

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 For additional information register for the REcolorado class *How Matrix and Realist Can Help You Price Properties*.

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

The screenshot shows a search results table with columns: OH, Listing ID, St, SType, Address, City, Price, Bd, Bth, Abv, Ttl, Fin. A 'CMA' button is highlighted in the bottom actions bar with a callout '3'. A '1' callout points to the 'Results' tab, and a '2' callout points to a checkbox in the first column.

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

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

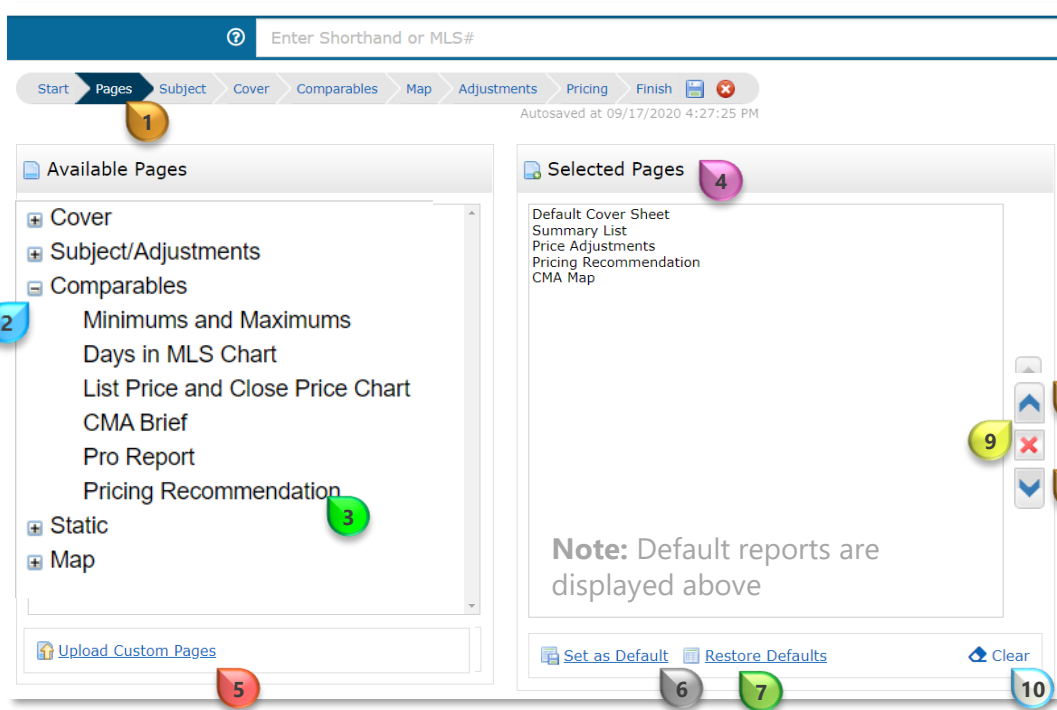
The screenshot shows the 'Select CMA Contact' screen. A navigation bar at the top has 'Start' selected with callout '1'. Below, there's a 'Select Contact Name' dropdown with callout '2' and a 'Create a New Contact' button with callout '3'. A 'Description' text area has callout '4'. A 'Please Note' section at the bottom explains the 365-day auto-deletion policy.


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**" 



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

Enter Shorthand or MLS#

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

Autosaved at 09/17/2020 4:40:42 PM

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 Property Photo

Required ⁶

Mis Status

Address

Street # 3505

Street Dir Prefix S

Street Name Ouray

Street Suffix ST

Street Dir Suffix

Unit #

Building #

City AURORA

ZIP 80013

State

Property Photo

No Picture Available

Upload Photo: ⁷

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

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