Instructions for the 1004 MC Spreadsheet

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For the 1004 MC it is important to gather the proper information from the new Matrix, which once used to be known as Tempo, in Southern California. 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)
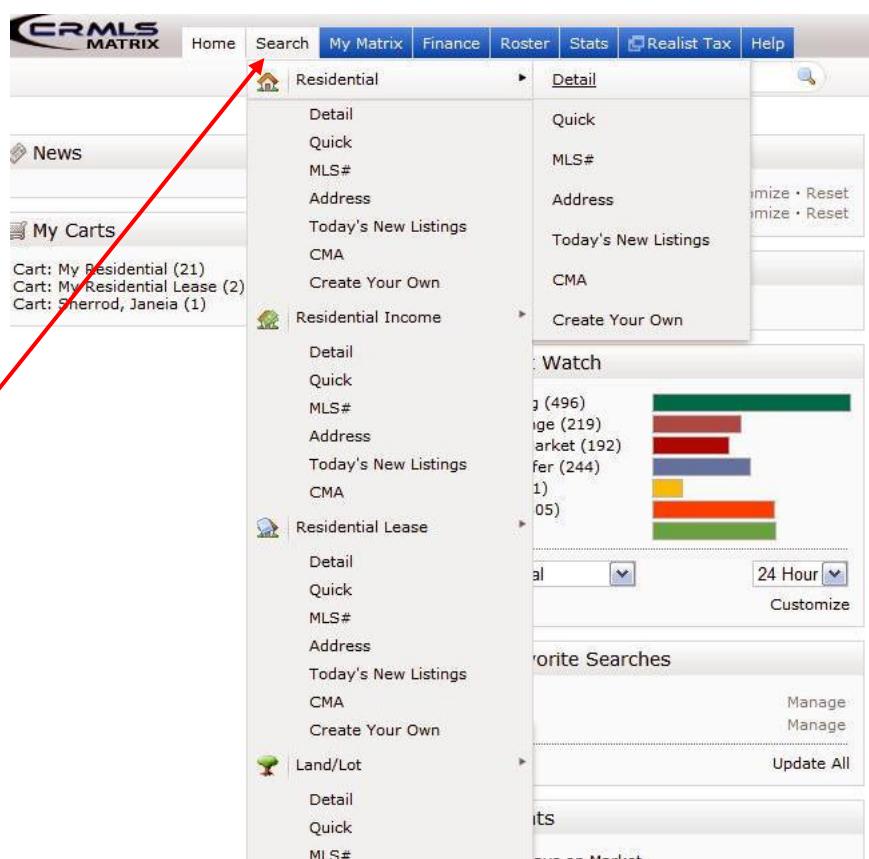These instructions tell how to set up your MLS.

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.

Instead of setting up a custom export, we will use the 1004 MC export that is provided by Matrix. That data is then downloaded to your computer. You will then copy and paste the data into my spreadsheet, on the Data Input Page.

We begin then, by conducting the search for comparables. We will 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 To do this we must also pick up "Expired", "Withdrawn", etc over the past year.

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

On the opening page, click on "Search", then from the drop-down menu click on "Residential", then on "Detail". From this page we will be selecting the comparables.

For Status, click on all status except for "ZAP". To do this click on one status, then hold down your "Control" key on your keyboard, and click on the rest of the desired statuses. Make sure the word "OR" is checked under the boxes.

Click on SFR. If you are getting comps for a condo instead, or townhouse, click on those.

Click on the area, or use the map search.

On the right side of the page, put in the SF ranges, lot sizes, years built, and any other factors you desire.

As for status date, here are your options. 1) Set a date about 2 years ago. 2) Set a date about 4 years ago. 3) Leave this blank.
The disadvantage of leaving it blank or going back 4 years is that you will pick up some old actives that have been on the market for several years and may not be presently marketed. You will pick up a large data set and the two graphs on the Result Page will show all of the closed sales you pulled, so the graphs will show several years of sales. The 1004 MC results will carry those old Actives, some having been on the market for 1000+ days, and this will skew your DOMs for the actives, and the number of actives you have. It will not make much difference in the number of sales on the 1004 MC.
I recommend option number 1 above, set a date about 2 years ago. That provides perhaps the most accurate description of the active market. Be sure to put a "+" after the date.

Further down the page you will see a box of dates like that at left. I suggest leaving it blank.

Then hit "Search"

Your results page should like this.
Click on all of the listings, this has to be done on EVERY PAGE (each page holds up to 100). Then go to the bottom of the page and click on EXPORT.

You next page should look like this.

Click on the drop-down menu and click on "1004MC".
Then click on the word "Export".

The next screen should look like this. Click on the word "Open" and it will find the Excel program on your computer, open Excel, and dump in this MLS data.

Then copy and paste the data (but not the header row) and paste the data into the Data Input Page of the 1004 MC. Follow the instructions at the top of the 1004 MC page.

End.