

Adding a CMA Profile



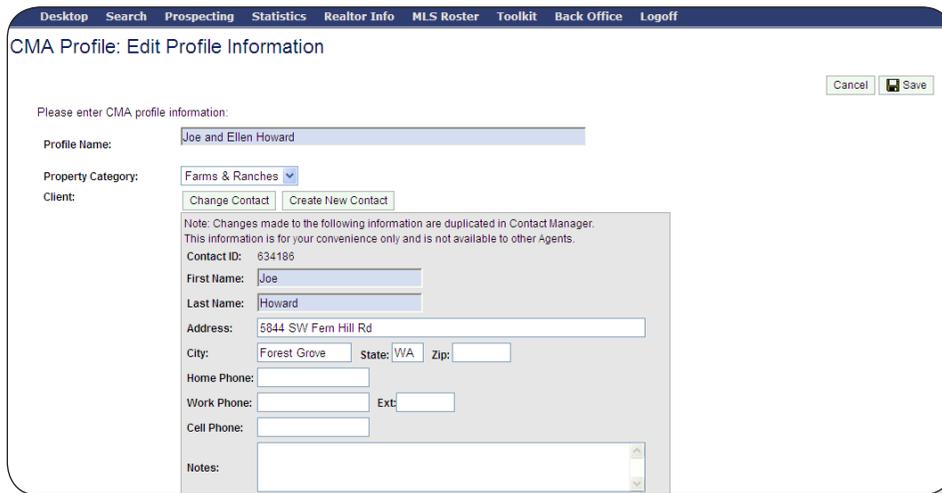
To access the **CMA** hover over **Toolkit** and then click on **CMA Profiles**.

Step 1 : Getting Started



- Create a new **CMA Profile** or access/modify a saved CMA.

- **Archive** CMAs you want to store on RMLSweb. Archived CMAs will be saved for a maximum of 3 years.

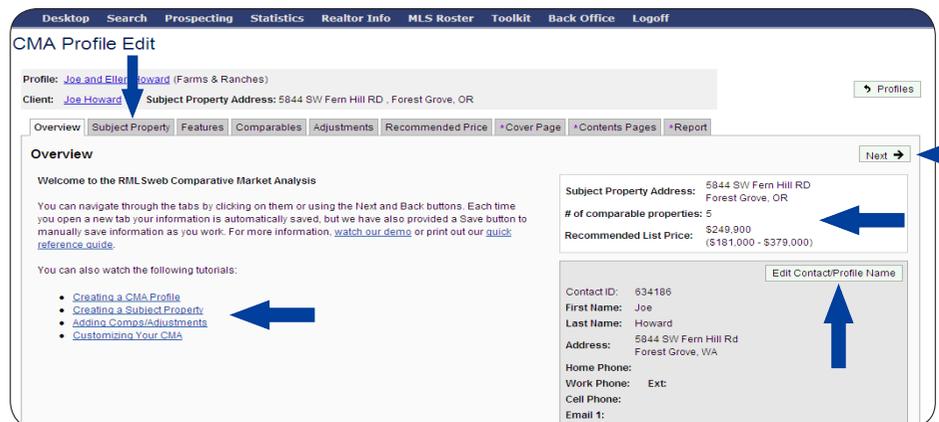


Creating Contacts

The contacts you enter in the CMA Profile will auto-update to the Contact Manager. Likewise, contacts you have entered into Contact Manager will be viewable in the "Select Contact" popup window.

Overview Tab

- Watch **tutorials** on how to create a CMA.
- **Edit** contact and profile information.
- Get a **summary** of the # of comparable properties and recommended price (available only after CMA is completed).
- To proceed, click on the **Next** button or the Subject Property tab.



Step 2: Defining Your Subject Property

- Clicking the “Auto Populate the Address” link provides options for auto populating from your **contact information**, the **Tax ID**, or from an **MLS number** (if the property has been previously listed in RMLSweb).
- Click “Browse” to locate a photo of the subject property and then click “Upload.”

Desktop Search Prospecting Statistics Realtor Info MLS Roster Toolkit Back Office Logoff

CMA Profile Edit

Profile: [Joe and Ellen Howard](#) (Residential)

Client: [Joe Howard](#) Subject Property Address: 7416 NE Glenwood DR, Brush Prairie, WA 98606

Overview Subject Property Features Comparables Adjustments Recommended Price Cover Page Contents Pages Report

Subject Property

Please input the subject property's information below.

Subject Property Address

Auto populate the Address Clear Address

Address: # Dir Name Suffix Quad Unit
7416 NE Glenwood DR

Area: 62 Area List

County: Clark County list is filtered by area.

City: Brush Prairie
The city list is filtered by the county selection. Please select the county first. You can choose the city from the drop down box, or enter the name in the text box by choosing "Other".

State: WA

Subject Property Photo

Browse Upload Remove Photo

RMLSweb Map Adjustment

Address: 3405 G ST, Vancouver, WA 98660

If the property marker is not on the correct location for this listing, click the orange push pin (📌) in the toolbar above the map. Click on the correct location to set the marker.

TOOL BOX

Cancel Save

- Click on “View and Adjust the Map Location” to verify that the property is mapped properly. If it is correct click “Save.” If it is incorrect click on the orange push pin in the toolbar above the map. Click on the correct location to set the marker. Click “Save” when satisfied with the map location.

Be certain to enter the subject property's approximate square footage and other main features. Use the fields to select and define which features of your subject property will be displayed on the “Adjustments to Comparables Report.”

Desktop Search Prospecting Statistics Realtor Info MLS Roster Toolkit Back Office Logoff

CMA Profile Edit

Profile: [Joe and Ellen Howard](#) (Farms & Ranches)

Client: [Joe Howard](#) Subject Property Address: 5844 SW Fern Hill RD, Forest Grove, OR

Overview Subject Property Features Comparables Adjustments Recommended Price Cover Page Contents Pages Report

Features

Please use the fields below to select and define which features of your subject property will be displayed on the Adjustments to Comparables Report.

Main Features

Total SQFT: 2200

Acres:

Bedrooms: 4

Total Bathrooms: 2

Features to be compared

Please use the check boxes to indicate the features for the Adjustments tab. [Check All] [Uncheck All]

Approx # Acres - Cultivated: Lot Size:

Approx # Acres - Pasture: Middle School: Taft

Approx # Acres - Range: Short Sale Y or N:

Approx # Acres - Wooded: Style:

Quick Tips



CMA Shortcuts

- Back:** navigate backwards in the CMA with this button, not the browser arrow.
- Save:** save a CMA for future access.
- Next:** this saves your work and takes you to the next step.

Step 3: Finding Comparables

There are several ways to search for comparables:

- 1 Enter MLS numbers by hand
- 2 Search for properties within a radius between .25 and 20 miles of the subject property.
- 3 Use Map Search to search within a defined geographic location.
- 4 Search by address.
- 5 Use Advanced Search in order to search all fields.
- 6 Utilize the MLS# Search for listings previously saved together.
- 7 Search by saved MLS number groups.

The screenshot shows the 'Comparables' section of a software interface. It includes a search bar for 'MLS#' (1), a 'Radius' dropdown (2), and several search methods: 'Map Search' (3), 'Address Search' (4), 'Advanced Search' (5), and 'MLS# Search' (6). There is also a 'Saved MLS#' field with an 'Add' button (7).

The screenshot shows search results for 'Residential' properties. A table lists active properties with columns for MLS#, P, Type, Address, City, Area, Bedrm, Bath, Apx Sqft, Bank Owned, and Short Sale Price. A red circle highlights the 'Add to CMA' button in the top right of the results area.

MLS#	P	Type	Address	City	Area	Bedrm	Bath	Apx Sqft	Bank Owned	Short Sale Price
15027044	13	DETACHD	504 SE SWEETBRIAR LN	Troutdale	144	3	2	1612	Y	\$211,000
15673941	16	DETACHD	4789 SE WELCH RD	Gresham	144	4	3	2016	N	\$215,000
15385812	1	DETACHD	37845 HAMILTON RIDGE DR	Sandy	144	4	2.1	2116	N	\$217,000

When you are finished selecting your comps by checking the boxes on the left side, click on "Add to CMA."

To better filter your comps you can sort them by the following methods:

- Drag and drop the rows
- Use the dropdown menu to the right
- "Change Order" column at right

The screenshot shows a table of 5/40 comparables. The table has columns for Cat, MLS#, Image, Status, Area, Type, Address, City, State, Bdrms, Bath, Price, and Change Order. A dropdown menu is open over the 'Price' column, showing options for 'select', 'Ascending', and 'Reorder'. A blue arrow points to the 'Change Order' column header.

Cat	MLS#	Image	Status	Area	Type	Address	City, State	Bdrms	Bath	Price	Change Order	
FRM	8037744		SLD	152	FARM	54655 NW OLD WILSON RIVER RD	Gales Creek, OR	3		\$470,000	Down Bottom	
RES	10017266		ACT	152	DETACHD	1337 SE 29TH CT	Hillsboro, OR	4	2.0	1892	\$224,900	Up / Down Bottom
RES	10025722		ACT	152	DETACHD	450 SE 26TH AVE	Hillsboro, OR	4	2.0	2261	\$299,900 - \$338,900	Up / Down Bottom
RES	10029200		PEN	152	DETACHD	2331 SE MAPLE ST	Hillsboro, OR	4	2.0	1936	\$179,900	Up / Down Bottom
RES	9070880		WTH	152	DETACHD	942 SE 13TH AVE	Hillsboro, OR	4	2.0	1920	\$268,000	Top Up

The screenshot shows the 'Adjustments' section. It lists several comparables on the left. The main area shows a comparison between a 'Comparable' (8037744) and a 'Subject Property' (5844 SW Fern Hill RD). The comparison table includes fields for Property Category, Address, City, Zip, County, MLS#, Status, SQFT, List Price, List \$/Sqft, Sold Price, and Sold \$/Sqft.

Item	Comparable	Subject Property
Property Category	FRM	FRM
Address	54655 NW OLD WILSON RIVER RD	5844 SW Fern Hill RD
City	Gales Creek, OR	Forest Grove, OR
Zip	97117	
County	Washington	Washington
MLS#	8037744	
Status	SLD	-
SQFT	2184	2200
List Price	\$549,500	-
List \$/Sqft	\$251	-
Sold Price	\$470,000	-
Sold \$/Sqft	\$215	-



Adjustments
Enter any necessary adjustments and then select "Next" to proceed.

Step 4: Recommending a List Price

Recommended Price

Pricing Summary

	Amount	\$/Sqft
Average Sold Price	\$470,000	\$215
Min. List Price	\$179,900	\$92
Avg. List Price	\$307,940	\$151
Max. List Price	\$549,500	\$251

Recommended List Price: Min: \$180000 (\$81), Max: \$300000 (\$136), Recommended: \$249900 (\$113)

Total SQFT: 2200

How the Recommended Price Looks in the Market

Bar chart showing Price vs Status. Legend: Average List Price by Status, Average Sold Price, Recommended (min), Recommended (max), Recommended.

The “Recommended Price” tab allows you to see **statistics** related to your comparable properties including **average and median sold prices** as well as the ability to enter your list price recommended range.

Step 5: Preparing for Your Presentation

Cover Page

Title: Comparative Market Analysis

For: Joe Howard

Photo: Use subject property photo

Features: #1 Feature 1, #2 Feature 2, #3 Feature 3

- 1 Enter details that will appear on the “Cover Page.”
- 2 Use saved company information and resume from Toolkit/User Preferences or type company and agent resume under “Contents Pages.”
- 3 Customize the report options and generate the report under the “Report” section.

• Drag and drop to determine the order of your report pages.

• Choose from four different theme colors to customize your report.

Contents Pages

You can define the following pages:

- Company Info
- Resume
- Optional Page #1
- Optional Page #2

Company Information

Please select/input your company information.

Use saved company information (You can edit it on "User Preference" page)

Use the company information below

Report Options

You can set up report options, generate a report or see an E-mail log.

Options: Header/Footer, Generate Report, E-mail Log

Report Options

Report Section Selection/Order

Page Order	Report Section	Description
1	<input checked="" type="checkbox"/> Cover Page	Cover Page with a subject property photo, feature comments, and an agent banner.
2	<input checked="" type="checkbox"/> Table of Contents	The Table of Contents
3	<input checked="" type="checkbox"/> Optional Page #1	Optional Page #1
4	<input checked="" type="checkbox"/> Comparables to Your Home	The Client Medium report of Comparables to Your Home
5	<input checked="" type="checkbox"/> Adjustments to Comparables	The comparable report of adjustments to Comparables
6	<input checked="" type="checkbox"/> Summary of Comparables	The summary, one-linear report of Comparables
7	<input checked="" type="checkbox"/> Pricing Your Home	Recommended Price with a graph indicating Market placement
8	<input checked="" type="checkbox"/> Company Information	Company description etc.
9	<input checked="" type="checkbox"/> Resume	Your resume
10	<input checked="" type="checkbox"/> Optional Page #2	Optional Page #2

Theme: Blue

Report Page Options

Cover Page Section:

- Draw Border
- Show Recommended Price
- Show Agent Banner
- Show Agent Web URLs
- Agent Photo: None
- Logo: Company Logo

Pricing Your Home Section:

- Show Graph

Options: Header/Footer, Generate Report, E-mail Log

Report Preview

Buttons: PDF, Print, E-mail

Generate Report
To create a pdf, print to your printer, or send through email, just go to the “Generate Report” tab.