

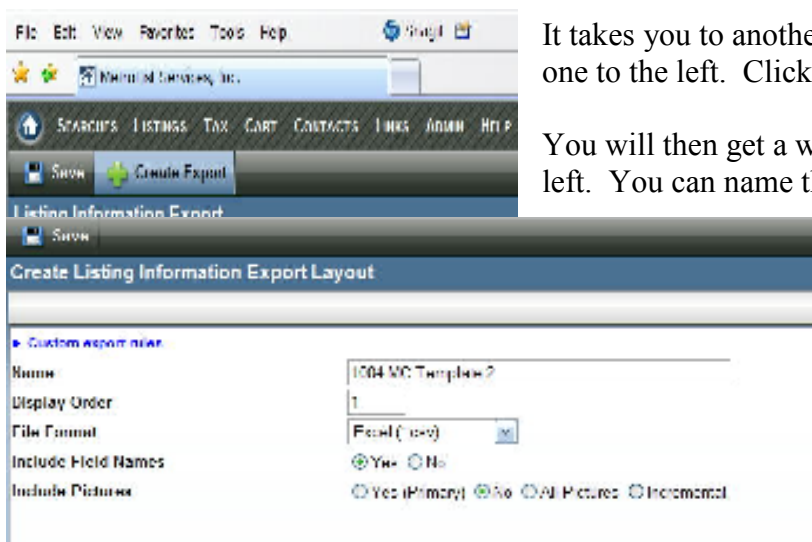
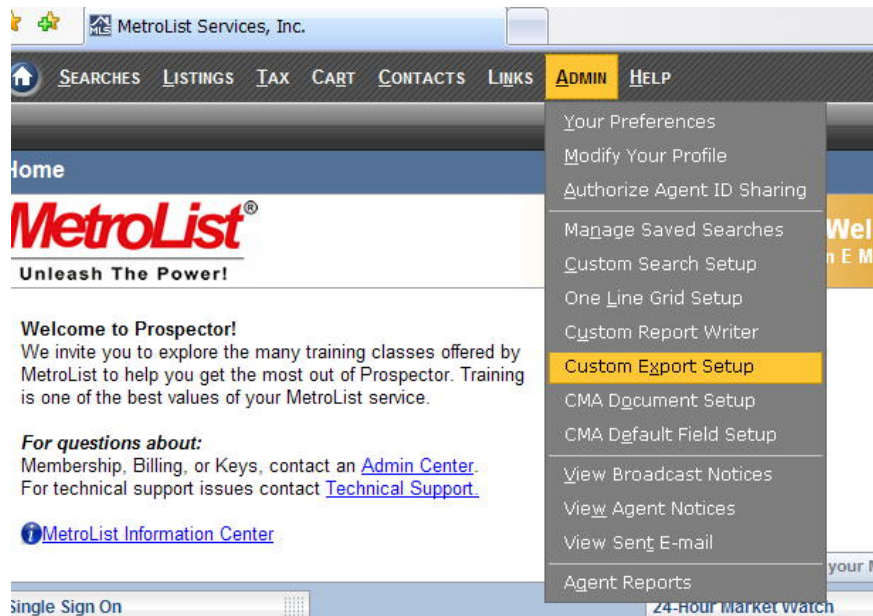
Instructions for the 1004 MC Spreadsheet

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For the 1004 MC it is important to gather the proper information from MetroList. 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) These instructions tell how to set up your MLS.

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. Click on “Admin” and click on “Custom Export Setup” (for setting up the export feature, which is what we will do here). We are going to change the order in which the data is given to us in the export.



It takes you to another window which looks like the one to the left. Click on the icon “Create Export”.

You will then get a window like the one at the lower left. You can name this new export any name you want. It really doesn't matter what the “Display Order” is, but be sure you indicate “Excel (*.csv)”, which is the default, it is OK to include field names, and say no to pictures. Then you will get a screen like the one below. You can move each parameter from the left box to the right

box, then move them up or down until they match the order that is needed for the Spreadsheet program. This is what is needed for the Spreadsheet program, in this order:

- 1) Status Description
- 2) Address
- 3) List Price
- 4) Selling Price
- 5) Year Built
- 6) Square Footage
- 7) Lot Size - Acres
- 8) On Market Date
- 9) Pending Date
- 10) Selling Date
- 11) DOM (not CDOM)

Selected Fields	
Sort Order	Description
1	Status Desc
2	Address
3	Listing Price
4	Selling Price
5	Year Built
6	Square Footage
7	Lot Size - Acres
8	On Market Date
9	Pending Date
10	Selling Date
11	DOM

You can have the MLS Number or other information first, as long as beginning with the category “Status” you have the same order as shown above. When they are in the correct order, click on “Save” at the top left corner of the page.

Now we are going to conduct the search and scoop up all the actives and solds in the past year. To do this we must also pick up “Expired”, “Withdrawn”, etc over the past year.

Whether using the map or standard search, toggle to receive all these statuses. The dates must be earlier than the first date you wish to check. This is at least one year prior to your Date of Value, which is the effective date of your appraisal. Put no dates in for “Actives” or “Pending”.

Statuses	Dates				
<input checked="" type="checkbox"/> Active	Listing Date		Thru		
<input checked="" type="checkbox"/> Active Rel. Clause	Contingent Date		Thru		
<input checked="" type="checkbox"/> Active Short Sale	Listing Date		Thru		
<input checked="" type="checkbox"/> Active Short Cont.	Contingent Date		Thru		
<input checked="" type="checkbox"/> Active Court Appr.	Listing Date		Thru		
<input checked="" type="checkbox"/> Active Court Cont.	Contingent Date		Thru		
<input checked="" type="checkbox"/> Temp. Off Mkt.	Inactive Date		Thru		
<input checked="" type="checkbox"/> Pending	Pending Date		Thru		
<input checked="" type="checkbox"/> Pending Bring Backup	Pending Date		Thru		
<input checked="" type="checkbox"/> Sold	Selling Date	03/20/08	Thru		
<input checked="" type="checkbox"/> Exp. Pending	Expiration Date	03/20/08	Thru		
<input checked="" type="checkbox"/> Expired	Expiration Date	03/20/08	Thru		
<input checked="" type="checkbox"/> Dup. Withdrawn	Inactive Date	03/20/08	Thru		
<input checked="" type="checkbox"/> Withdrawn/Canc.	Inactive Date	03/20/08	Thru		
	Entry Date		Thru		

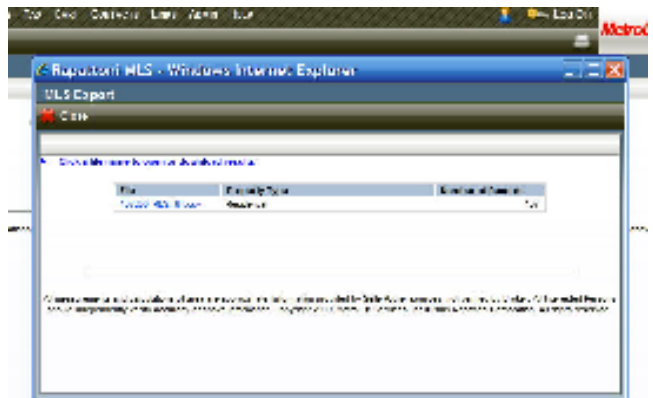
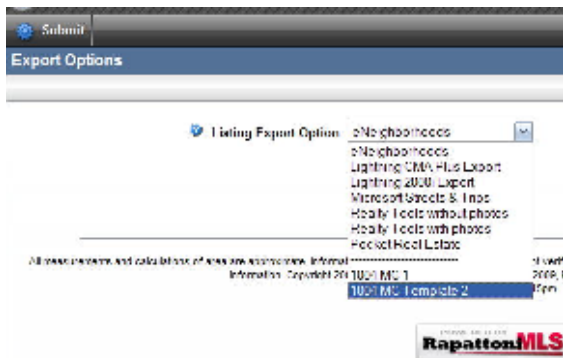
When you fill in the other search criteria, remember, we want comparables from the subject's market area. You, the appraiser, have to decide what that is.

Choose your "Property Types", Property Subtypes", Statuses (displayed on the previous page), SF size limits, years built, lot sizes, areas (City, Zip, MLS region and/or draw a map), and anything else that describes "comparable" to you. Then hit the SEARCH button and let MLS deliver your data.

Then click on the box next to "Residential" (upper left), then click on the "Exports" button.

Listing	Type	Status	Address	List/Ret \$	Status Date	Year Built	Sq.Ft.	Lot Sq.	Listing Date	Pending Date
80004100	RES	Active	5841 Woodman Pl	\$220,000	03/18/08	1998	1622	0.170	04/18/08	
80004100	RES	Active	5824 Woodman Pl	\$208,000	03/18/08	1997	1614	0.177	04/18/08	
80102200	RES	Active	2880 Central St	\$240,000	12/23/08	1998	1698	0.200	12/23/08	
00112200	RES	Active	5824 Woodman Pl	\$188,000	03/18/07	1998	1614	0.177	11/17/08	
80113800	RES	Active	5018 Highway Ln	\$435,000	12/18/08	1998	2227	0.218	12/18/08	
00090110	RES	Active Short Sale	2480 Cedar Dale Dr Wkwy	\$218,000	08/24/07	1971	1708	0.400	09/14/08	
80002800	RES	Active Short Sale	5040 Woodway Pl	\$250,000	07/25/07	1987	1887	0.184	01/23/08	
00091770	RES	Active Short Sale	5826 Ford Rd	\$220,000	04/18/07	1997	1601	0.201	09/04/08	

You will see a window like that to the left. Drop down the "Listing Export Option" and click on the name of the export setup you made earlier. Click "Submit" (above left corner of the box.) You will get a window like that below. Click on the file name and save it to your desktop.



Close out MLS.

Open that file on your desktop and save as a work file. Then copy the first 11 columns of data (but not the Header Row, at the very top!) and paste into the Spreadsheet for 1004 MC Excel program.

End