

Quick CMA Guide

The Quick CMA can be used for a quick, side-by-side comparison of comparables without a subject property and without making any adjustments.

Getting Started: Search for Comparables

To get started on a Quick CMA, comparables (comps) will first need to be found. To start this process, click on your preferred search method (for example: Quick Search).

The screenshot shows a search criteria form on the left and a 'Search Details' pop-up on the right. The form includes fields for Property Type (Residential), MLS #, address, map overlay, Property Sub-Type (Single Family Residence), Status (Closed), Current Price, County, Town (Biddeford), State/Province, # Bedrooms, Total Full Baths, Total Half Baths, Water Info (Water Frontage, Water Body Name), Year Built, # Fireplaces, and Style (Raised Ranch or Split Entry). The 'Search Details' pop-up displays the entered criteria: Search: [redacted], Property Type: Residential, Property Sub-Type: of Single Family Residence, Status: of Closed, Town: of Biddeford, Style: of Raised Ranch or Split Entry, and Closed Date: relative 120 days back.

Enter your search criteria.

(For example: Property Type: Residential, Property Sub-Type: Single Family Residence, Status: Closed, Town: Biddeford, Style: Raised Ranch or Split Entry, Closed Date: relative 120 days back).

To view your selected search criteria, click on the "i" bubble (1) at the top of the search criteria to view all of the details in your search.

Once all of your search criteria has been entered, click on the List tab (2). Check the box next to the listing to select the comps you wish to use.

The screenshot shows a table of search results with columns: Price, Status, MLS #, Town, Style, # RM, # BR, # FB, # HB, Yr Bt, Tax Amt, Sub-Type, Lt Sz, Ac +/-, Leased Land, and DOM. The table lists five properties in Biddeford, ME 04005, all with a status of 'Closed'. The first property is a Raised Ranch for \$265,000. The second is a Contemporary - Split Entry for \$313,400. The third is a Raised Ranch for \$262,000. The fourth is a Raised Ranch for \$219,900. The fifth is a Raised Ranch - Split Entry for \$275,000. The 'List' tab is selected at the top.

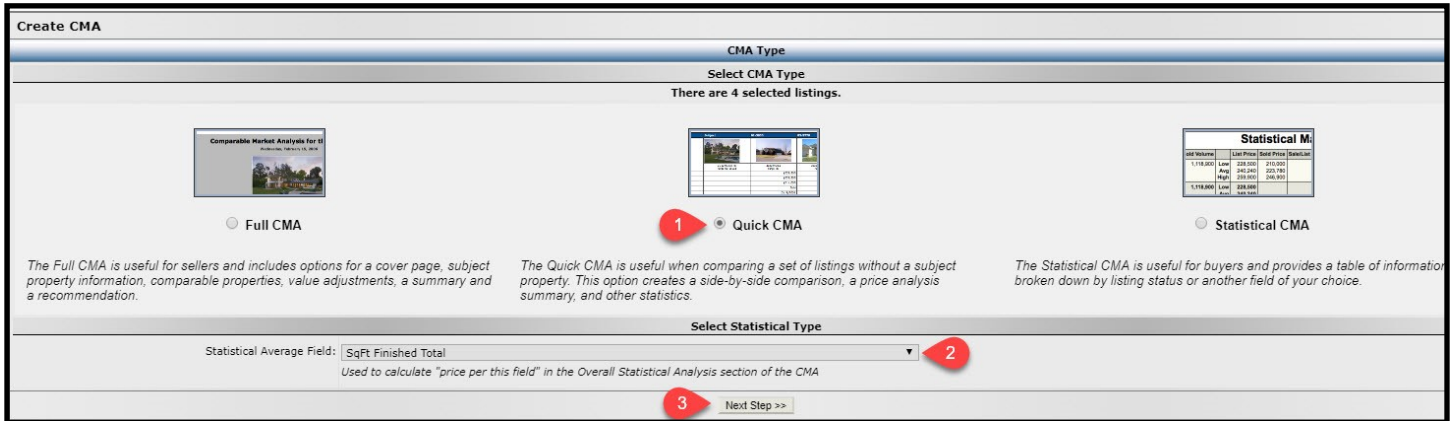
Click **CMA** (3). This will give you the option to click **Use All Results** or **Use Selected**. In this example click **Use Selected**.

The screenshot shows the CMA menu with options: Use All Results, Use Selected, One-Line CMA, and One-Line CMA / Download. The 'Use Selected' option is highlighted with a red arrow. The background shows the same search results table as the previous screenshot.

Note: A maximum of 150 comps can be selected for a Quick CMA at one time.

Quick CMA Guide (Cont.)

Click Quick CMA (1), choose the applicable Statistical Average Field from the dropdown (2) for example: SqFt Finished Total, and click Next Step (3).



Create CMA

CMA Type

Select CMA Type

There are 4 selected listings.

☐ Full CMA

☒ Quick CMA

☐ Statistical CMA

The Full CMA is useful for sellers and includes options for a cover page, subject property information, comparable properties, value adjustments, a summary and a recommendation.

The Quick CMA is useful when comparing a set of listings without a subject property. This option creates a side-by-side comparison, a price analysis summary, and other statistics.

The Statistical CMA is useful for buyers and provides a table of information broken down by listing status or another field of your choice.

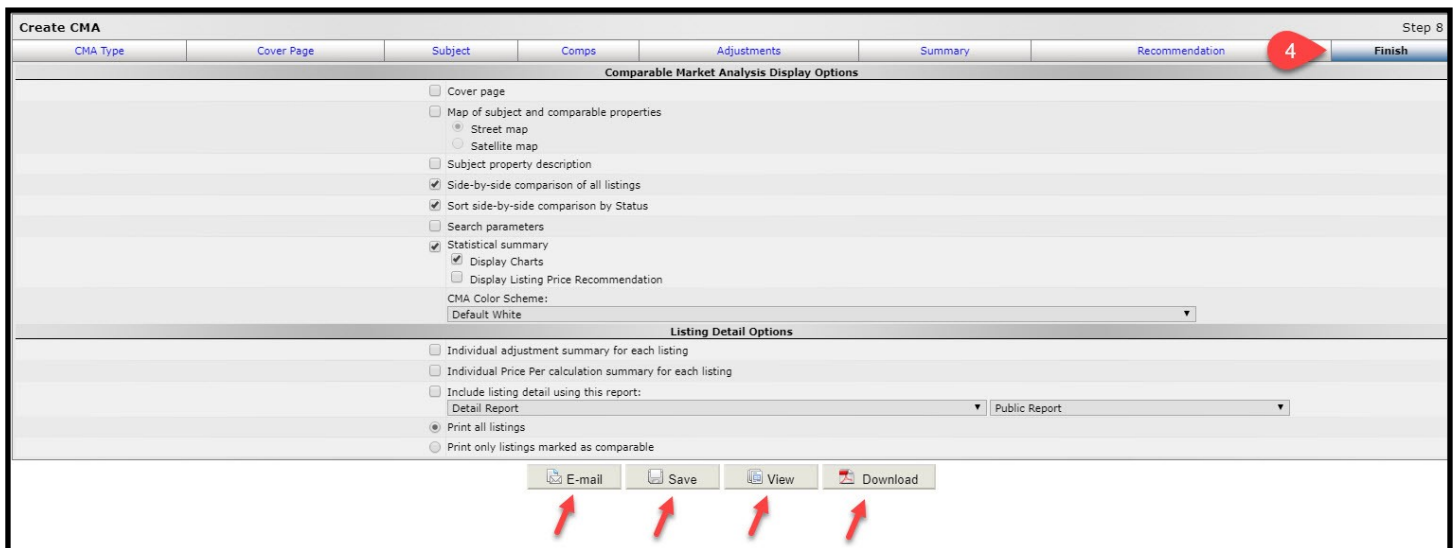
Select Statistical Type

Statistical Average Field: **SqFt Finished Total**

Used to calculate "price per this field" in the Overall Statistical Analysis section of the CMA

Next Step >>

This will take you to the Finish tab (4). Each check box indicates a page in your Quick CMA Report. By default, the Quick CMA will check the options to include Side-by-side comparison of all listings, Sort side-by-side comparison by Status, Statistical summary, and Display Charts.



Create CMA

Step 8

Finish

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 Charts

☐ Display Listing Price Recommendation

CMA Color Scheme: **Default White**

Listing Detail Options

☐ Individual adjustment summary for each listing

☐ Individual Price Per calculation summary for each listing

☐ Include listing detail using this report:

Detail Report

☒ Print all listings

☐ Print only listings marked as comparable

E-mail **Save** **View** **Download**

On the Finish tab your options include: **View** to see the CMA report, **Download** to generate a PDF to your computer, **Email** to email your Quick CMA, or **Save** to save your Quick CMA. To find a saved CMA, go to Menu, click on CMA under the "Search" section.

Quick CMA Guide (Cont.)

Note: The CMA template by default is set for Residential – SF (Single Family). If you are doing a Quick CMA for a different Property type (meaning Land, Multi-Family, etc.) or even a different sub-type (Condominium or Mobile Home), you will want to change the default CMA template so the report shows the appropriate fields on the report for the selected property type. To change the default template, click on the Subject tab. Click on the down arrow on the template field. Click to select the appropriate template. Click on the Finish tab to view your options for the Quick CMA.

Menu

Quick Search

Office/Member

Reports - General

Add Listing

Change User

[Return to Search Results](#)

Create CMA

CMA Type

Cover Page

Subject

Comps

Subject Property Address Information

Address 1:

[None - custom fields]
CIE
Commercial
Land
Multi-Family
Personal Property
Residential - Condo
Residential - MH
Residential - SF

Zip:

Show Map Location

Auto-Populate Fields from existing Listing

Subject P

Template:

Residential - SF

[Delete/Rename Template](#)

flexmls field name		Field name i.e. Lot Acres
# Bedrooms		# Bedrooms
Total Baths		Total Baths
SqFt Finished Above Grade		SqFt Finished Above Grade
SqFt Finished Below Grade		SqFt Finished Below Grade
SqFt Finished Total		SqFt Finished Total
Lot Size Acres +/-		Lot Size Acres +/-
Year Built		Year Built