Subject property description

Side-by-side comparison of all listings

Sort side-by-side comparison by Status

Search parameters

Statistical summary

Display Listing Price Recommendation

CMA Color Scheme:

Listing Detail Options

Individual adjustment summary for each listing

Individual Price Per calculation summary for each listing

Include listing detail using this report:

Print all listings

Print only listings marked as comparable

- On this tab you can choose what will and will not appear on your CMA. As you can see above, you can remove any of the steps we have gone through to this point including the cover page (highlighted in red). Simply uncheck the box if you do not want it to appear. At the very bottom of the page is where you can choose how to view your CMA. Feel free to use which ever method you are comfortable with to view the CMA. After completing this step you have successfully created a full CMA!

- Reminder: There are many ways to start a CMA. The full CMA is also completely customizable. Once you are comfortable enough with the process you should be able to customize your CMA to complete them in whatever fashion you choose.