



**PRD/CMA**  
**PUBLIC RECORDS DATA &**  
**COMPARATIVE MARKET**  
**ANALYSIS**  
*USING REALCOMP ONLINE<sup>®</sup>*

**28555 ORCHARD LAKE ROAD • SUITE 200**  
**FARMINGTON HILLS, MI 48334-2974**

**CLASS RESERVATIONS**  
**EMAIL: [training@realcomp.com](mailto:training@realcomp.com)**  
**ONLINE: <http://www.realcomp.com>**  
**PHONE 248.553.3430 EXT. 4**

# PRD/CMA User Guide

---

## Table of Contents

- Tax/Public Records..... 3
  - Deed Information..... 4
  - Tax Assessment Records ..... 4
  - MLS Data ..... 4
  - Subdivision Names ..... 4
  
- Accessing Public Records Data ..... 5
  - PRD from a Listing ..... 5
  - Searching PRD By County ..... 7
  - PRD Search Tips ..... 8
  
- PRD Saved Searches..... 12
  - Saving a PRD Search..... 12
  - Working with PRD Saved Searches..... 12
  - Running a PRD Saved Search from the Home Page..... 13
  - Using the PRD Saved Search List..... 13
  - Modifying a Saved PRD Search ..... 14
  
- PRD Reports ..... 15
  - PRD One Liner 1 ..... 15
  - PRD One Liner 2 ..... 16
  - Taxpayer or Property Address Label Download..... 17
  
- Searching in Realist ..... 20
  - Accessing Realist.com to Search..... 20
  - Running a Search ..... 21
  - Viewing Search Results..... 22
  - Comparable Search ..... 23
  - Neighbor Search..... 24
  - Sorting Search Results ..... 25
  - Exporting Data ..... 25
  
- Creating a Comparative Market Analysis ..... 29
  - Beginning a CMA in Realcomp Onlin® ..... 29
  - Building a CMA from a Search ..... 29
  - Building a Search from the CMA Manager ..... 31
  - CMA Report Options..... 34
  - Working with Saved CMAs ..... 36

### TAX/PUBLIC RECORDS

**R**ealcomp is pleased to offer Public Record Data for Genesee, Grand Traverse, Ingham, Jackson, Lapeer, Lenawee, Livingston, Macomb, Monroe, Oakland, Saginaw, Sanilac, Shiawassee, St Clair, Washtenaw, Wayne including the City of Detroit and more. There are two types of public record data available in Realcomp *Online*<sup>®</sup>. The Realcomp public data and Realist are both accessible through the system.

The Realcomp *Online*<sup>®</sup> Public Records Data function allows you to search for information on a single property or multiple properties in a given geographic area. Integrated with the MLS data, this function enables you to obtain specific PRD information directly from a listing in the MLS or from the Public Record Data option on the Menu bar.

The Public Records Data function searches property information provided by either the counties or local municipalities. Realcomp obtains this information from First American. Property record details may contain all or part of the following information, depending on the data submitted by the community: Owner Name, Property Address, Taxpayer Address, Property ID, Subdivision/Legal Description, SEV, Taxable Value, tax amounts, Homestead Exemption, School District, City/Village/Township and more.

The Tax/Public Records function allows you to either search for *individual records*, using fields such as Owner Name or Property Address, or search for *groups of records in a designated geographical area*, using fields such as Subdivision Name, City/Village/Township ID number or Property Zip code.

Realcomp *Online*<sup>®</sup> also has the ability to create a file containing **Address Label** information.

## **PRD/CMA User Guide**

---

### **ALL INFORMATION WILL VARY BY COUNTY**

#### ***Deed Information***

Deed information in *Oakland County* has been collected since June 1, 1995, and is updated on a *Weekly* basis in PRD. Deed information is updated on a *Monthly* basis in *Macomb County* and on a *Quarterly* basis in *Livingston County*. *Wayne County* deed information is available and updated monthly, including Detroit, which has been available since January of 2001. Genesee and Lapeer counties were added early in 2001.

#### ***Tax Assessment Records***

Tax records will be updated *twice a year after the summer and winter tax period*. The tax records do not become available until July 1 for summer taxes and December 1 for winter tax amounts. The update should occur approximately six weeks after all the data is secured.

#### ***MLS Data***

The connection between PRD and MLS is the **Property Identification Number** (Detroit is connected by the **Ward/Item Number**). This number must be **identical in both systems in order to match**. The numbers submitted on your Profile Forms (when listing a property) can only link to PRD when they are complete and accurate. Please provide complete, accurate and legible ID number so that the MLS files can be linked to PRD files for your benefit in the future. There are 10 digits in the property ID numbers in Genesee, Oakland, Livingston and Macomb Counties. Lapeer's property ID numbers contain 11 numbers. Wayne County has 14 digits, however, Detroit has between 11 and 15 characters in their Ward and Item numbers.

An additional benefit to using the correct PIN number when using Realcomp Online<sup>®</sup>'s Listing Load is that the system can prefill many fields on the profile form which greatly reduces the time it takes to enter a listing. Some of the fields that can be prefilled are address, mailing city, school district, legal description, taxes and more.

#### ***Subdivision Names***

Subdivision name fields are a feature of PRD. You are able to search using the subdivision name as a separate, searchable field. Complete instructions are covered within this manual.

# PRD/CMA User Guide

## Accessing Public Records Data

### PRD from a Listing

While in a search, you may want to retrieve Public Record/Tax information about a particular property being displayed. To obtain PRD on an individual listing while at a search report, click the hyperlinked **address** of that listing.

Test - One Liner #2 Report												
Refine Search		Select different report format										
View Full List			Print Entire List			Email All On-Market			Save as Prospect			
Previous		1-6 of 6									Next	
On-Market Residential												
Status	List No	Price	Area	Address	Bed	Bath	Style	Sq Ft				
ACTV	<a href="#">29070508</a>	\$94,900	02231	<a href="#">22234 ONTAGA</a>	3	1.1	G	1518	A	M		✓
ACTV	<a href="#">29082679</a>	\$99,999	02232	<a href="#">23189 FLORAL ST</a>	2	1	A	1030	A	I	M	✓
ACTV	<a href="#">29148176</a>	\$89,000	02231	<a href="#">21615 MAYFIELD ST</a>	3	2	C	1500	A	M	D	✓
ACTV	<a href="#">29157025</a>	\$74,900	02231	<a href="#">21869 MIDDLEBELT RD</a>	3	1	D	1080	P	M		✓
ACTV	<a href="#">210014908</a>	\$49,900	02231	<a href="#">21617 COLLINGHAM AVE</a>	3	1	A	956	A	M		✓
ACTV	<a href="#">210022031</a>	\$36,000	02231	<a href="#">22674 TULANE AVE</a>	3	1	A	1079	A	M	D	✓

The PRD Detail Report is displayed:

Oakland County Public Records - Full Detail Report					
Realist.com		Printable View	Map Property	Back To List	Full Detail
Start Transaction		Start Listing Input Form		Report Incorrect Data	
Previous					
Location & Ownership					
Property Address: 22674 TULANE AVE		Property ID: 2326480012			
City/ State/ Zip: FARMINGTON HILLS MI 48336-3657					
Owner Name: DAVID C FRANKS		Latitude: 42.459138			
Taxpayer Address: 22674 TULANE AVE		Longitude: -83.337978			
City/ State/ Zip: FARMINGTON HILLS MI 48336-3657		Census Tract: 1675			
Block Group: 3					
City/ Village/ Town: FARMINGTON HILLS		School District: FARMINGTON			
Subdivision: WADDELL-WILCOX-RYMAL CO'S KEMBERTON PARK SUB		Property Category: RS			
MLS Area: 02231-FARMINGTON HILLS		Land Use: 401			
Legal Description: T1N, R9E, SEC 26 WADDELL-WILCOX-RYMAL COMPANY'S KEMBERTON PARK SUBLOT 476, ALSO 1/2 OF VAC ALLEY ADJ TO SAME					

You can switch report view at anytime by using the drop down menu.



➤ **To print the report:**

- Click the **Printable View** button; then click **Print** when the printer dialog box appears.

## PRD/CMA User Guide

---

- **To display a map of the property:**
  - Click the **Map Property** button. The map will open in a new window. When you are finished using the map, close the map window (by clicking the **X** on that window's title bar).
  
- **To return to the MLS list:**
  - Click the **Back To List** button.
  
- **To display the Realist report for this same property:**
  - Click **Realist.com** and it will take you directly to the report for this address.

***Question:*** Why are some MLS properties unable to display tax information when it should exist in Realcomp Online® Public Records?

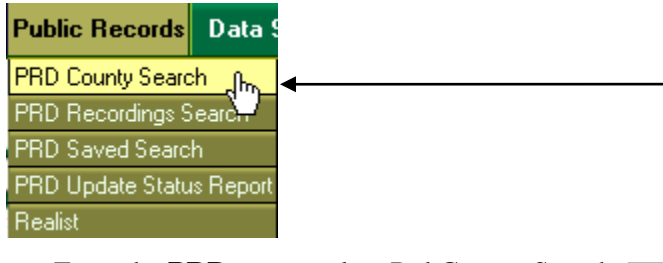
***Answer:*** Property ID Numbers (PINs) must match exactly from the MLS to the Public Record Data. If a PIN was improperly entered into a listing, it will not match with Realcomp's PRD when the address is clicked. If you click an address and are not given Public Record for that property, you should check the PRD database via the menu option (see next).

# PRD/CMA User Guide

---

## Searching PRD By County

To search PRD from the menu bar:



1. From the **PRD** menu, select Prd County Search.
2. Choose the desired county from the drop down menu (due to its large size, Detroit is listed separately from Wayne County). Enter any field or fields listed on the PRD search screen that match your particular needs.

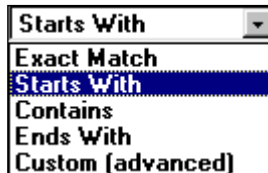
Searching :OAKLAND PRD	
<input type="button" value="Save"/> <input type="button" value="Reset Form"/> <input type="button" value="Count"/> <input type="button" value="Search"/>	
Search Criteria	
<input type="button" value="Additional Fields"/>	
COUNTY :	Select One: <input type="text" value="OAKLAND"/>
OWNER LAST NAME :	<input type="text"/> <input type="button" value="Starts With"/>
OWNER FIRST NAME :	<input type="text"/> <input type="button" value="Starts With"/>
PROPERTY STREET NO :	<input type="text"/> Min <input type="text"/> Max
PROPERTY STREET NAME :	<input type="text"/> <input type="button" value="Starts With"/>
PROPERTY ID :	<input type="text"/> <input type="button" value="Starts With"/>
SUBDIVISION :	<input type="text"/> <input type="button" value="View List"/> <input type="button" value="Clear"/>
PROPERTY CATEGORY :	Select Any: <input type="checkbox"/> RS <input type="checkbox"/> CM <input type="checkbox"/> GOV <input type="checkbox"/> VL <input type="checkbox"/> OTH <input type="button" value="Match Any Selected"/>
SALE DATE :	<input type="text"/> From <input type="text"/> To (MM/DD/YYYY or #)
SALE PRICE :	<input type="text"/> Min <input type="text"/> Max
ZIP CODE :	<input type="text"/> <input type="button" value="Starts With"/>
MLS AREA NUMBER :	<input type="text"/> <input type="button" value="View List"/> <input type="button" value="Clear"/>
CITY/VILLAGE/TOWNSHIP :	<input type="text"/> <input type="button" value="View List"/> <input type="button" value="Clear"/>
<input type="button" value="Additional Fields"/>	

# PRD/CMA User Guide

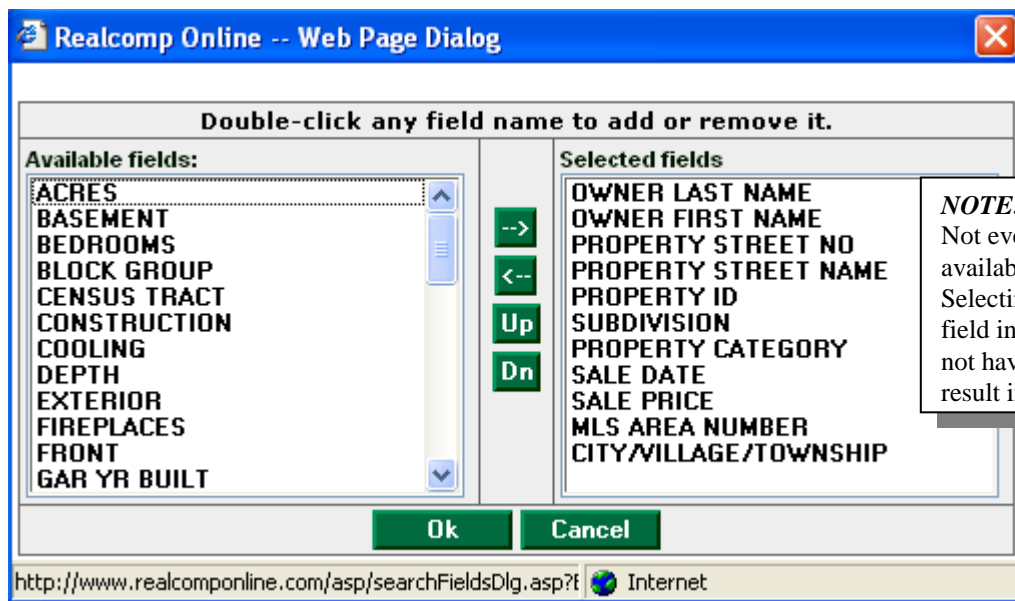
## PRD Search Tips

When entering search criteria follow these guidelines:

- ◆ If you are unsure of the *exact spelling* of an entry (such as Owner's Last Name, Street Name, etc.) enter only a part of that information.
- ◆ At the right of most fields is a choice box. Based on the entry in that field, make the appropriate choice. For example, if you know the street name starts contains **Orchard** in it but you are unsure if it actually starts or ends that way, simply enter "Orchard". Then change the choice box to **Contains**.



- ◆ When using City/Village/Township, click the "View List" button to choose the *two-digit or letter code* from the list of Cities/Villages/Townships.
3. To add additional fields to your search, click the **Additional Fields** button.



To **add** a field, find the desired criteria on the left side of the *Additional Fields* box and double-click (or click once, then click the **-->** button). The field is then placed on the right side (Selected Fields).

To **remove** criteria from the selected fields, double click the desired criteria (or click once, then click the **<--** button). The field is then removed.

Once all additional fields are selected and/or removed, click the **OK** button.

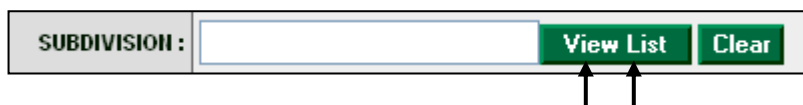
## PRD/CMA User Guide

4. Click the **Count** button to display the number of matching properties (this step is optional and can be done during any step(s) of the search-building process).
5. When all selected criteria are entered, click the **Search** button to display all matching public records.

### Search by Subdivision

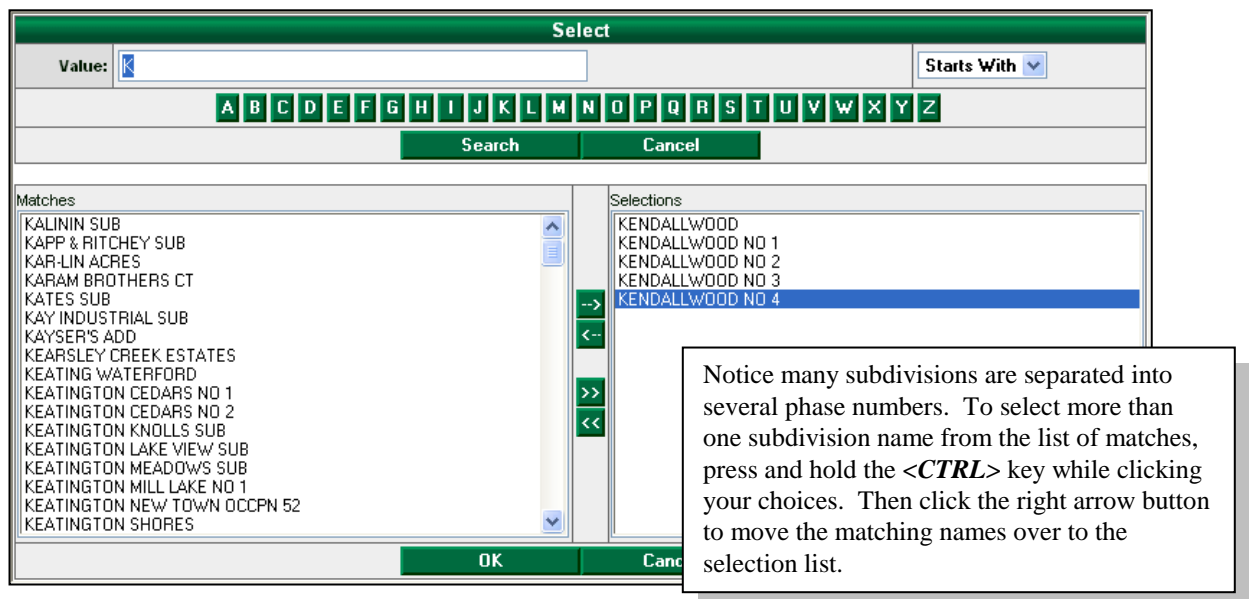
You can search for a group of properties using the Subdivision name. Realcomp *Online*<sup>®</sup> provides a subdivision list to ensure proper subdivision names and accurate search results.

1. Choose the **View List** button to the right of the Subdivision text box and an alphabetized selection list will appear.



**NOTE:** To ensure accurate results, you **MUST USE** the **View List** button!

2. Choose the subdivision name(s). To locate the subdivision(s) use one of these methods:
  - a. Click the first letter of the subdivision name. A list appears, displaying all subdivisions within that county beginning with the chosen letter.



Notice many subdivisions are separated into several phase numbers. To select more than one subdivision name from the list of matches, press and hold the **<CTRL>** key while clicking your choices. Then click the right arrow button to move the matching names over to the selection list.

To choose one or more subdivisions using a different letter, simply click that letter, find the subdivision name(s) from the **Matches** list and move each to the **Selections** list.

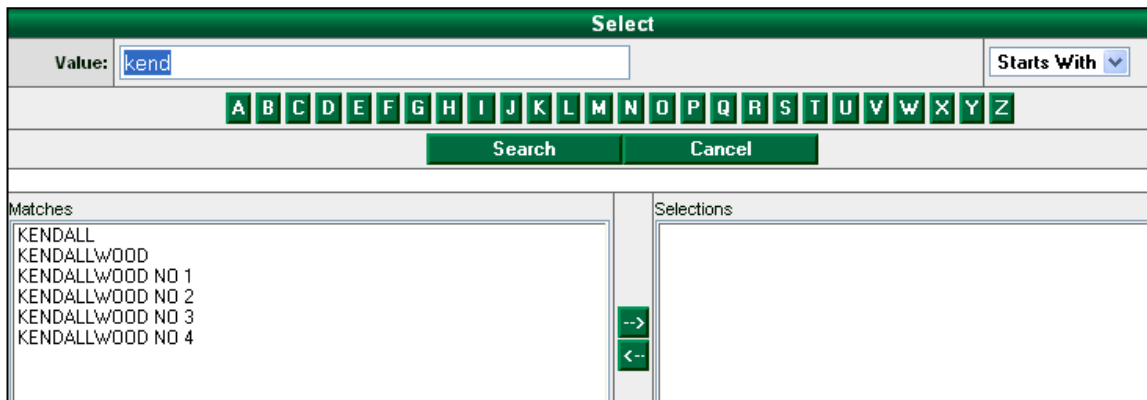
## PRD/CMA User Guide

- b. Type the first letter of the subdivision name in the **Value** text box. To narrow the **Matches** list, type the first *few* letters of the subdivision name.



The screenshot shows a dialog box titled "Select". At the top, there is a "Value:" text box containing the text "kend". To the right of this box is a dropdown menu labeled "Starts With". Below the text box is a row of 26 buttons, each labeled with a letter of the alphabet from A to Z. At the bottom of the dialog box are two buttons: "Search" and "Cancel".

To display the list of matches, click the **Search** button. A shorter, more defined list now appears.



The screenshot shows the same "Select" dialog box after a search. The "Value:" text box now contains "kend". The "Matches" list on the left side of the dialog box now contains the following items: KENDALL, KENDALLWOOD, KENDALLWOOD NO 1, KENDALLWOOD NO 2, KENDALLWOOD NO 3, and KENDALLWOOD NO 4. The "Selections" list on the right side is currently empty. Between the two lists are two arrow buttons: a right-pointing arrow (--) and a left-pointing arrow (←).

3. When all subdivisions names have been moved to the **Selections** list, click **OK**.

### Search by Property ID

You can search for a property or group of properties using the Property ID Number, also referred to as the Sidwell Number, Tax Identification or Permanent Parcel Number.

To gather information about *groups* of properties using the Property ID Number, use partial information. Then change the option in the choice box from **Exact Match** to **Starts With**.

Oakland, Livingston and Macomb have ten digits in the ID number (ex: 21-05-327-003)  
Township # **21**    Section # **05**    Block # **327**    Parcel # **003**

Wayne County has 14 digits in the ID number (ex: 71-012-01-0035-000)  
Community # **71**    Map Pg **012**    Subdivision **01**    Lot **0035**    Parcel **000**

Detroit uses a different Property ID system than the rest of Wayne County: the Ward and Item number system.

Realcomp identifies the Ward number with two digits, beginning with 01 through 22. The Ward number is identified with a **W** before the two digits.

## PRD/CMA User Guide

---

The Item number is identified with an **I**, followed by six digits and a period/dot (the character **S** replaces the period/dot in Realcomp *Online*<sup>®</sup>). The Item number *could* also contain between one and three numbers following the **S** to identify lot splits. (Example: **W02I000123S001**)

The Item number could also be followed by a hyphen (the character **C** replaces the hyphen in Realcomp *Online*<sup>®</sup>), which represents a combined lot. (Example: **W02I000123C001**)

An Item number ending with an **L** represents the last split of a particular lot. (Example: **W02I000123S001L**)

**\*NOTE: Never enter hyphens, spaces, or commas in the Property ID Number**

### Additional PRD Search Tips

Many entry variables will determine accurate results when searching Public Records Database. The following tips may guide and assist you in getting the necessary results.

- To search using partial entries:
  1. Enter the partial information of a field.
  2. Click the  to the right of that field and change option to the appropriate choice of:
    - Starts With
    - Contains
    - Ends With
    - Custom (Advanced)
- To search more than one Property ID Number, leave a space between the numbers.
- When entering the *Sale Price*, the entire number must be entered, including the last three zeros.
- To search by Subdivision:
  1. Choose *Subdivision Name* from the additional fields.
  2. Type the subdivision name.
  3. Click the  to the right of the subdivision field and change option to “Contains”.
- To search by CVT:
  1. In the **City/Village/Township** field click the **View List** button.
  2. Scroll the alphabetical list and click to choose a municipality. To choose more than one, hold the <CTRL> key while clicking.
- To search a number of days back, enter the minus sign (-) and the number of days back in the *Sale Data* field.
- To view a full report of a single property:

At the full list of properties, click the individual property ID.
- Detroit cannot be searched by MLS area code.

## PRD/CMA User Guide

---

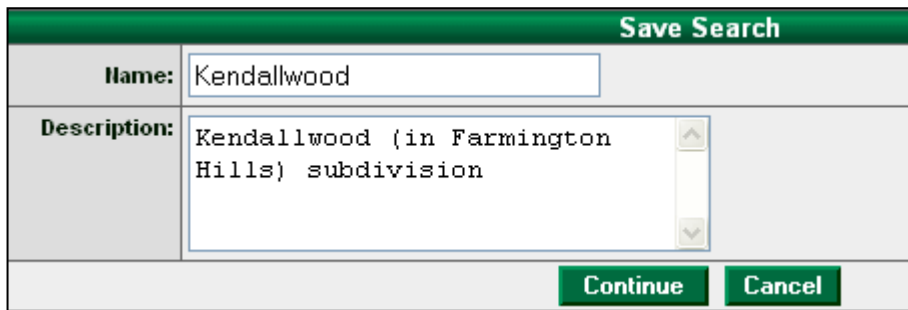
### PRD Saved Searches

Realcomp *Online*<sup>®</sup> saves you valuable time by letting you save your searches within the Public Record Database. Common searches used over and over again can now be stored and retrieved at a later time. Typical repeated searches include:

- Subdivision, City or MLS Area Number Search (for use with mailing labels)
- Subdivision, City or MLS Area Number Search with designated Sale Dates (for tracking farm area sales)

#### *Saving a PRD Search*

1. Choose the desired county from the PRD Main Menu option.
2. Enter any field or fields listed on the PRD search screen that match your particular needs.
3. After ensuring suitable search results (refer to *PRD Search Tips*), click the **Save** button at the top or bottom of the PRD Search Criteria screen.
4. The PRD Saved Search screen now appears.



Save Search	
Name:	Kendallwood
Description:	Kendallwood (in Farmington Hills) subdivision
Continue Cancel	

Enter the name and description fields. The description helps identify contents of this search for future use.

5. To complete the saved search, click **Continue**.

Your search now appears on your PRD **Saved Searches** page and your Realcomp *Online*<sup>®</sup> home page.

#### *Working with PRD Saved Searches*

Once a PRD search is saved, you can run it from your home page or access it through the PRD **Saved Searches** page.

# PRD/CMA User Guide

## Running a PRD Saved Search from the Home Page

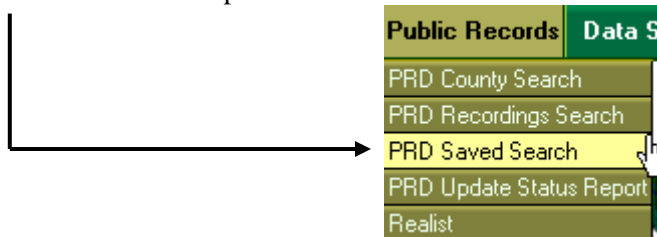
From the Home Page, click the name of the saved search you wish to use.

Notifications		
No New Notifications		
Scheduled Tasks		
<b>Tuesday</b>	<b>November 1, 2005</b>	
Nothing Scheduled Today		
<b>Wednesday</b>	<b>November 2, 2005</b>	
Nothing Scheduled Today		
<b>Thursday</b>	<b>November 3, 2005</b>	
Nothing Scheduled Today		
Saved Searches And Prospects		
Name	Type	Last Run
<u>Kendallwood</u>	T	11/1/2005
<u>Palmer Woods</u>	P	11/1/2005
<u>Royal Oak</u>	P	11/1/2005
<u>Grosse Pointe</u>	P	10/26/2005

This method automatically runs the search and displays the **Property Listing – One Liner 1** report.

## Using the PRD Saved Search List

1. To retrieve the list of PRD saved searches, choose the **Prd Saved Search** option from the PRD Main Menu option.



A list of all saved PRD searches appears.

Saved Searches				
	Delete	Edit	Criteria	Run
<b>Name</b>	<b>Description</b>		<b>Last Run</b>	
Cummings			10/21/2005 12:22 PM	
Kendallwood			11/1/2005 2:46 PM	
Military Hills sub mailing			2/16/2005 1:40 PM	
oakland labels				
	Delete	Edit	Criteria	Run

2. Select the desired saved search by clicking on that line. When the search is selected, it will highlight in blue-green.
3. After selecting your search, you can conduct the following activities:
  - Delete the search by clicking the **Delete** button.
  - Edit the name and/or description by clicking the **Edit** button.

## PRD/CMA User Guide

- Edit the criteria before running a search by clicking the **Criteria** button.
- Click the **Run** button to start the search.



**Search** ←

**Search New & Modified Since**

**CMA**

**Statistics**

**Continue** **Cancel**

Notice the **Search** option is the only available option when running a PRD Saved Search.

When this screen appears, simply click **Continue** to run the saved PRD Search. The **Property Listing – One Liner 1** report automatically displays.

### Modifying a Saved PRD Search

1. Retrieve the list of saved PRD searches, choose the **Saved Search** option from the PRD Main Menu option.
2. Select the desired saved search.
3. Click **Criteria**. The PRD **Search Criteria** screen now appears, displaying the saved PRD search criteria.
4. Modify the criteria as desired. Before resaving, ensure suitable search results (refer to *PRD Search Tips*).
5. Click **Save**.
6. You may now choose to save your changes to the existing saved search or save the criteria as an entirely new search.

Current Saved Search:	
<b>Name:</b>	Kendallwood
<b>Save Changes</b> <b>Create New</b> <b>Cancel</b>	

- To save changes to the existing saved search, click **Save Changes**. The system automatically stores the new criteria in the existing PRD Saved Search.
- To save the new criteria as a unique PRD saved search, click **Create New**. The **Save Search** screen appears. Complete the name and description fields; then click **Continue**.

# PRD/CMA User Guide

## PRD Reports

After entering the desired criteria and clicking the Search button, Realcomp Online® displays the Property Listing One Liner Report #1.

### PRD One Liner 1

The report format allows you to obtain address labels, see a printable view, conduct a new search, and choose another report format.

Property Listing - One Liner 1						
Refine Search		Address Labels		Printable View		New Search
One Liner 1						▼
Previous		1-28 of 28				Next
Property ID	Property Address	Owner	Category	SEV	Hmstd%	*
<a href="#">2309401005</a>	28515 QUAIL HOLLOW RD	JANTELE ADAMS	RS	100,000.00	0	<input type="checkbox"/> R
<a href="#">2309402009</a>	28310 QUAIL HOLLOW RD	STEVEN ROLLET	RS	102,240.00	100	<input type="checkbox"/> R
<a href="#">2309402011</a>	28240 QUAIL HOLLOW RD	TYANN CHAPPELL	RS	115,820.00	100	<input type="checkbox"/> R
<a href="#">2309402019</a>	28309 HAWBERRY RD	BETTY KOONCE	RS	101,880.00	100	<input type="checkbox"/> R
<a href="#">2309430011</a>	28220 GREEN WILLOW ST	EMMETT YAKSICH	RS	99,490.00	100	<input type="checkbox"/> R
<a href="#">2309451001</a>	28197 QUAIL HOLLOW RD	AMY L HUNTER	RS	78,230.00	100	<input type="checkbox"/> R
<a href="#">2309451012</a>	27971 QUAIL HOLLOW CT	LINDA S REDDER	RS	146,850.00	100	<input type="checkbox"/> R
<a href="#">2309476012</a>	28216 BAYBERRY RD	MARTIN G CRAWFORD	RS	112,260.00	100	<input type="checkbox"/> R
<a href="#">2309476030</a>	28040 PEPPERMILL RD	DANIELA BORGOL	RS	99,180.00	100	<input type="checkbox"/> R
<a href="#">2309477012</a>	27890 PEPPERMILL RD	TERRY BABICS	RS	110,130.00	100	<input type="checkbox"/> R

➤ **To change the sort order:**

- Click on the column heading. For instance, if you want to sort by category, click on the **Category** heading.

➤ **To view results on previous and next pages:**

- Click the **Previous** and **Next** hyperlinks to view more results.
- You can also click the number hyperlinks to view the corresponding results page.

Property Listing - One Liner 1						
Refine Search		Address Labels		Printable View		New Search
One Liner 1						▼
Previous		1-100 of 189				Next
1		101				

➤ **To select all listings:**

- Click the Select () toggle button.

➤ **To unselect listings:**

- To unselect an individual listing, clear the corresponding check box.
- To unselect all selected listings, click the Select () toggle button.

➤ **To select a different report format:**

- Select the report format you want to use from the Select different report format drop-down list.

➤ **To view the Realist record for this property:**

- Click the  R on the far right of the row for that address.

# PRD/CMA User Guide

## PRD One Liner 2

Property Listing - One Liner 2								
Refine Search		Address Labels		Printable View		New Search		One Liner 2 <input type="button" value="v"/>
Previous		1-28 of 28						Next
Property ID	Property Address	Sale Date	Sale Price	Deed Type	Category	Year Built	SqFt	<input type="checkbox"/>
<a href="#">2309401005</a>	28515 QUAIL HOLLOW RD	4/14/2005	255,000.00	WAR/DEED	RS	1957	1868	<input type="checkbox"/>
<a href="#">2309402009</a>	28310 QUAIL HOLLOW RD	4/27/2005	224,900.00	WAR/DEED	RS	1957	1344	<input type="checkbox"/>
<a href="#">2309402011</a>	28240 QUAIL HOLLOW RD	4/12/2005	229,500.00	WAR/DEED	RS	1957	1592	<input type="checkbox"/>
<a href="#">2309402019</a>	28309 HAWBERRY RD	4/5/2005	1.00	QCD	RS	1956	1480	<input type="checkbox"/>
<a href="#">2309430011</a>	28220 GREEN WILLOW ST	1/12/2005	219,000.00	WAR/DEED	RS	1956	1195	<input type="checkbox"/>
<a href="#">2309451001</a>	28197 QUAIL HOLLOW RD	3/21/2005	167,500.00	WAR/DEED	RS	1957	1344	<input type="checkbox"/>
<a href="#">2309451012</a>	27971 QUAIL HOLLOW CT	3/8/2005	1.00	WAR/DEED	RS	1997	2700	<input type="checkbox"/>
<a href="#">2309476012</a>	28216 BAYBERRY RD	1/20/2005	1.00	QCD	RS	1957	1929	<input type="checkbox"/>
<a href="#">2309476030</a>	28040 PEPPERMILL RD	1/4/2005	204,500.00	WAR/DEED	RS	1956	1296	<input type="checkbox"/>
<a href="#">2309477012</a>	27890 PEPPERMILL RD	5/5/2005	1.00	QCD	RS	1956	1561	<input type="checkbox"/>

➤ **To download addresses for labeling:**

- Click the **Address Labels** button. See more detailed instructions below.

➤ **To print the list:**

1. Click **Printable View**.
2. Click the **Printable View** button; then choose **File – Print** from the Printable View’s menu bar.

➤ **To perform a new PRD search:**

- Click the **New Search** button. The PRD criteria screen appears.

➤ **To view more details on an individual listing:**

- Click the Property ID Number hyperlink to get a Full Public Record Data report. The “Flyer Format” of the listing appears.

➤ **To search MLS listings of an individual listing:**

- Click the **Search Listings** button and view any listing that exists on that particular property.

➤ **To view only selected properties in the report:**

<a href="#">2310301006</a>	28328 FARMINGTON RD	1/3/2005	210000	WAR/DEED	RS	1958	1296	<input type="checkbox"/>
<a href="#">2310301010</a>	28240 FARMINGTON RD	3/1/2004	1	QCD	RS	1958	1271	<input type="checkbox"/>
1		101						
Previous		1-100 of 189						Next
		View Selected		Print Selected		Map Selected		

- Click the check boxes of the properties you want to view.
- At the bottom of the screen, click **View Selected**.

# PRD/CMA User Guide

## Taxpayer or Property Address Label Download

To download addresses from any Property Listing Report, follow these steps.

1. Click the **Address Labels** button.  
The address label page appears.

Address Labels	
<b>Back To List</b> <b>New Search</b>	
<b>Address:</b>	<input checked="" type="radio"/> Property <input type="radio"/> Tax Payer
<b>Recipient Name:</b>	<input checked="" type="radio"/> Name <input type="radio"/> Name + <input type="text" value="OR CURRENT RESIDENT"/> <input type="checkbox"/> 'OR CURRENT RESIDENT' on second line? <input type="radio"/> <input type="text" value="CURRENT RESIDENT"/>
<b>Export CSV</b> <b>Avery 5160 Labels</b>	
<b>Note:</b> Please set web browser page margins to '0.25' before printing labels (File -> Page Setup).	

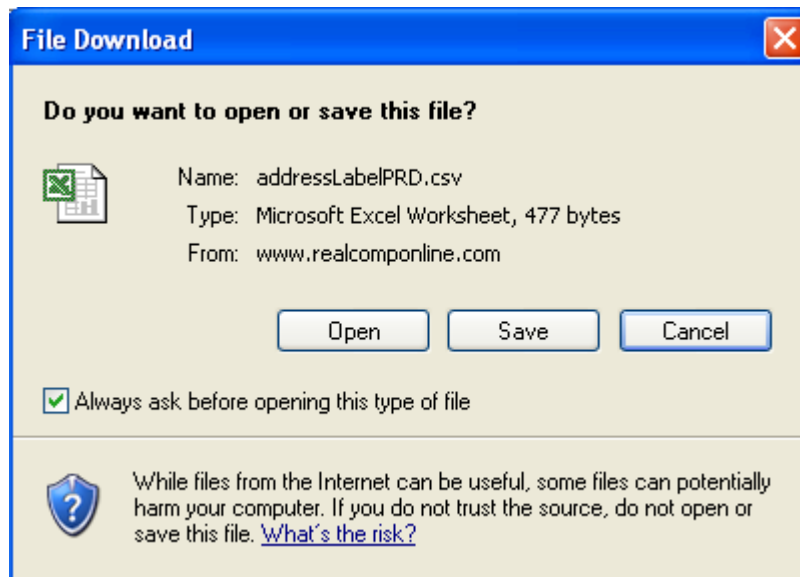
2. Select the appropriate Address and Recipient options.
  - To attach a phrase after the owner name, choose the option.

<input checked="" type="radio"/> Name + <input type="text" value="OR CURRENT RESIDENT"/>	<input type="checkbox"/> 'OR CURRENT RESIDENT' on second line?
--	--

- To use a phrase *instead* of the owner name, choose the option.

<input checked="" type="radio"/> <input type="text" value="CURRENT RESIDENT"/>
--

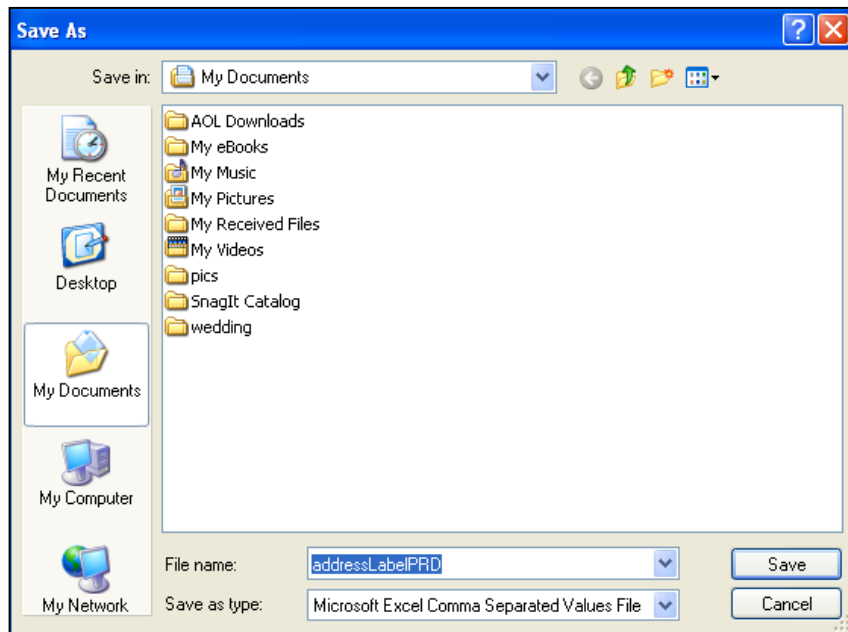
3. Click **Export CSV**.
4. Click "Save".



## PRD/CMA User Guide

---

5. Choose the destination (Save In) and file name.



6. Click **Save**.

➤ **To print Avery 5160 Labels:**

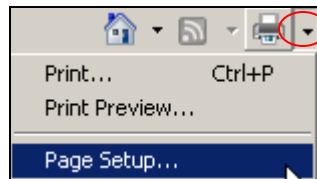
1. From a Public Records Report, click **Address Labels**.  
The address label page appears.
2. Select the appropriate Address and Recipient options.
3. Click **Avery 5160 Labels**.

***NOTE:** This function only prints within the diameters of Avery 5160 labels (or compatible).*

4. When ready to print, right click – **Select Print** from the menu bar.

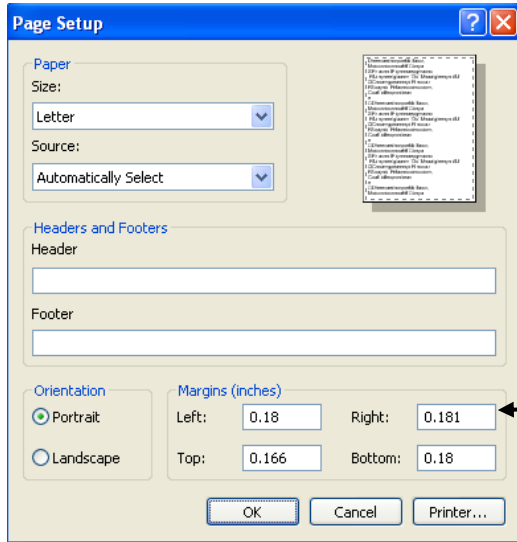
If you experience problems printing the Avery 5160 labels, follow these steps:

1. From the Internet Explorer Toolbar click the black arrow next to the printer icon, select page setup.



2. Change your printer margins to “.25”.

## PRD/CMA User Guide



**NOTE:** After changing each margin field to .25, the margins may automatically change to the lowest possible margin (based on your particular printer).

For Example, the Left margin in this picture was changed to .25. When the cursor moved to the Right margin, the system automatically changed the zero to 0.18 inches.

3. Click **OK**.
4. Continue with normal printing procedures.

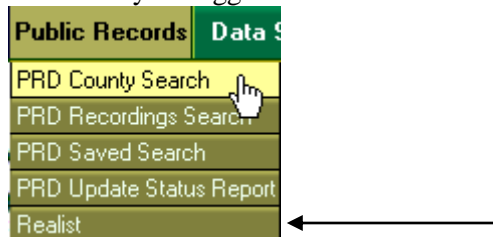
## PRD/CMA User Guide

---

### Searching in Realist.com<sup>®</sup>

#### *Accessing Realist.com<sup>®</sup> to Search*

To search directly in Realist.com<sup>®</sup>, select the Realist item from the Public Records menu on Realcomp *Online*<sup>®</sup> and you will automatically be logged into the website.



This will take you to the Realist Homepage showing Sales Statistics. From this page, you can conduct a number of different searches by selecting Searches from the menu bar.

- **Address Search:** search by House Number and Street Name.
- **Street Search:** search the entire length of a street, or within a few blocks. You can search as many as 10 streets at a time.
- **Owner Name Search:** find any property by the name of the owner.
- **Owner Phone Search:** track down homes listed For Sale-by-Owner.
- **APN/Alt APN/ Folio# /Tax ID/Parcel ID Search:** search by the unique parcel number assigned by the county assessors' office.
- **General Query:** find properties that meet diverse search criteria. Combine many fields of information in your search.

From the Quick Search Center page, you can also access Calculators, Export Mgr and Preferences.

## Running A Search

- Select the type of search that you desire from the Quick Search Center page, such as the **General Query**.

**Realist.com** **Realcomp** The REALTOR'S<sup>®</sup> MLS [Logout](#)

[Home](#) [Saved Searches](#) [Calculators](#) [Export Mgr](#) [Preferences](#) [FAQ](#) [Contact Us](#)

[Home](#) → [Saved Searches](#) → General Query

**Search Type:**

[Address](#)  
[Street](#)  
[Owner Name](#)  
[Phone Number](#)  
[APN/Tax ID](#)  
[General Query](#)  
[Saved Searches](#)

### General Query

**Search** **Clear Screen** **Save Search**

Please complete the fields below to begin your search.

State:  County:  Zip: (optional)  Zip: (optional)

**The following entries are optional:**

**Property Characteristic Options**

Universal Land Use:  Sort by Text  Sort Numerically

Agricultural (Nec) (500)  
Agricultural Land (430)  
Agricultural Plant (505)

Style:   
A-Frame  
Antique/Historic  
Art Deco

Total Units:  to   
Residential Units:  to   
Commercial Units:  to

**Geographic Options**

City:   
Subdivision:   
Township:   
Range:   
Section:   
APN/Alt APN/Parcel ID:   
Tract Number:   
Lot Number:

**Owner Options**


- Choose a State (MI) and select a county to begin.
- Enter your desired additional criteria.
- If this is a search that you run often, such as a search to prepare mailing labels, you may want to save the search. You can do so by clicking the **Save Search** button.
- When you are satisfied with the criteria, click **Search** to run the search and view the results.

# PRD/CMA User Guide


## Viewing Search Results


When the search results display they can be viewed in either a one-line or multi-line format, the user can specify which fields should be displayed and how many results should be displayed per report page. These selections are made in the column on the left.


The screenshot shows the 'Property List' interface. On the left, there is a sidebar with a 'Records/Page' dropdown set to 25 and a 'Refresh List' button. Below these are two radio buttons: 'Multi Line View' (selected) and 'Single Line View'. A list of fields follows, each with a checkbox: Property ID, Owner Name, Address, City/Village/Township, Zip Code, Owner Phone, Subdivision, Universal Land Use, Sales/Recording Date, Deed Type, Sale Price, Living Area Sq Ft, and Bedrooms. Two callout boxes are present: one pointing to the 'Multi Line View' radio button with the text 'Select report format', and another pointing to the field checkboxes with the text 'Select desired fields to display in report'. The main area displays a 'Property List' with a 'Next Page' button and 'Page #' dropdown. Below this are buttons for 'Sort', 'Export', 'Select All', 'Clear All', and radio buttons for 'This Page Only' and 'All Records'. A table shows property details for Property ID 2521126002, including address, owner name, price, and tax. At the bottom are buttons for 'Property Details', 'Comparable Properties', and 'Neighbors'.

If the list format or the desired fields are changed, click  to see the changes.

The maximum search results that will be returned is determined by a setting in Preferences. The maximum allowed by Realist is 1000.

The results of this search, or selected listings, can be printed by clicking on the  icon. When the print icon is clicked, there is a selection to print either a property list (summaries of each property) or the property detail report (flyer). If the summary is printed, then up to 100 can be printed at one time. If the detail view is selected, then up to 25 can be printed at once.

The results of the search, or selected listings, can also be emailed by clicking on the  icon. When the email icon is clicked, there is a selection to email either a property list (summaries of each property) or the property detail report (flyer). If the summary is emailed, then up to 100 can be emailed at one time. If the detail view is selected, then up to 25 can be emailed at once.

To see the details of a property from the summary list, click .

As with Realcomp *Online*<sup>®</sup>, avoid using the Back button on the Internet Explorer toolbar when possible. To navigate backward to previous screens, use the links at the top of the page. For example, to go back to the summary list from a property detail, click the Property List link.

[Home](#) → [Saved Searches](#) → [General Query](#) → [Property List](#) → [Property Detail](#)

## PRD/CMA User Guide

### Comparable Search

- To search for properties that are comparable to one in the search results, click on **Comparable Properties** on either the summary or detail page. This will take you to the comparable search.

Select Your Comparable Property Search Options:

Total Comps to return:	Twenty	▼
Sort Method:	Distance From Subject (Closest) ▼	
Number of Months Back:	Nine ▼	OR Date Range: from [ ] to [ ]
Distance from Subject Property:	.5 ▼ mile(s)	Year Built: from [ ] to [ ]
Bedrooms	from [ ] to [ ]	Bathrooms: from [ ] to [ ]
Gross Living Area difference:	15 %	Lot Area difference: [ ] %
Num Stories	from [ ] ▼ to [ ] ▼	
Pool:	Disregard Option ▼	
Land Use:	Same As Subject ▼	
Geographic Options:	Disregard Option ▼	
Style:	[ ] ▼ < All > A-Frame Antique/Historic Art Deco	
Show Street Map on Comps Report:	Yes ▼	

**Get Comparables**      **Save and Get Comparables**      **Cancel Changes**

- Enter the desired criteria such as how far from the property to search and style of the home, then click **Get Comparables**.
- If want to save the edited criteria, so the same criteria comes up each time you do a comparable search, click **Save and Get Comparables**.
- When the list of comparables displays, select the desired listings and click **Generate Comp Report** to generate a comparative market analysis. The CMA can be printed or emailed.

## PRD/CMA User Guide

### Neighbor Search

To search for information regarding the neighboring houses of a specific property, click

**Neighbors**

from either the summary list or the detail view.

### Neighbor Search

Subject Property: **1113 E 4th St, Royal Oak, MI 48067-2959**

Please select your search parameters.

**The following entry is required:**

Distance from subject:

**The following entries are optional:**

**Property Characteristic Options**

Land Use:  Sort by Text  Sort Numerically

APARTMENT IMPRV (CAI)  
APARTMENT VACANT (CAV)  
BUSINESS IMPRV (CBI)

Lot Sq. Footage:  to

Building Sq. Footage:  to

**Geographic Options**

Geographic Options:

**Sale Options**

Record Date:  to

Settle Date:  to

Sale Price:  to

**Marketing Options**

Owner Occupied:

Has Phone:

- Enter the desired criteria such as how far from the property to search, then click **Get Neighbors**.
- If want to save the edited criteria, so the same criteria comes up each time you do a neighbor search, click **Save & Get Neighbors**.
- To cancel the Neighbor Search and return to the previous screen, click **Cancel Changes**.
- The Neighbors report can be printed or emailed.

## PRD/CMA User Guide

---

### *Sorting Search Results*

The results returned from a search can be sorted by clicking the **Sort** button on the search results (summary view) page. You can then sort by up to three different columns in either ascending or descending order. Click **Sort** to return to the search results with the chosen sort order applied or click **Cancel** to return to the search results without sorting.

The screenshot shows a 'Sort' dialog box. At the top left is the title 'Sort'. To the right are two columns of radio buttons labeled 'Ascending' and 'Descending'. Below these are three rows of dropdown menus for selecting columns to sort by. Each dropdown menu is followed by a radio button in the 'Ascending' column. At the bottom of the dialog are two buttons: 'Sort' and 'Cancel'.

### *Exporting Data/Creating Mailing Labels*

Search results can be exported from any of the search types listed on the Quick Search Center page. Data can also be exported from the comparable and neighbor searches that are performed from the search results. A maximum of 5000 records can be exported per month.

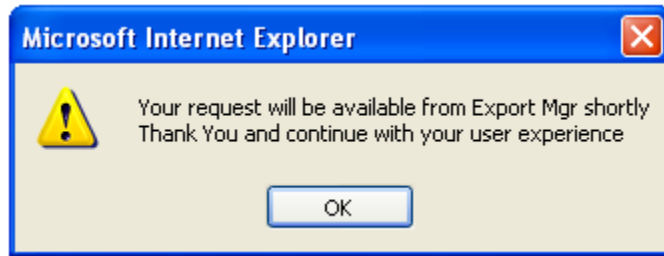
To begin the export, run the desired search and display the search results. Click **Export** at the top of the search results page.

- **Creating Mailing Labels From Search Results**
  - To create mailing labels, select the type of label desired from the Labels column. If you are downloading into a bulk mail program such as My Deluxe Mail List, then you will want to download into the Excel format.

The screenshot shows a 'Labels:' dialog box. It contains a list of radio buttons with the following labels: Avery 5160, Avery 5161 (Bar Codes), Avery 5162, Excel, and ASCII. The 'Avery 5160' option is selected.

- Select Property Address or Tax Billing Address and the desired salutation for the labels. When finished click **Export** which can be found above the address type selections. Click OK on the message window that appears.

## PRD/CMA User Guide



- Click the Property List, link to return to the search results. Click the Export Manager button to continue with your labels. This page will also tell you how many records you have exported this month and how many you have available for the rest of the month.


Your request will be available from Export Mgr shortly.

You may now return to your [Property List](#) , go to the [Export Mgr](#),  
or use any other feature of Realist.com

Export Status This Month

Records allowed per month	Records exported this month	Records remaining this month
5000	1000	4000

The label download may not be immediately available. As soon as you click the Export button, Realist will start creating your file. While small jobs are often done very quickly, larger exports may take some time to produce. You can check in the Export Manager to determine if your file is still processing or if it's ready to pick up. Click Refresh on the browser to update your screen, if desired. You can pick up any export that you have produced during the current month.

- If you return to your property list/search results, then you can continue with your labels at any time by clicking on  at the top of most Realist pages.
- On the Export Manager page, downloads that have been completed will be available in the section entitled "Export Ready To Pick Up". Click on the link. Click Save and save it to the desired location on your computer, such as the desktop.
- This label file is now ready to print to labels.

## PRD/CMA User Guide

---

### ■ Full Record Download From Search Results


- To begin a full record download select either Excel or ASCII from the Full Record column.

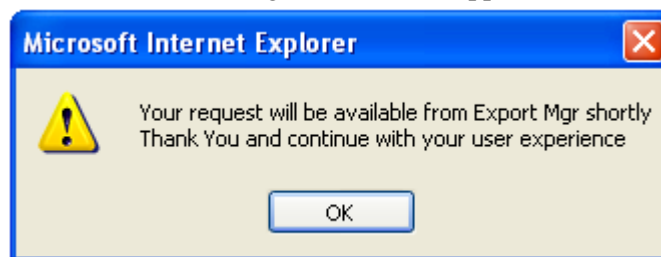


Full Record:

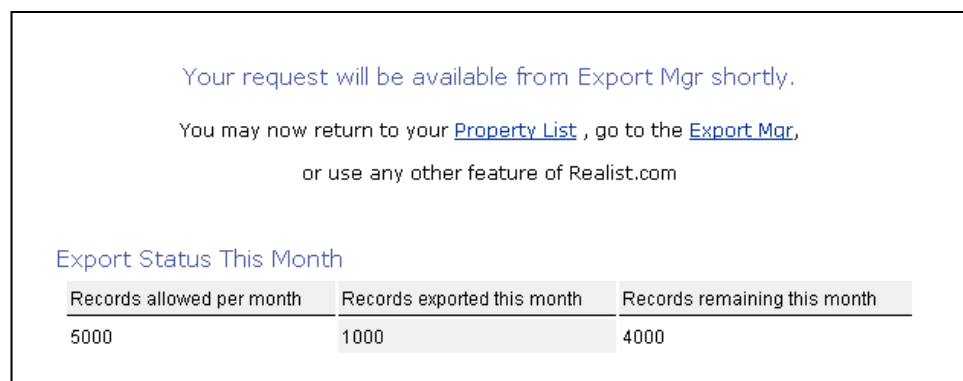
Excel

ASCII

- Before clicking the export button, scroll to the bottom of the page to select the fields that you want to export. In the section entitled “Fields to Print on Full Record Exports”, check or uncheck fields as desired so only the necessary information is selected.
- Scroll back up to the top of the page and click . This button is found below the Full Record options.
- Click OK on the message window that appears.



- Click the Property List, link to return to the search results. Click the Export Manager button to continue with your export. This page will also tell you how many records you have exported this month and how many you have available for the rest of the month.



Your request will be available from Export Mgr shortly.

You may now return to your [Property List](#), go to the [Export Mgr](#), or use any other feature of Realist.com


Export Status This Month

Records allowed per month	Records exported this month	Records remaining this month
5000	1000	4000

The data export may not be immediately available. As soon as you click the Export button, Realist will start creating your file. While small jobs are often done very quickly, larger exports may take some time to produce. You can check in the Export Manager to determine if your file is still processing or if it's ready to pick up. Click Refresh on the browser to update your screen, if desired. You can pick up any export that you have produced during the current month.

## PRD/CMA User Guide

---

- If you return to your property list/search results, then you can continue with your export at any time by clicking on  at the top of most Realist pages.
- On the Export Manager page, downloads that have been completed will be available in the section entitled “Export Ready To Pick Up”. Click on the link. Click Save and save it to the desired location on your computer, such as the desktop.
- This export file is ready for use in Excel or to be the data import for another program.

## PRD/CMA User Guide

---

### Creating a Comparative Market Analysis

A Comparative Market Analysis (CMA) allows you to compare listing properties with different selected variables. You may want to create a CMA to:

- Ensure an accurate price for your listing.
- Secure a bid price prior to presenting an offer.
- Obtain general and/or specific information about an area, subdivision or distinct location.

#### Beginning a CMA in Realcomp *Online*<sup>®</sup>

CMAs can be created from almost anywhere in the Realcomp *Online*<sup>®</sup> system, including:

- CMA Manager Report
- Property Listings Report
- Single Property Report (Flyer)
- Saved Search
- Saved Prospect
- Listing Manager

The following information explains steps to accomplish a CMA using any of these areas.

#### *Building a CMA from a Search*

As previously stated, Realcomp *Online*<sup>®</sup> allows you to create a Comparative Market Analysis from almost *anywhere* in the program. A useful and simple way to create a CMA is to enter search criteria matching your particular needs and begin the CMA from the list of matching properties.

To build a CMA through a search, follow these steps:

1. From the **Search** menu option choose the appropriate search type. Choose either:
  - Quick Search
  - MLS Number Search
  - Address Search
  - Saved Search (then run the chosen saved search)
  - Map Search
  - History Search

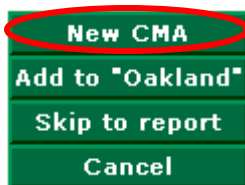
**-OR-** run a saved search or saved prospect from the home page.
2. Enter appropriate search criteria; then choose **Search** to display matched listing properties.

## PRD/CMA User Guide

- On the Property Listing Report, select the listings you want to compare by clicking each listing's check box at the right end of the listing.

Property Listing - One Liner #2 Report											
Refine Search		Select different report format									
Print Entire List		Email All On-Market		Save as Prospect							
Previous		1-8 of 8								Next	
On-Market Residential											
Status	List No	Price	Area	Address	Bed	Bath	Style	Sq Ft			X
CHGP	<a href="#">29146422</a>	\$23,400	02231	<a href="#">21106 RENNELAER ST</a>	2	1	A	830	P	M	<input checked="" type="checkbox"/>
CCS	<a href="#">210020784</a>	\$27,000	02231	<a href="#">23162 VIOLET ST</a>	2	1	D	910	P	M	<input checked="" type="checkbox"/>
CCS	<a href="#">29152115</a>	\$29,800	02231	<a href="#">21408 COLLINGHAM AVE</a> Style: A=RANCH, D=BUNGALOW	2	1	A	864	A	M	<input checked="" type="checkbox"/>
Off-Market Residential											
Status	List No	Price	Area	Address	Bed	Bath	OffMktDt	Mt	Sq Ft		X
SOLD	<a href="#">29092521</a>	\$15,000	02231	<a href="#">31000 PERSHING ST</a>	3	1	2/15/2010	220 1152	A	M	<input checked="" type="checkbox"/>
SOLD	<a href="#">29157238</a>	\$15,900	02231	<a href="#">21337 INKSTER RD</a>	3	1	1/11/2010	28 811	A	M	<input checked="" type="checkbox"/>
SOLD	<a href="#">29143860</a>	\$18,000	02231	<a href="#">21935 TULANE AVE</a>	3	1	1/27/2010	82 922	A	M	<input checked="" type="checkbox"/>
SOLD	<a href="#">29157242</a>	\$28,000	02231	<a href="#">22740 ELMGROVE ST</a>	2	1	1/7/2010	24 1000	A	M	<input checked="" type="checkbox"/>
SOLD	<a href="#">210002723</a>	\$29,000	02231	<a href="#">21119 ONTAGA ST</a>	3	1	1/15/2010	8 1010	A	M	<input checked="" type="checkbox"/>
Previous		1-8 of 8								Next	
View Selected		Print Selected		CMA Selected		Map Selected					
Email Selected On-Market		Email Selected Off-Market		Email Selected Wide CMA							

Scroll to the bottom of the page and click **CMA Selected**.



- Click **New CMA**.

The system now displays the *CMA Manager Comparables* screen with the selected properties.

CMA Manager Comparables - (New CMA)									
Subject Property	Comparables	Value Adjustments	Report Options	Report	New	Open	Save		
1-5 of 5									
List Number	Status	Address	Bedrooms	Tot Baths	Tot Lavs	Square Footage	List Price		X
210020784	CCS	23162 VIOLET ST	2	1	0	910	\$27000	PM	<input type="checkbox"/>
29152115	CCS	21408 COLLINGHAM AVE	2	1	0	864	\$29800	AM	<input type="checkbox"/>
29146422	CHGP	21106 RENNELAER ST	2	1	0	830	\$23400	PM	<input type="checkbox"/>
29157238	SOLD	21337 INKSTER RD	3	1	0	811	\$17000	AM	<input type="checkbox"/>
29092521	SOLD	31000 PERSHING ST	3	1	0	1152	\$22000	AM	<input type="checkbox"/>
More Comparables		Make Subject		Remove Selected					

Here you can:

- Add more comparable properties to your list.
- Make one of the listings the subject property.
- Remove one or more of the selected listings from your list of comparables.

Continue to instructions in the *Building A Search from the CMA Manager* section of this Support Guide, beginning with step 4.

# PRD/CMA User Guide

## Building a Search from the CMA Manager

The CMA Manager allows you to conduct a Comparative Market Analysis report by researching and comparing listings. Start from the CMA Manager report option to compare similar MLS properties to a *specific listing*.

**CMA Tips**

Basic steps to generate a CMA report:

1. Open the CMA Manager Report.
2. Enter a subject property.
3. Add listings to compare to your subject property.
4. Make any value adjustments if needed.
5. Indicate printing preferences.
6. Print, Email and/or Save (if desired) your report.

**CMA Manager Comparables - (New CMA)**

Subject Property
Comparables
Value Adjustments
Report Options
Report


New
 Open
 Save

**You have not selected comparable properties.**

To add comparables click the button below. From the list you may then click the "CMA Selected" button and add them to this CMA.

**Find Comparables**

1. Click the **CMA Manager** option of the **Reports** menu option. The *CMA Manager* page displays.
  
2. Click the *Subject Property* tab.

Standard Fields: RS			
LIST NUMBER	25130468	<a href="#" style="background-color: #006633; color: white; padding: 2px 5px;">Use this Listing</a>	To use an existing listing as the subject property, enter the Listing Number and click "Use this Listing".
Photo		<a href="#" style="background-color: #006633; color: white; padding: 2px 5px;">Upload</a> <a href="#" style="background-color: #006633; color: white; padding: 2px 5px;">Delete</a>	You may upload a photo from your computer. The CMA must be saved before the photo is uploaded. Note: Photos should be gif or jpg and no larger than 512 x 400 pixels
STATUS	<input checked="" type="checkbox"/> ACTV <input type="checkbox"/> NEW <input type="checkbox"/> BMK <input type="checkbox"/> CHGP <input type="checkbox"/> XTND <input type="checkbox"/> CCS <input type="checkbox"/> EXPD <input type="checkbox"/> PEND <input type="checkbox"/> SOLD <input type="checkbox"/> CWTH <input type="checkbox"/> UWTH	LIST PRICE	204900
SALE PRICE	<input type="text"/>	LIST DATE	9/9/2005
DOM	72	CLOSED DATE	<input type="text"/>
OFF MKT DATE	<input type="text"/>	ADDRESS	32245 MIDDLEBELT RD

## PRD/CMA User Guide

Conduct one of the following procedures:

- To use an existing listing, enter the MLS number into the **MLS Number** field and then click the **Use This Listing** button.
  - To use an unlisted subject property, enter the requested information into the fields.
3. At the bottom of the *Subject Property* screen click the **Build CMA Search** button. When the Search page appears, you can further define your criteria; then click **Search**.

Searching :RS

Save
Reset Form
Count
Search

---

Search Criteria

Additional Fields

Search Type : RS View List

STATUS: Match Any Selected ▾  
Select All On-Market  
 ACTV  NEW  BMK  CHGP  XTND  CCS  
Select All Off-Market  
 EXPD  PEND  SOLD  CWTH  UWTH

AREA: 02231 View List Clear View MLS Area Maps  
\*\*Select "View List" for MLS Area Numbers. Modified Areas are indicated (NEW). \*\*

SEARCH PRICE: Min  ,000 Max  ,000

STATUS DATE: From  To  (MM/DD/YYYY or #)

BEDROOMS: Min  Max

BATHS.LAVS: Min  Max

BASEMENT: Match Any Selected ▾  
 - Select Any:  YES  NO

In the search results page, select the listings you want to compare by clicking each listing's check box at the right end of the listing.

On-Market Residential									
Status	List No	Price	Area	Address	Bed	Bath	Style	Sq Ft	x
ACTV	<a href="#">25114549</a>	\$204,900	02231	<a href="#">23217 SPRINGBROOK</a>	4	2	A	1403	A I M <input type="checkbox"/>
CHGP	<a href="#">25096431</a>	\$204,900	02231	<a href="#">23635 LARKSHIRE ST</a>	4	1.1	B	1676	A I M <input type="checkbox"/>
ACTV	<a href="#">25130468</a>	\$204,900	02231	<a href="#">32245 MIDDLEBELT RD</a>	3	2	A	1525	A M <input checked="" type="checkbox"/>
ACTV	<a href="#">25115839</a>	\$204,900	02231	<a href="#">23335 SPRINGBROOK DR</a>	3	2	A	1411	A M <input checked="" type="checkbox"/>
ACTV	<a href="#">25114580</a>	\$204,900	02231	<a href="#">24198 S DUNCAN CIR S</a>	3	1.1	B	1422	A I M <input checked="" type="checkbox"/>
ACTV	<a href="#">25129079</a>	\$204,900	02231	<a href="#">23041 SPRINGBROOK</a>	4	2.1	B	2160	A M <input type="checkbox"/>

Style: A=RANCH, B=COLONIAL

Previous 1-6 of 6 Next

View Selected
Print Selected
CMA Selected
Map Selected  
Email Selected On-Market
Email Selected Wide CMA

Scroll to the bottom of the page and click **CMA Selected**.

New CMA

Add to "New CMA"

Skip to report

Cancel

Then click **Add to "New CMA"**.

## PRD/CMA User Guide

- The system now returns to the *CMA Manager Comparables* screen, displaying the selected properties.

CMA Manager Comparables - (New CMA)									
Subject Property	Comparables	Value Adjustments	Report Options	Report	New	Open	Save		
1-5 of 5									
List Number	Status	Address	Bedrooms	Tot Baths	Tot Lavs	Square Footage	List Price		X
210020784	CCS	23162 VIOLET ST	2	1	0	910	\$27000	PM	<input type="checkbox"/>
29152115	CCS	21408 COLLINGHAM AVE 2	1	0	0	864	\$29800	AM	<input type="checkbox"/>
29146422	CHGP	21106 RENSSELAER ST	2	1	0	830	\$23400	PM	<input type="checkbox"/>
29157238	SOLD	21337 INKSTER RD	3	1	0	811	\$17000	AM	<input type="checkbox"/>
29092521	SOLD	31000 PERSHING ST	3	1	0	1152	\$22000	AM	<input type="checkbox"/>
More Comparables			Make Subject			Remove Selected			

Here you can:

- Add more comparable properties to your list.
- Make one of the listings the subject (this would change your original subject property, if one was already selected).
- Remove one or more of the selected listings from your list of comparables.

- Click the **Value Adjustments** tab to change any default adjustments.

**NOTE:** Value adjustments are only available when a subject property is selected or created. Use the "-" symbol to indicate a negative value adjustment. For instance, to make a negative value adjustment for a bedroom, enter "-5000" in the Bedrooms field. To make a positive \$5,000 adjustment for a bedroom, enter "5000".

General Information								
	Price/Unit		Adjustment		Adjustment		Adjustment	
Bedrooms:	3	\$ 5000	4	\$ -5000	4	\$ -5000	4	\$ -5000
Tot Baths:	2	\$ 4000	2	\$ 0	2	\$ 0	2	\$ 0
Tot Lavs:	0	\$ 1000	0	\$ 0	1	\$ -1000	1	\$ -1000
Square Footage:	1525	\$ 25	1763	\$ -5950	1886	\$ -9025	2085	\$ -14000
Acreage:		\$ 0		\$ 0		\$ 0		\$ 0
Fireplace:	Y		N	\$ 0	Y	\$ 0	Y	\$ 0
Style:	A		B	\$ 0	B	\$ 0	B	\$ 0
Frontage Feet:	100		76	\$ 0		\$ 0	97	\$ 0
Construction Feat:				\$ 0	E	\$ 0		\$ 0
Garage:	Y		Y	\$ 0	Y	\$ 0	Y	\$ 0
Heating:	A		A	\$ 0	A	\$ 0	B,J	\$ 0
Cooling:	A		A	\$ 0	A	\$ 0	B,H	\$ 0
List Office Id:	221983		08114902	\$ 0	08114920	\$ 0	270343	\$ 0
Soldoffice:			NON-BOARD MEMBER	\$ 0	RE/MAX AFFILIATES	\$ 0	PRUDENTIAL CRANBROOK -W B	\$ 0
Summertax:	1977		2940	\$ 0	2622	\$ 0	2576	\$ 0

## PRD/CMA User Guide

If any values have been adjusted, click the **Re-calculate Adjustments** button to calculate the total adjustments and adjusted price. Then click the **Re-calculate Suggested Value** button to recalculate a new suggested value for the subject property.

**NOTE:** To display a suggested value in the report, the **Include value adjustments in report** option [located at the top of the screen] must be selected.

6. Click the **Report Options** tab to include specific report information, such as title, subject label and client notes; and/or to define report options like summary placement and comparables per page.

Report Options																											
Title:	Your Home																										
Subject Property Label:	Subject Property																										
Average Price Text:	Suggested Value																										
Prepared for:	Trevor Neiman																										
Prepared by:	Tami Cummings																										
Show Summary:	<input checked="" type="radio"/> At Beginning <input type="radio"/> At End <input type="radio"/> None																										
Comparables per page:	2 3 4																										
Sort By:	<table border="1"><thead><tr><th>Available Fields:</th><th>Sort Fields:</th></tr></thead><tbody><tr><td>LIST NUMBER</td><td>STATUS</td></tr><tr><td>LIST PRICE</td><td></td></tr><tr><td>SALE PRICE</td><td></td></tr><tr><td>LIST DATE</td><td></td></tr><tr><td>DOM</td><td></td></tr><tr><td>CLOSED DATE</td><td></td></tr><tr><td>OFF MKT DATE</td><td></td></tr><tr><td>ADDRESS</td><td></td></tr><tr><td>CITY</td><td></td></tr><tr><td>ZIP CODE</td><td></td></tr><tr><td>AREA</td><td></td></tr><tr><td>COUNTY CODE</td><td></td></tr></tbody></table>	Available Fields:	Sort Fields:	LIST NUMBER	STATUS	LIST PRICE		SALE PRICE		LIST DATE		DOM		CLOSED DATE		OFF MKT DATE		ADDRESS		CITY		ZIP CODE		AREA		COUNTY CODE	
Available Fields:	Sort Fields:																										
LIST NUMBER	STATUS																										
LIST PRICE																											
SALE PRICE																											
LIST DATE																											
DOM																											
CLOSED DATE																											
OFF MKT DATE																											
ADDRESS																											
CITY																											
ZIP CODE																											
AREA																											
COUNTY CODE																											

Here you can:

- Title your report.
- Change the label of your subject property.
- Change the label of your suggested price.
- Customize to/from.
- Decide to show/not show a summary.
- Choose how many comparables to display per printed page.
- Choose sorting order.
- Add notes.

7. Click the **Report** tab to display the report.

### CMA Report Options

The CMA Manager allows the following functions:

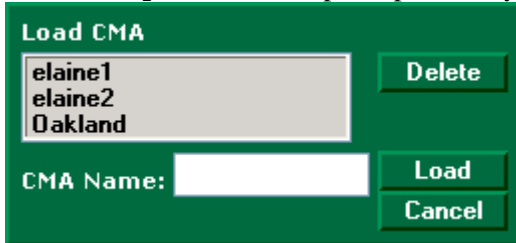
- Start a New CMA
- Open an existing CMA
- Save the CMA just created
- Print the CMA report
- Email the CMA report



- Click the **New** button to start a new CMA.

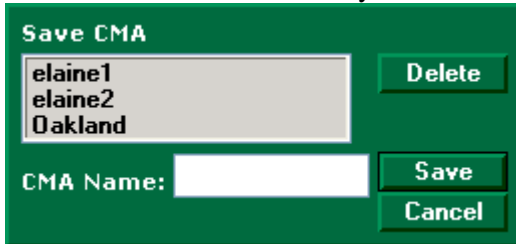
## PRD/CMA User Guide

- Click the **Open** button to open a previously saved CMA.



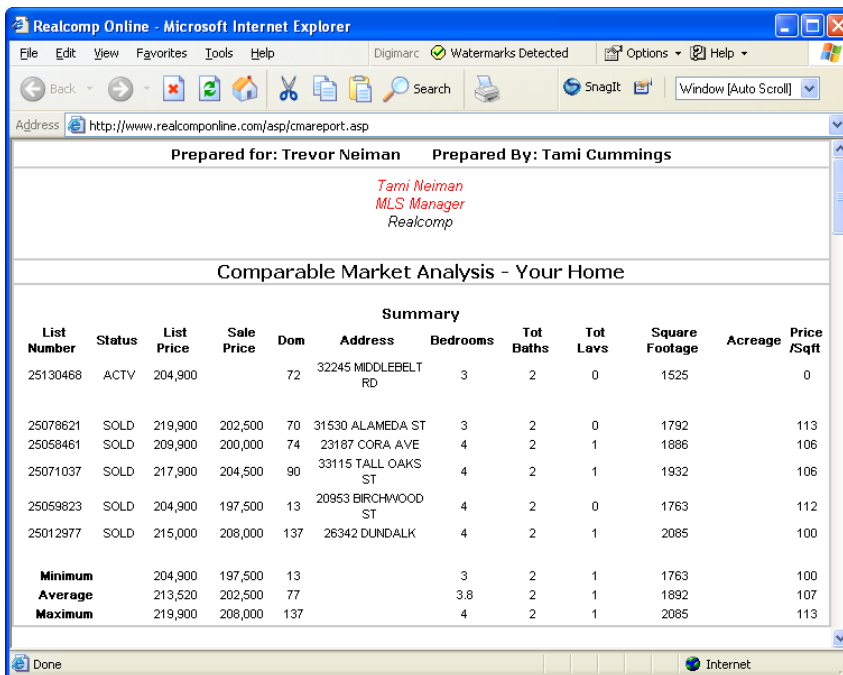
Choose the CMA from the selection box; then click **Load**.

- Click the **Save** button to save your current CMA for later use.



Type a name for the new CMA in the box provided; then click **Save**.

- Click the **Print** button to print your CMA report.



Comparable Market Analysis - Your Home											
Summary											
List Number	Status	List Price	Sale Price	Dom	Address	Bedrooms	Tot Baths	Tot Lavs	Square Footage	Acreage	Price /Sqft
25130468	ACTV	204,900		72	32245 MIDDLEBELT RD	3	2	0	1525		0
25078621	SOLD	219,900	202,500	70	31530 ALAMEDA ST	3	2	0	1792		113
25058461	SOLD	209,900	200,000	74	23187 CORA AVE	4	2	1	1886		106
25071037	SOLD	217,900	204,500	90	33115 TALL OAKS ST	4	2	1	1932		106
25059623	SOLD	204,900	197,500	13	20953 BIRCHWOOD ST	4	2	0	1763		112
25012977	SOLD	215,000	208,000	137	26342 DUNDALK	4	2	1	2085		100
<b>Minimum</b>		204,900	197,500	13		3	2	1	1763		100
<b>Average</b>		213,520	202,500	77		3.8	2	1	1892		107
<b>Maximum</b>		219,900	208,000	137		4	2	1	2085		113

When the Print dialog box appears, click Print to print the report or click Cancel to view the report before printing.

- Click the **Email** button to enter the appropriate address and send the CMA report via email.

# PRD/CMA User Guide

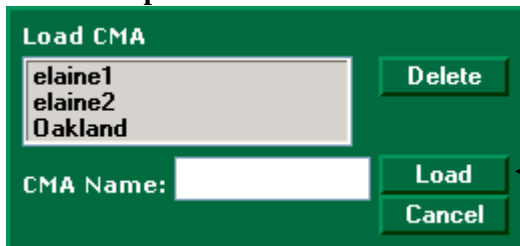
---

## Working with Saved CMAs

Once you have saved a CMA you can recall it at any time for reuse. The saved CMA can be altered for new specifics to meet current needs.

### To Open an Existing CMA:

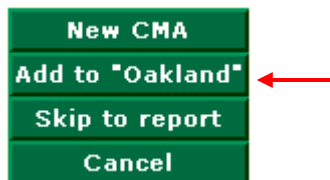
1. Click the **CMA Manager** option of the **Reports** menu option.
2. Click the **Open** tab to view saved CMAs.



3. Click the name of the saved CMA; then click **Load**. The list of comparables from that CMA is displayed.

### To Add Comparables to an Existing CMA:

1. Open the desired CMA.
2. At the *Comparables* screen, choose the **More Comparables** button.
3. The screen now displays the original search criteria. Modify, add or delete criteria as desired; then choose **Search**.
4. At the report screen, click the selection boxes  of those properties you want to add to the existing CMA.
5. Click **CMA Selected**; then choose **Add to ""**.



The new list of comparable properties displays.

### To Remove a Property from the List of Comparables:

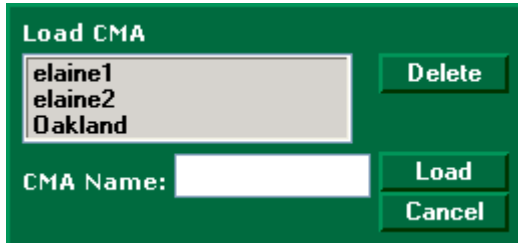
1. At the list of comparable properties, click the selection box(es)  of the property you want removed from the list of comparables.
2. Click the **Remove Selected** button. The screen will refresh with the new list of comparable properties.

## PRD/CMA User Guide

---

### To Delete a CMA:

1. Click the **CMA Manager** option of the **Reports** menu option.
2. Click **Open**.



Load CMA

elaine1  
elaine2  
Oakland

Delete

CMA Name:

Load  
Cancel

3. Select the appropriate CMA.
4. Click the **Delete** button. The saved CMA is now removed from the list.