

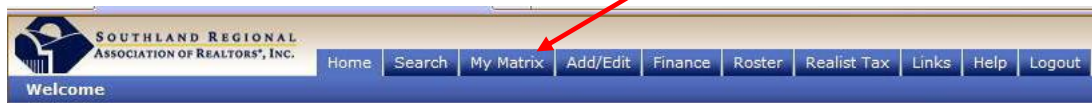
# Instructions for the 1004 MC Spreadsheet, CRMLS

Revised October 12, 2012 to reflect changes in the MLS (see items 8, 9 and 10 on page 2)  
Don Machholz, Colfax, CA (530) 320-8204

For the 1004 MC it is important to gather the proper information from the MLS. One tool that will do this is the **Spreadsheet For The 1004 MC** Excel program which I wrote and made available free to all appraisers. It is available from my web site ([www.donsappraisals.com](http://www.donsappraisals.com)) These instructions tell how to set up your CRMLS. **However, the MLS has already set up a custom export, so you do not need to set one as shown on the first 1.7 pages of these instructions. Start near the bottom of the second page, at the red print. The custom export is named "Don's 1004 MC".**

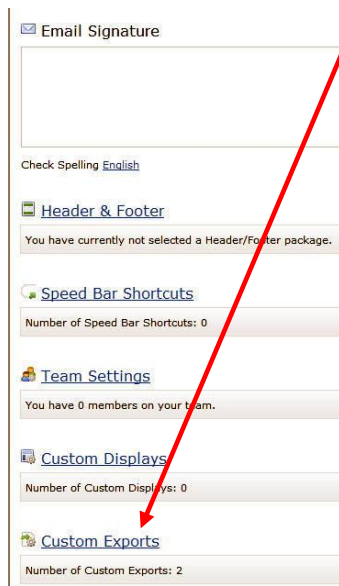
It makes it easier if the information is properly formatted when it is copied off the MLS and placed into a separate spreadsheet prior to being pasted into Spreadsheet program.

We can begin by setting our preferences so that your data is in the same order as is needed for the spreadsheet program. Once you make these changes in your MLS setting, you do not need to change it again. Log in to the MLS and click on "My Matrix".

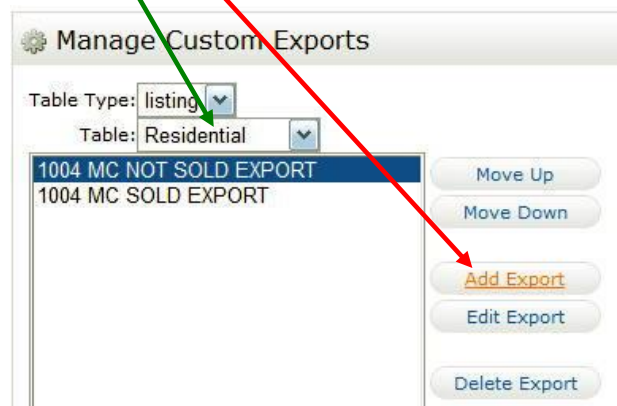


The next page you will see looks like this, click on "Settings"

Next, click on "Custom Exports" on the bottom left side of the page.



This takes you to the next page, and from here we will start to create our new export. Click on "Add Export". But listen to this, you will be creating a Residential Export, this is the default. You can also create an export for Land or Income Properties, and you will need to do that too (later) if you are dealing with those properties.



You will then get a window like the one to the right. You can name this new export any name you want; here I named it "1004 MC".

Then pick each parameter on the left box and move it over to the right hand box.

When you have finished loading up the right-hand box, click on "SAVE".

This is what is needed for the Spreadsheet program, in this order:

- 1) Status
- 2) Multiple Listing Number
- 3) List Price
- 4) Selling Price
- 5) Year Built
- 6) Square Footage Structure
- 7) Acres (although SF of lot can be used if you want)
- 8) **Listing Contract Date** (this used to be "Date of Listing")
- 9) **Purchase Contract Date** (this used to be "Date of Pending")
- 10) **Date Closed Sale** (this used to be called "Date End")
- 11) Days on Market

Now we are going to conduct the search and scoop up all categories.

For status date, use a beginning date that is at least two years before your date of value. Put a "+" after the date.

Choose comps, which means you will probably write in parameters for SF, lot size and age of the house. Don't search by price.

Then click on Results

When the results are displayed, click on “Check All”.

P	SOC	Date	SType	MLS
N	2.500	12/31/10	REO	CLAW
Y	2.500*	09/24/10	SPAY	MRMLS
N	5.500	12/28/10	SPAY	CLAW
N	3.000*	02/16/09		CLAW
N	3.000	02/10/09		CLAW
N	3.000	01/14/09		CLAW
Y	4.000	02/10/09		CLAW
Y	3.000	06/01/10	SPAY	CLAW
N	3.000	10/28/09	REO	CLAW
N	3.000	08/13/09	REO	CLAW
N	3.000	12/30/10	REO	CLAW
N	3.000	06/10/10		CLAW
N	3.000	03/19/10		CLAW
N	3.000	12/17/10	REO	MRMLS
N	3.000	09/29/10	REO	CLAW
N	3.000	11/30/09	REO	CLAW
Y	3.000	06/08/09		CLAW
N	3.000	08/13/09	REO	CLAW
N	3.000	05/14/10		CLAW
Y	2.250	09/25/09	REO	CLAW
N	3.000	01/19/10		CLAW

At the bottom right of the Results page, click on the “Export” button.

This will produce a box like that below.

Choose the export name that was created earlier, in this case, “Don’s 1004 MC”. Then click on “Export”.



Open that file on your desktop (it will find Excel on your computer, open it, and pop in the data.

Save this file as part of your work file.

Then copy the first 11 columns of data (but not the Header Row, if it is there, at the very top!) and paste into the Spreadsheet for 1004 MC Excel program.

Follow the instructions at the top of the 1004 MC spreadsheet.

End