

Begin a CMA From Search Results

From the **Results** tab, **1** select the desired *comparables* by clicking in the *checkbox* to the left of the properties **2**

Note: Any **Display** allows one to select *comparables* and generate a **CMA**

Click **"CMA"** **3**

The *CMA Wizard* will present

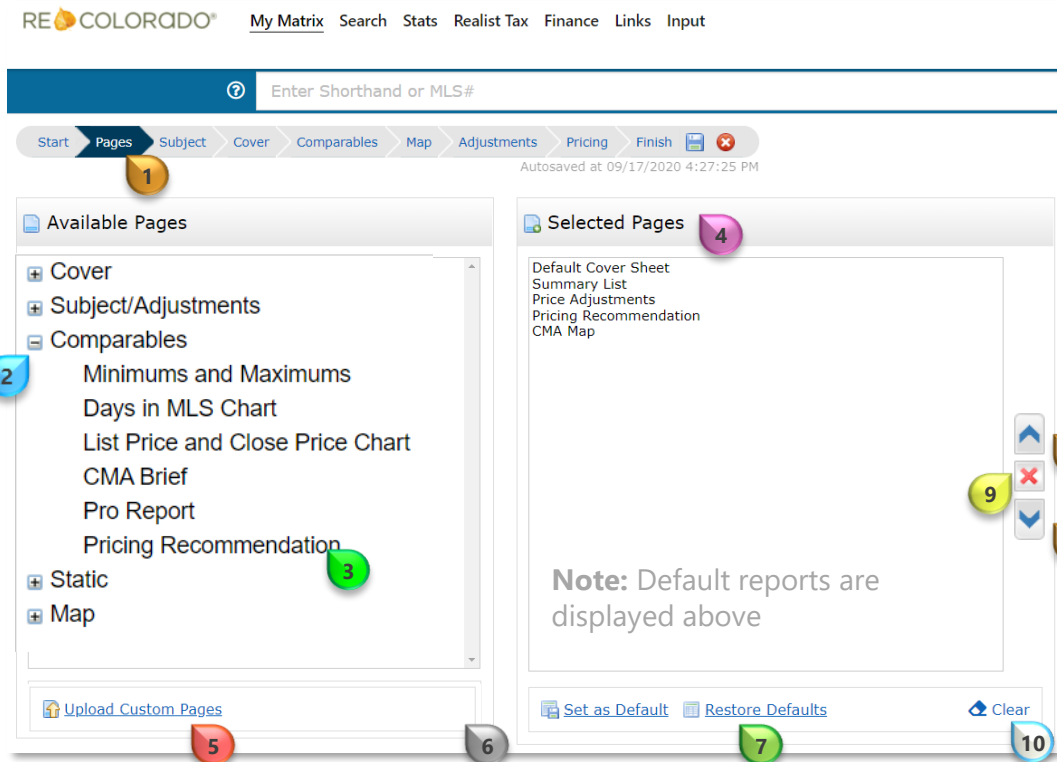
Start **1**

Select an existing contact by using the *expand collapse arrow* next to **"Select Contact Name"** **2** or **"Create a new Contact"** **3**

Enter a **Description** **4**

Note: The **Description** serves as a name for the **CMA**

Pages

Click "Pages" 


RECOLORADO® My Matrix Search Stats Realist Tax Finance Links Input

Enter Shorthand or MLS#

Start **Pages** Subject Cover Comparables Map Adjustments Pricing Finish

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Available Pages

- Cover
- Subject/Adjustments
- Comparables
 - Minimums and Maximums
 - Days in MLS Chart
 - List Price and Close Price Chart
 - CMA Brief
 - Pro Report
 - Pricing Recommendation
- Static
- Map






[Upload Custom Pages](#)

Selected Pages

Default Cover Sheet
Summary List
Price Adjustments
Pricing Recommendation
CMA Map

Note: Default reports are displayed above

[Set as Default](#) [Restore Defaults](#) [Clear](#)

Under **Available Pages** click the "+" sign to expand each section Click on the desired *Page Title* The selected *page* will appear under **Selected Pages** Click "**Upload Custom Pages**"  to upload *customized pages*To set the **Selected Pages** as your default, click "**Set as Default**" To restore default pages, click "**Restore Defaults**" To reorder the **Selected Pages**, click on the page you want to move and click the *up / down arrows* To remove a selected page, click the page you want to delete and click the "X" To clear all **Selected Pages** click "**Clear**" 

Subject

Click "**Subject**" 1

RECOLORADO® [My Matrix](#) [Search](#) [Stats](#) [Realist Tax](#) [Finance](#) [Links](#) [Input](#)

Enter Shorthand or MLS#

Start Pages **Subject** Cover Comparables Map Adjustments Pricing Finish

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Subject Property

Matrix needs the details of the subject property. What would you like to do?

- 2 • Type in the subject property fields manually
- 3 • Enter a Property Listing Id to auto-fill from:
- 4 • Search for a Property property to auto-fill from
- 5 • Search for a Realist record to auto-fill from

Fill the Subject Property from one of the following options:Type in the subject property fields manually 2Enter an *MLS Number* to auto-fill from a previous listing 3Search for a residential listing to auto-fill from 4Search for a *Realist* record to auto-fill from 5Enter or modify subject details 6Upload a photo by clicking "**Browse**" 7 and select the desired photo

Subject Details

Required

Mls Status

Address

Street #

Street Dir Prefix

Street Name

Street Suffix

Street Dir Suffix

Unit #

Building #

City

ZIP

State

Property Photo

No Picture Available

Upload Photo:

Optimal Image Size: 1600 x 1200 pixels

To complete a CMA, work through all CMA tabs at the top of the screen. Be sure to "**Save**" your work