

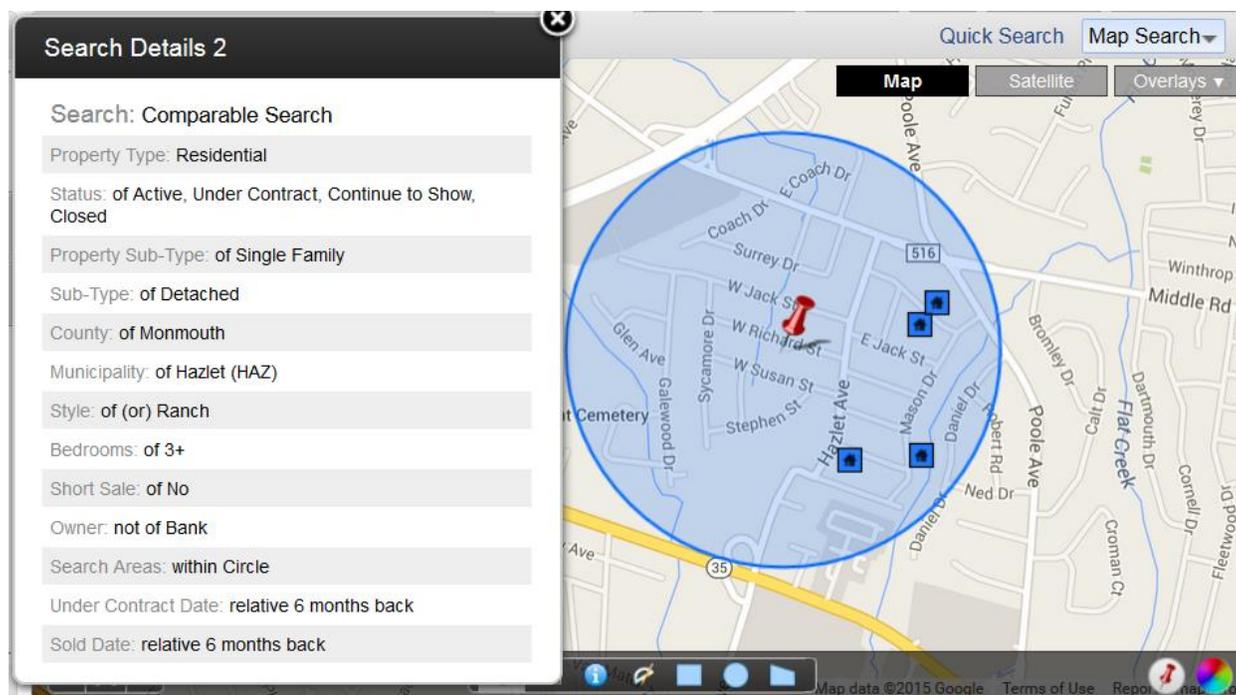
How to Run a Quick CMA in FlexMLS

Real estate agents and sellers use a CMA to determine a property's list price. A comparative market analysis includes properties that feature similar square footage, similar age of construction, similar amenities, and are located within a specified area. Be advised that a CMA determines where the market is going, and does not determine a property's appraisal value.

To begin the CMA, run the search for your comparable properties; to do so, go to **Search > Quick Search**.

Then, select which property search to use when searching for the comparable properties.

Once the property search is selected, enter in which fields the properties should feature.



Once the search is performed, selections can be made from the results as far as what to use for your CMA.

Results: 4	Selected: 3							
MLS #	Status	Address	Price	PropSubType	County	Municipality	Comp/Sub	
1 21453240	Closed	2 David St	\$200,000	SF	Monmouth	Hazlet	Garden Parkway	
2 21430850	Closed	31 Mason Dr	\$239,000	SF	Monmouth	Hazlet	None	
3 21435299	Closed	14 Willowbrook Dr	\$284,000	SF	Monmouth	Hazlet	None	
4 21439666	Closed	15 Willowbrook Dr	\$299,900	SF	Monmouth	Hazlet	None	

If selections are made, click on **Selected**. They will then display in the same order in which they were selected.

Results: **Selected: 3**

MLS #	Status	Address	Price	PropSubType	County	Municipality	Comp/Sub
1 21430850	Closed	31 Mason Dr	\$239,000	SF	Monmouth	Hazlet	None
2 21435299	Closed	14 Willowbrook Dr	\$284,000	SF	Monmouth	Hazlet	None
3 21439666	Closed	15 Willowbrook Dr	\$299,900	SF	Monmouth	Hazlet	None

Then, click on CMA on the upper right corner of the FlexMLS screen.



Depending on which listings are going to be included, make the selection as far as to Use All Results, or Use Selected.

CMA Menu

- Use All Results
- Use Selected
- One-Line CMA**
- One-Line CMA / PDF

****There is also an option to display the results in a One-Line CMA which would display no photos and is shown below:**

Inside the map search Circle (-74184244.40425747.5985,4556); Status of 'Active', 'Closed', 'Pending', 'Under Contract', 'Continue to Show'; Property Sub-Type of 'Single Family', 'Single Family Freestanding', Sub-Type of 'Detached'; County of 'Monmouth'; Municipality of 'Hazlet', 'Hazlet (HAZ)'; Bedrooms between 3 and 99; Short Sale of 'No'; Under Contract Date relative 6 months back; Sold Date relative 6 months back; or undefined of Ranch; and not undefined of Bank.
(Selected Listings Only)

CLOSED Properties

MLS #	Address	Area	Yr Built	Type	Style	Sold \$/SqFt	Sqft	BR	Baths	DOM	S Price	O Price	WF/WV
21430850	31 Mason Dr	Hazlet (HAZ)	1956	Single Family	Ranch			3	1	34	239,000	\$245,000	No/ No
21435299	14 Willowbrook Dr	Hazlet (HAZ)	1959	Single Family	Ranch			3	1	1	284,000	\$299,000	No/ No
21439666	15 Willowbrook Dr	Hazlet (HAZ)		Single Family	Ranch			3	1	6	299,900	\$299,900	No/ No
Min						0	0	3	1	1	239,000	245,000	
Max						0	0	3	1	34	299,900	299,900	
Avg						0	0	3	1	13.67	274,300	281,300	
Median						0	0	3	1	6	284,000	299,000	

Property Type Count 3 Averages Sqft: NaN \$/Sqft: 0.00 DOM: 13 O-Price: 281,300 L-Price: 281,300 S-Price: 274,300

* Price statistics for closed listings based on sold price. All other statuses and Totals based on current list price.

Next, select which type of CMA you would like to perform.

Create CMA
Step 1

CMA Type

Select CMA Type

There are 3 selected listings.



Full CMA

The Full CMA is useful for sellers and includes options for a cover page, subject property information, comparable properties, value adjustments, a summary and a recommendation.



Quick CMA

The Quick CMA is useful when comparing a set of listings without a subject property. This option creates a side-by-side comparison, a price analysis summary, and other statistics.



Statistical CMA

The Statistical CMA is useful for buyers and provides a table of information broken down by listing status or another field of your choice.

Select Statistical Type

Statistical Average Field: Used to calculate "price per this field" in the Overall Statistical Analysis section of the CMA

[Next Step >>](#)

Full CMA	or sellers and includes the following: Cover Page Subject Property Information Comparable Properties Value Adjustments Summary List Price Recommendation
Quick CMA	when comparing a set of listings without a subject property. Includes the following: Side-by-side comparison Summary
Statistical CMA	or buys and provides a table of information broken down by listing status or another field of choice

Once the desired CMA is selected, choose the Statistical Average Field:

Select Statistical Type

Statistical Average Field:

- Asmnt - Land
- Concessions
- Original List Price
- Bedrooms
- Apx SqFt

of the CMA

Click Next

The system will then display the following page. The Quick CMA will default to only display a brief description of each property as well as the statistical summary.

Create CMA Step 8

CMA Type	Cover Page	Subject	Comps	Adjustments	Summary	Recommendation	Finish
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Comparable Market Analysis Display Options

<input type="checkbox"/>	Cover page
<input type="checkbox"/>	Map of subject and comparable properties
<input type="checkbox"/>	Subject property description
<input checked="" type="checkbox"/>	Side-by-side comparison of all listings
<input checked="" type="checkbox"/>	Sort side-by-side comparison by Status
<input type="checkbox"/>	Search parameters
<input checked="" type="checkbox"/>	Statistical summary
	CMA Color Scheme:
	Default White ▼

Listing Detail Options

<input type="checkbox"/>	Individual adjustment summary for each listing
<input type="checkbox"/>	Individual Price Per calculation summary for each listing
<input type="checkbox"/>	Include listing detail using this report: Select a Tessera Report Theme
	Tessera Detail ▼ Public Report ▼
<input checked="" type="radio"/>	Print all listings
<input type="radio"/>	Print only listings marked as comparable

E-mail Save View Print PDF

The color scheme can also be changed to meet the agency's marketing colors.

The CMA can then be Saved, E-mailed, Viewed, or Printed simply by clicking on one of the selections on the bottom of the screen.

Be advised that the system will save the last 5 CMAs that are not saved manually. With that being said, please be sure to always save a Full CMA once complete in order to avoid losing the materials.