

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 the *comparables* and generate a **CMA**

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res

Criteria Results

Previous Next · 1-10 of 10 Checked 10 All · None · Page Display my:Single Line at 50 per page

	OH	Listing ID	St	SType	Address	City	Price ↑	Bd	Bth	Abv	Ttl	Fin
<input checked="" type="checkbox"/>		6779743	P	SFR	5772 S Bahama Circle W	Aurora	\$529,000	4	4	2,371	3,221	3,221
<input checked="" type="checkbox"/>		6669852	P	SFR	18830 E Berry Place	Aurora	\$470,000	4	4	1,957	2,847	2,757
<input checked="" type="checkbox"/>		2359275	P	SFR	5452 S Cathay Way	Centennial	\$435,000	4	4	1,875	2,413	2,313
<input checked="" type="checkbox"/>		7772218	C	SFR	18663 E Powers Lane	Aurora	\$580,000	4	3	2,040	3,048	2,940
<input checked="" type="checkbox"/>		5909709	C	SFR	18914 E Berry Drive	Aurora	\$485,000	3	3	2,252	3,490	2,252
<input checked="" type="checkbox"/>		2689569	C	SFR	18838 E Powers Place	Aurora	\$475,000	5	4	1,857	3,122	1,857
<input checked="" type="checkbox"/>		3077288	C	SFR	18787 E Berry Place	Aurora	\$465,000	5	4	1,957	2,847	2,847
<input checked="" type="checkbox"/>		8783774	C	SFR	19111 E Garden Place	Centennial	\$440,000	4	3	2,191	3,205	2,191
<input checked="" type="checkbox"/>		3435843	C	SFR	18634 E Crestridge Drive	Aurora	\$435,000	3	3	1,582	2,002	1,952
<input checked="" type="checkbox"/>		8440286	C	SFR	5472 S Bahama Court	Centennial	\$420,000	3	2	1,785	3,532	1,785

Actions Refine Save Carts

Criteria Email Print CMA Directions Stats Export Quick CMA Cloud CMA ShowingTime

Previous 1 Next

Click **"CMA"**

The *CMA Wizard* will present

Start

Select an existing contact by using the *drop down arrow* next to **"Select Contact Name"** or **"Create a new Contact"**

Enter a **Description**

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Enter Shorthand or MLS#

Start Pages Subject Cover Comparables Map Adjustments Pricing Finish

Autosaved on 09/17/2020 4:27:25 PM

Select CMA Contact

Welcome to the CMA Wizard. Use this Start page to select your Contact. Use the above Navigation Bar to navigate through the steps.

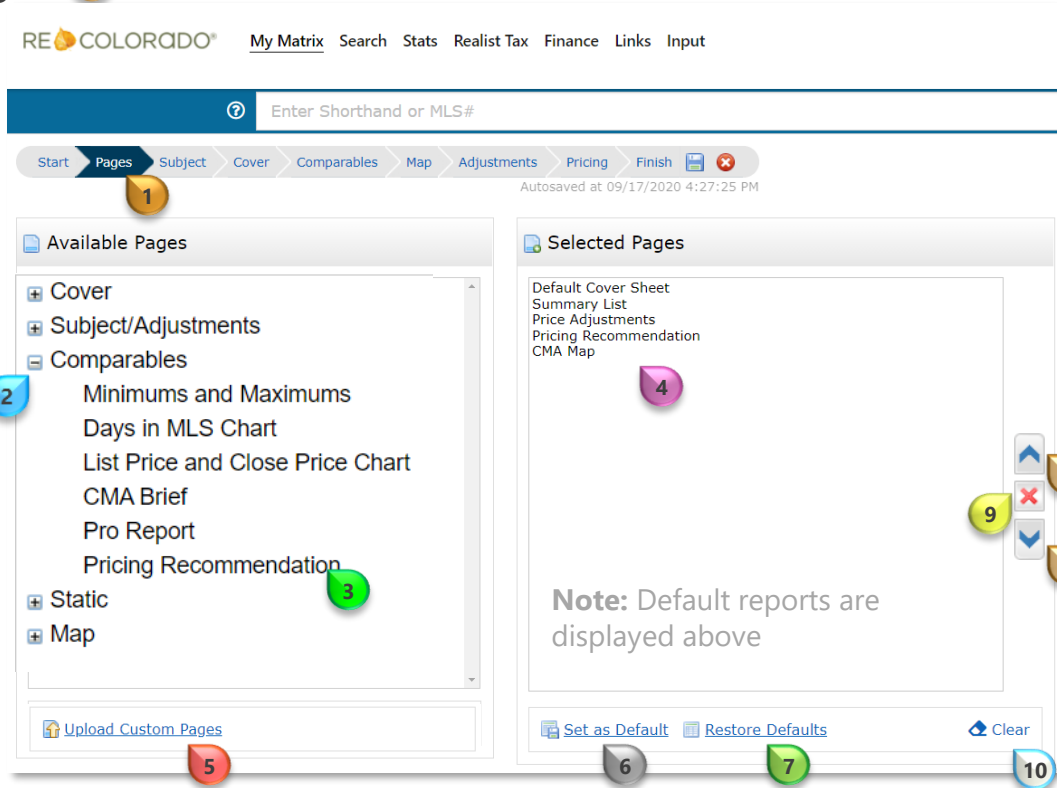
Select Contact Name: Create a New Contact

Description:

Please Note: This CMA will be saved for 365 days from the Last Modified date and then automatically be deleted. If you need to keep it longer, modify the CMA before the end of the 365 day period or save a copy of the generated PDF to your computer (you should do that anyway).

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

Pages

Click "Pages" 


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Enter Shorthand or MLS#

Start **Pages** Subject Cover Comparables Map Adjustments Pricing Finish Autosaved at 09/17/2020 4:27:25 PM

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* to select  Pages will appear under **Selected Pages** Click "**Upload Custom Pages**"  to upload customized pagesTo 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
click the *Up / Down arrows* To removed a selected page, click on the page you want to delete, click the "X" To clear all **Selected Pages** click "**Clear**" 

Subject

Click **"Subject"** 1

Fill the Subject Property from one of the following options:

Type in the subject property fields manually 2

Enter an MLS Number to auto-fill from a previous listing 3

Search for a residential listing to auto-fill from 4

Search for a Realist record to auto-fill from 5

Enter or modify subject details 6

Upload a photo by clicking on **"Browse"** 7 and select the desired photo

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