

Create CMA from Search Results

From your search results, click checkbox to select desired comparables 1

“Thumbnail” 2 display shown below

METROLIST Home Search Stats My Matrix Realist Tax Deed Search Finance Links Admin Help Hello,

Speed bar! Click ? for examples + other criteria Recent

Criteria Map

Previous · Next · 1-3 of 3 Checked 3 All · None · Page Single Line display Display Thumbnail 2 at 25

<input checked="" type="checkbox"/>		1310 EMERSON Street, Denver, CO 80218 MLS#: 11154288 List Date: 07/20/12 Status: Sold Status Conditions: None Known Type: Detached Single Family Style: 2 Story Year Built: 1888 County: Denver Under Contract Date: 04/30/13 Sold Date: 08/23/13 Concessions: None Recent: 08/28/2013 : Sold : U->S	List/Sold Price: \$690,000 Taxes: \$2,781 (0) Has HOA: No Seller Type: Individual Financial Terms: Cash, Conventional Vehicle Spaces: 2 School District: Denver 1 Sold Term: Cash	Listing Office Above Grade: 2,811 Total Sqft: 4,234 Finished Sqft: 2,811 Basement Sqft: 1,423 Beds: 3 Baths: 2 Acres: 0.28
<input checked="" type="checkbox"/>		1260 CORONA Street, Denver, CO 80218 MLS#: 11446968 List Date: 11/20/12 Status: Sold Status Conditions: None Known Type: Detached Single Family Style: 3+ Story Year Built: 1888 County: Denver Under Contract Date: 02/01/13 Sold Date: 03/08/13 Concessions: None	List/Sold Price: \$625,000 Taxes: \$3,428 (0) Has HOA: No Seller Type: Individual Financial Terms: Cash, Conventional Vehicle Spaces: 2 School District: Denver 1 Sold Term: Conventional	Listing Office Above Grade: 3,079 Total Sqft: 3,648 Finished Sqft: 3,079 Basement Sqft: 569 Beds: 5 Baths: 3 Acres: 0.07
<input checked="" type="checkbox"/>		1066 PENNSYLVANIA Street, Denver, CO 80203 MLS#: 11718048 List Date: 03/29/13 Status: Sold Status Conditions: None Known Type: Detached Single Family Style: 2 Story Year Built: 1887	List/Sold Price: \$585,000 Taxes: \$2,593 (0) Has HOA: No Seller Type: Individual Financial Terms: Cash, Conventional, FHA Vehicle Spaces: 3	Listing Office Above Grade: 2,463 Total Sqft: 2,759 Finished Sqft: 2,463 Basement Sqft: 296 Beds: 3 Baths: 3

Actions 3 Save Carts

Criteria Email Print **CMA** Directions Stats Export Quick CMA

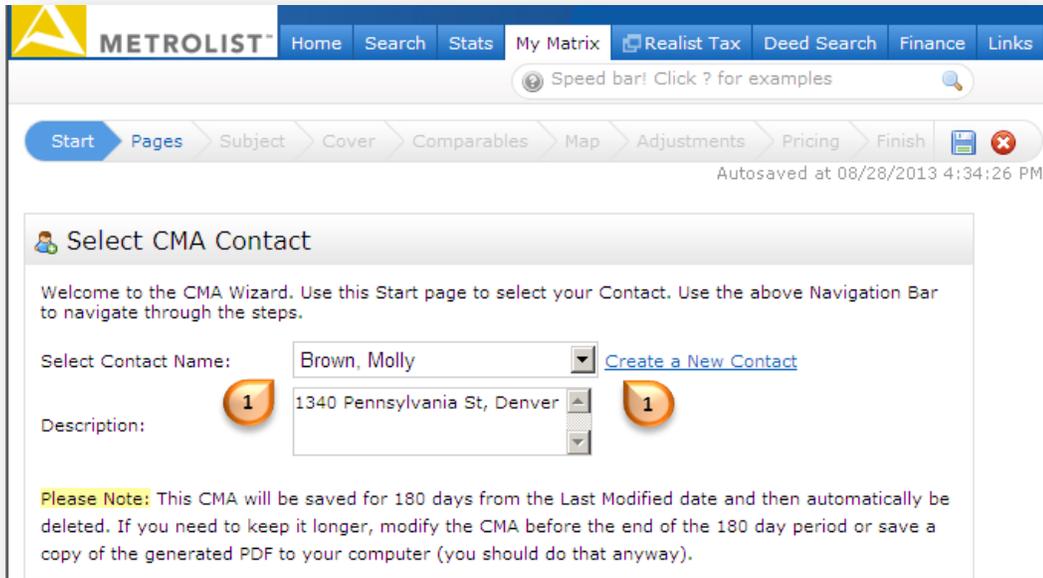
Click “CMA” under “Actions” on the button bar 3

Create CMA from Search Results

START:

Select a Contact or [Create a New Contact](#) and enter a Description 

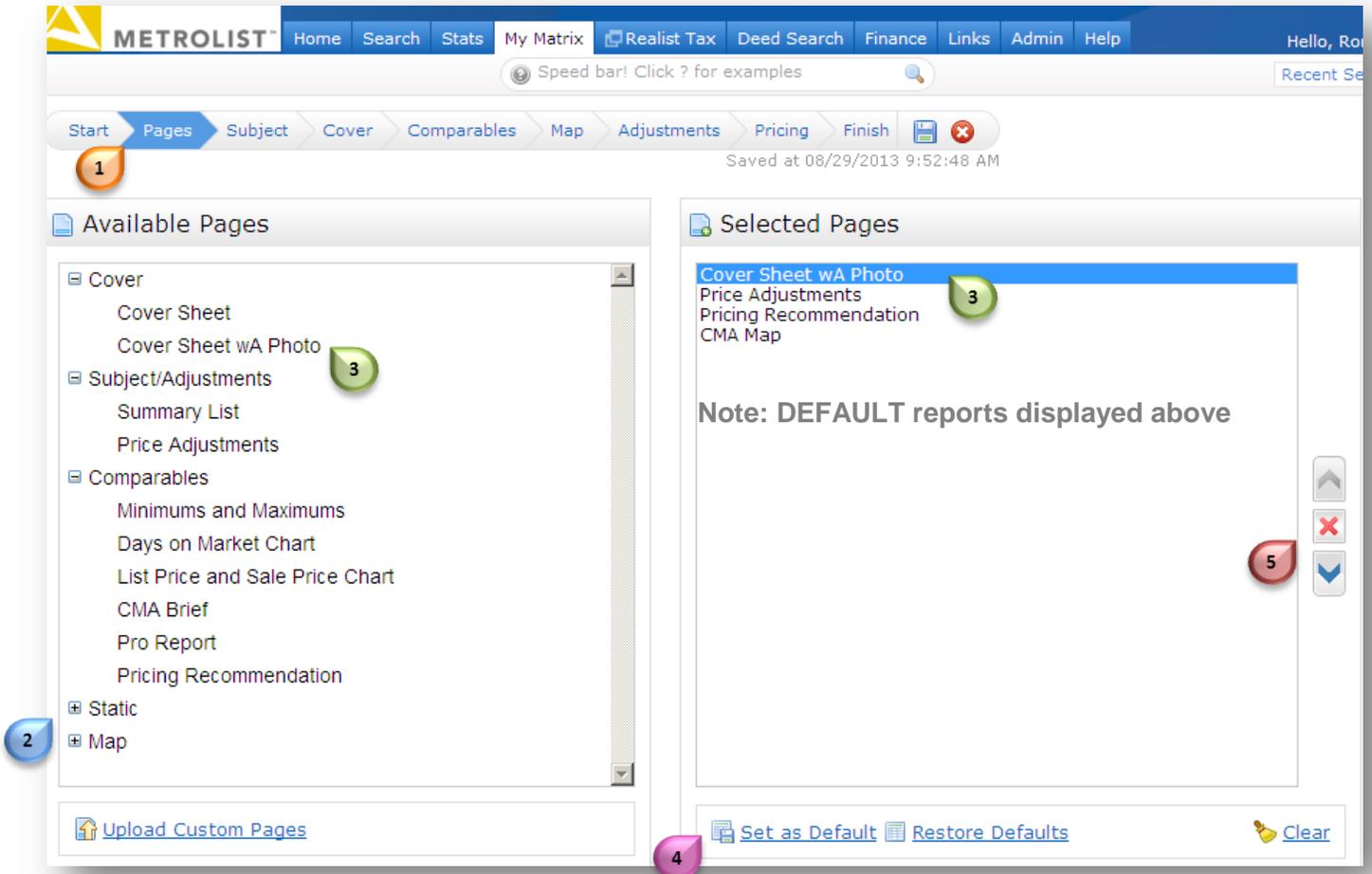
Note: Description serves as a name for the CMA



Create CMA from Search Results

PAGES:

Click **“Pages”** on the CMA Wizard 



Click the **“+”** sign  to expand each section

Click on desired page title to select. Pages appear under **“Selected Pages”** 

To set **“Selected Pages”** as your default, click **“Set as Default”** 

To restore default pages, click **“Restore Defaults”**

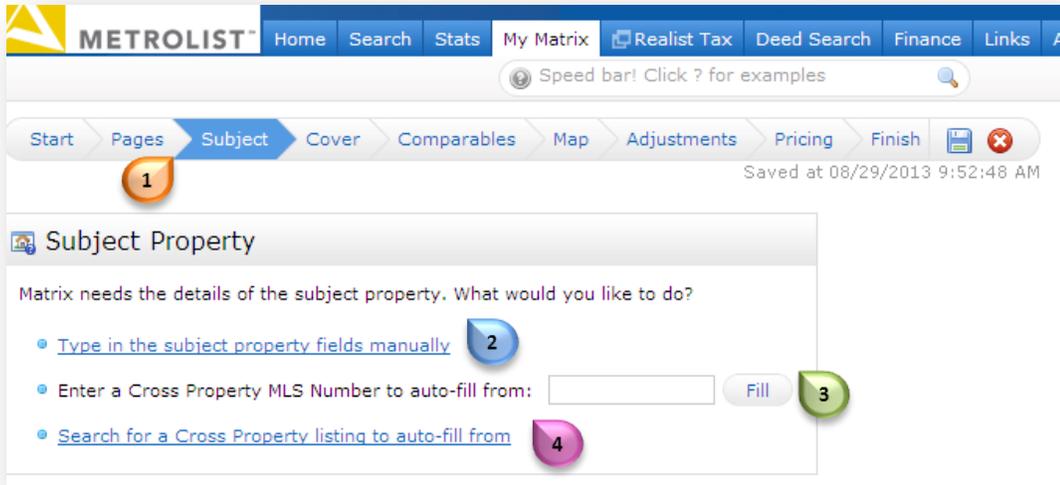
To change the order of a selected page, click the Up/Down arrows 

To remove a selected page, click the red **X** button

Create CMA from Search Results

SUBJECT:

Click **“Subject”** on the CMA Wizard 1



Fill the Subject property from one of the following options:

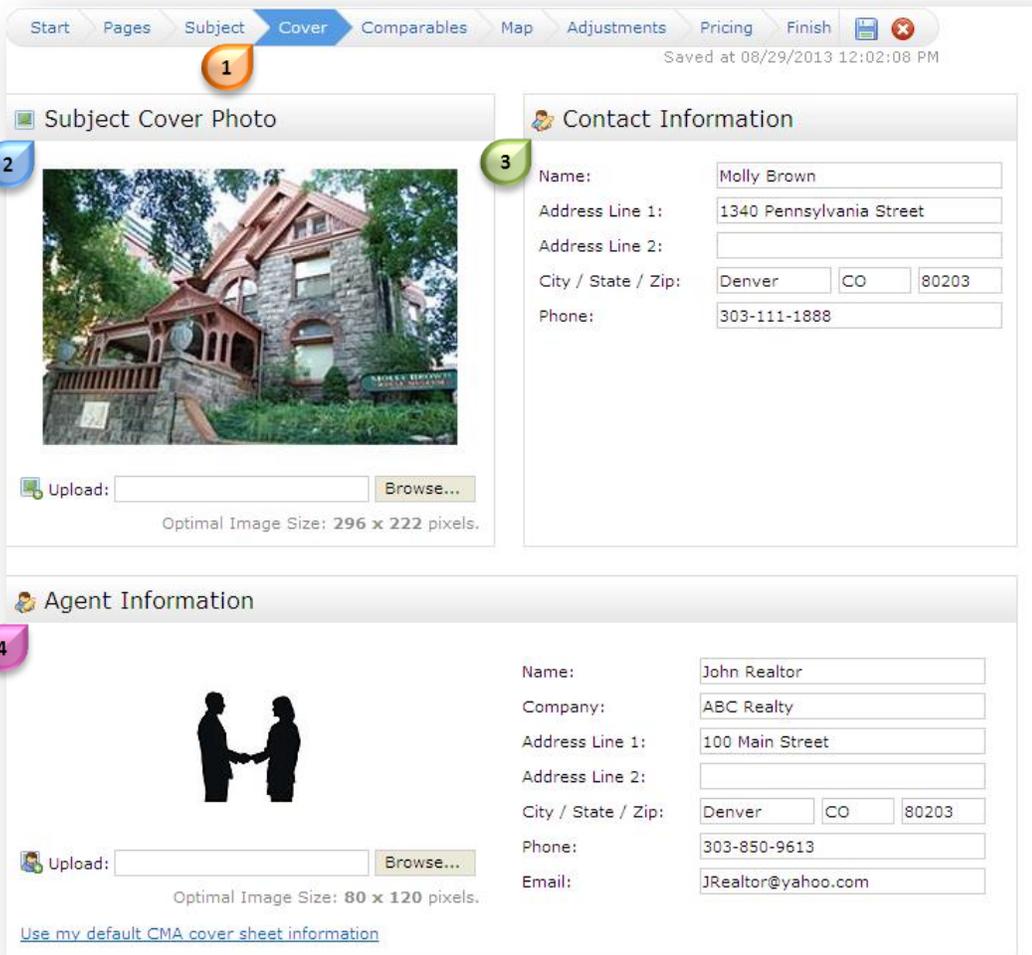
- 2 Type in subject property fields manually
- 3 Enter an MLS number to auto-fill from a previous listing
- 4 Search for a listing to auto-fill

- 5 Enter or modify subject details and upload photo

Create CMA from Search Results

COVER:

Click “Cover” on the CMA Wizard 



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

Saved at 08/29/2013 12:02:08 PM

1

Subject Cover Photo 



Upload:

Optimal Image Size: 296 x 222 pixels.

Contact Information 

Name:

Address Line 1:

Address Line 2:

City / State / Zip:

Phone:

Agent Information 



Upload:

Optimal Image Size: 80 x 120 pixels.

[Use my default CMA cover sheet information](#)

Name:

Company:

Address Line 1:

Address Line 2:

City / State / Zip:

Phone:

Email:

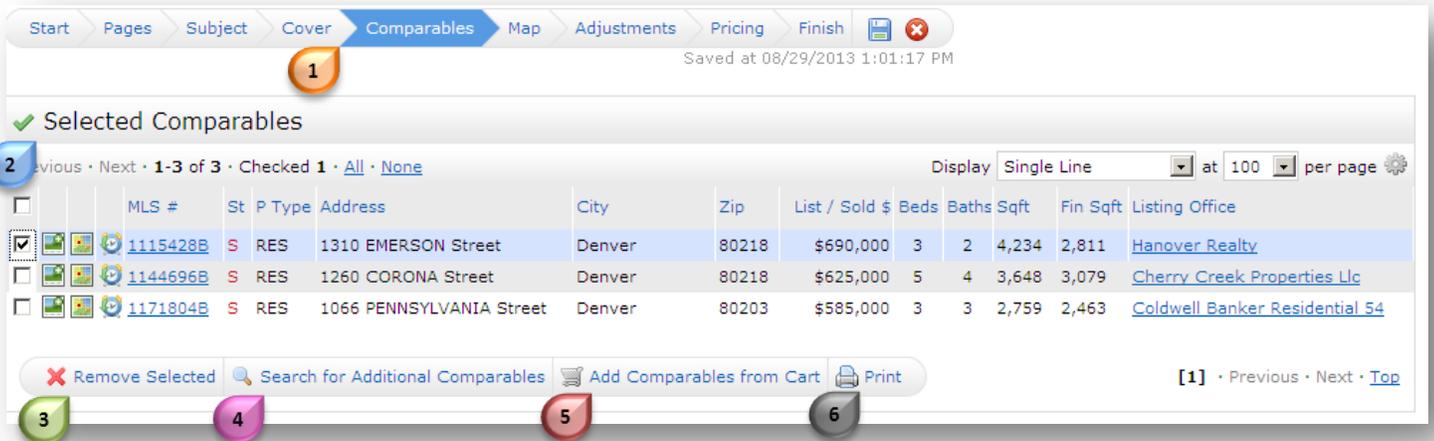
You have the option to:

-  Review and edit cover photo
-  Review and edit Contact information
-  Review and edit your Agent information

Create CMA from Search Results

COMPARABLES:

Click **“Comparables”** on the CMA Wizard 



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

Saved at 08/29/2013 1:01:17 PM

✓ Selected Comparables

Previous · Next · 1-3 of 3 · Checked 1 · All · None

Display Single Line at 100 per page

	MLS #	St P Type	Address	City	Zip	List / Sold \$	Beds	Baths	Sqft	Fin Sqft	Listing Office
<input checked="" type="checkbox"/>	1115428B	S RES	1310 EMERSON Street	Denver	80218	\$690,000	3	2	4,234	2,811	Hanover Realty
<input type="checkbox"/>	1144696B	S RES	1260 CORONA Street	Denver	80218	\$625,000	5	4	3,648	3,079	Cherry Creek Properties Llc
<input type="checkbox"/>	1171804B	S RES	1066 PENNSYLVANIA Street	Denver	80203	\$585,000	3	3	2,759	2,463	Coldwell Banker Residential 54

Remove Selected Search for Additional Comparables Add Comparables from Cart Print

[1] · Previous · Next · Top

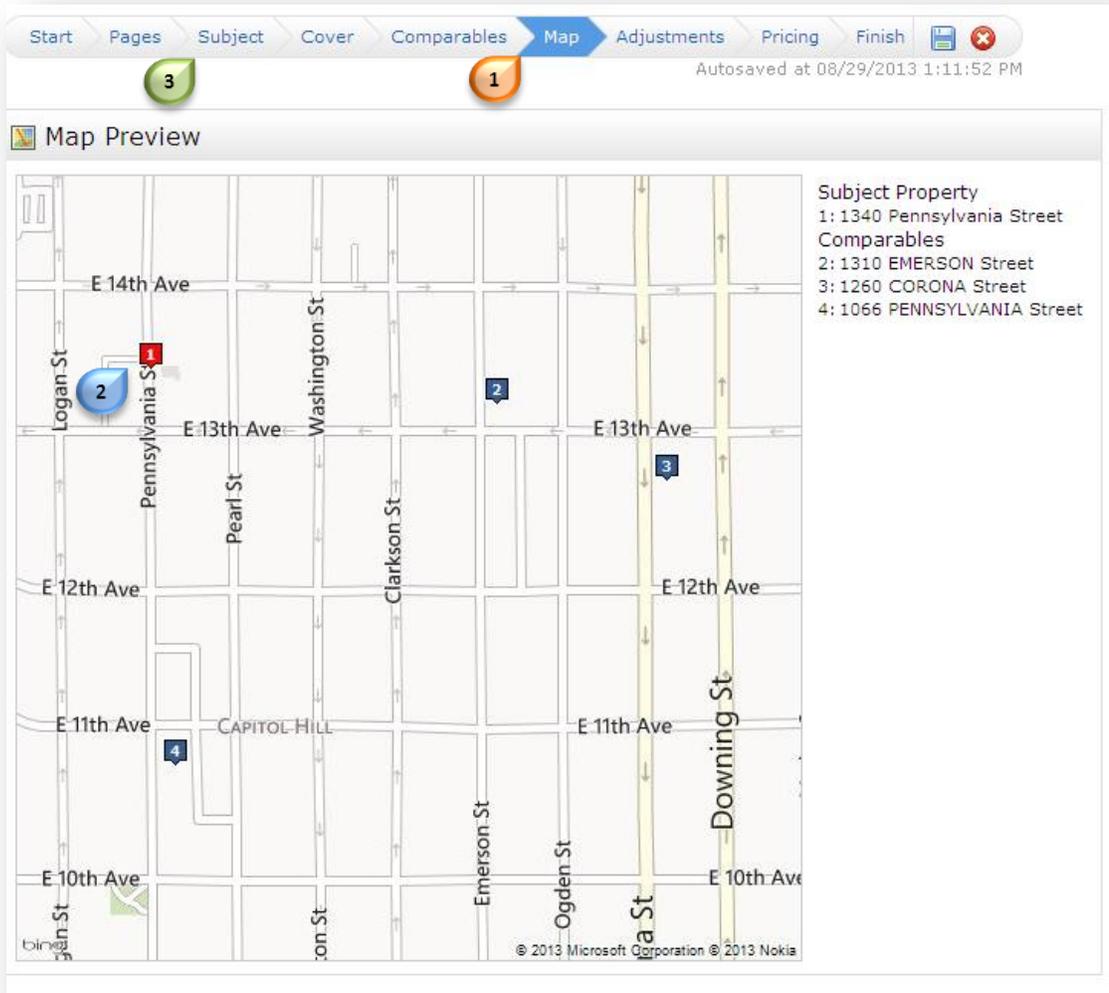
You have the option to:

-  Review comparables for CMA report
-  Remove selected comparable(s)
-  Search additional comparable(s)
-  Add comparable(s) from a Cart
-  Print comparable(s) in desired report format

Create CMA from Search Results

MAP:

Click “Map” on the CMA Wizard 



 Map displays subject property and location of each comparable

 To modify map location of subject property, click on **Subject**, scroll to the bottom and adjust the latitude and longitude

 Map Location

Latitude	<input type="text" value="39.7375"/>	 Locate
Longitude	<input type="text" value="-104.9811"/>	

Create CMA from Search Results

ADJUSTMENTS:

Click **“Adjustments”** on the CMA Wizard 1

Status	Price	Adj Price	Neighborhood	Bedrooms	Total Baths
Feature Value				10,000	
1340 Pennsylvania Street			Smiths Additi	4	3
1310 EMERSON Street	Sold	690,000	Capitol Hill	3	2
1260 CORONA Street	Sold	625,000	CAPITOL HIL	5	4
1066 PENNSYLVANIA Street	Sold	585,000	PORTERS AD	3	3
Low	585,000	595,000			
Median	625,000	615,000			
Average	633,333	636,667			
High	690,000	700,000			

2 Enter financial adjustments

3 Click arrow buttons to move between field options,  OR

4 Click **View in Detail Mode** to enter adjustments per property

Field	Subject Property	Adjusting Property	Adjustment
			
	1340 Pennsylvania Street	1310 EMERSON Street	
Status		Sold	
Price			690,000
Neighborhood	Smiths Addition	Capitol Hill	
Bedrooms	4	3	10,000
Total Baths	3	2	
# Parking Spaces	4	2	
Heating	Electric	Gas	

Create CMA from Search Results

PRICING:

Click “Pricing” on the CMA Wizard 

Start Pages Subject Cover Comparables Map Adjustments Pricing Finish  

 saved at 08/29/2013 1:49:40 PM

Summary

 The following table summarizes the prices calculated from the adjusted comparables:

	Low	Median	Average	High	Count
Comparable Price	585,000	625,000	633,333	690,000	3
Adjusted Comparable Price	595,000	615,000	636,667	700,000	3

Additional Analysis

This section provides some additional pricing statistics obtained by comparing the subject property with the comparables:

- Cannot calculate a price based on Total SqFt because the subject property does not have a value for this field.

Suggested List Price

 I SUGGEST THE FOLLOWING LIST PRICE RANGE: \$630,000 - \$640,000

Characters Remaining: 189
Check Spelling [English](#)

Notes

 Enter any additional comments which should appear with the price.

 **Summary** displays Comparable and Adjusted Comparable Prices

You have the option to:

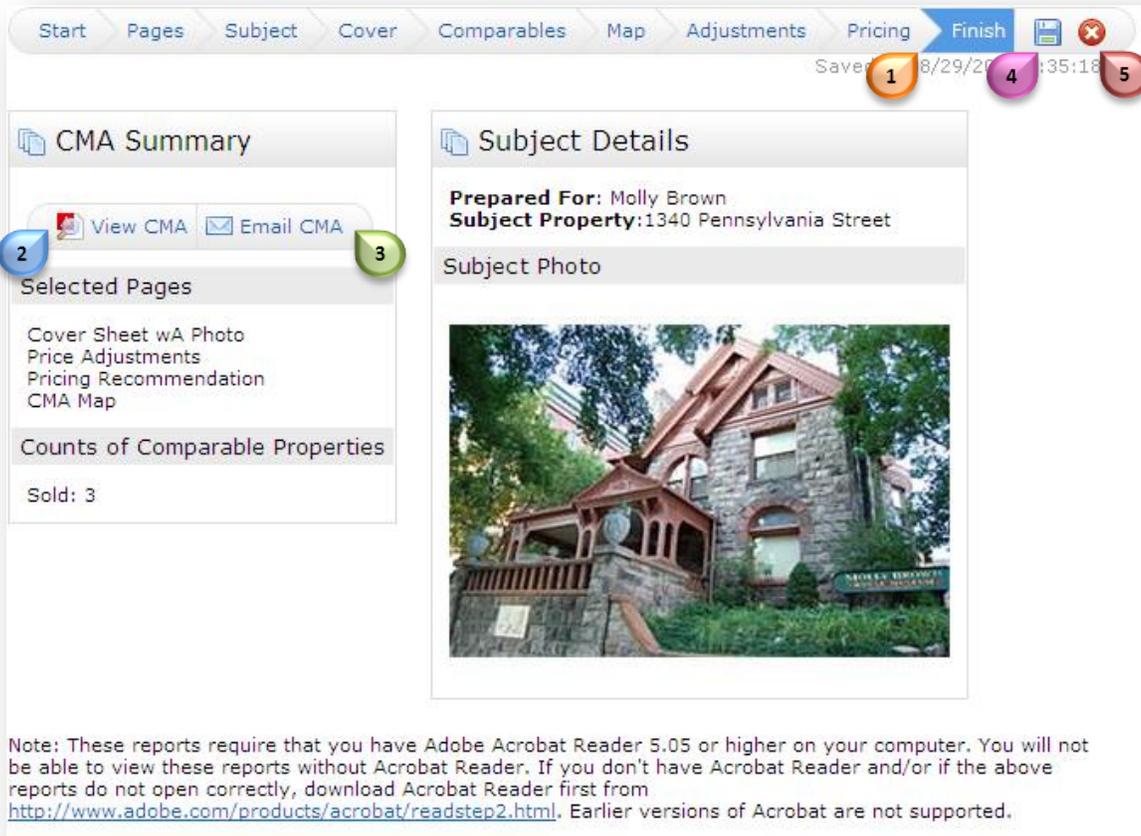
 Enter the **Suggested List Price** recommendation

 Enter **Notes**

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FINISH:

Click **“Finish”** on the CMA Wizard 



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

Saved  8/29/20  :35:18 

CMA Summary

 View CMA  Email CMA

Selected Pages

- Cover Sheet wA Photo
- Price Adjustments
- Pricing Recommendation
- CMA Map

Counts of Comparable Properties

Sold: 3

Subject Details

Prepared For: Molly Brown
Subject Property: 1340 Pennsylvania Street

Subject Photo



Note: These reports require that you have Adobe Acrobat Reader 5.05 or higher on your computer. You will not be able to view these reports without Acrobat Reader. If you don't have Acrobat Reader and/or if the above reports do not open correctly, download Acrobat Reader first from <http://www.adobe.com/products/acrobat/readstep2.html>. Earlier versions of Acrobat are not supported.

You have the option to:

-  Click to **View CMA** and print PDF CMA report
-  Click to **Email CMA**
-  Click to **Save** 
-  Click Red  to delete and Exit the CMA Wizard