

Instructions for the 1004 MC Spreadsheet for MLS Listings

An MLS in Santa Clara, San Mateo, CA., and some other areas

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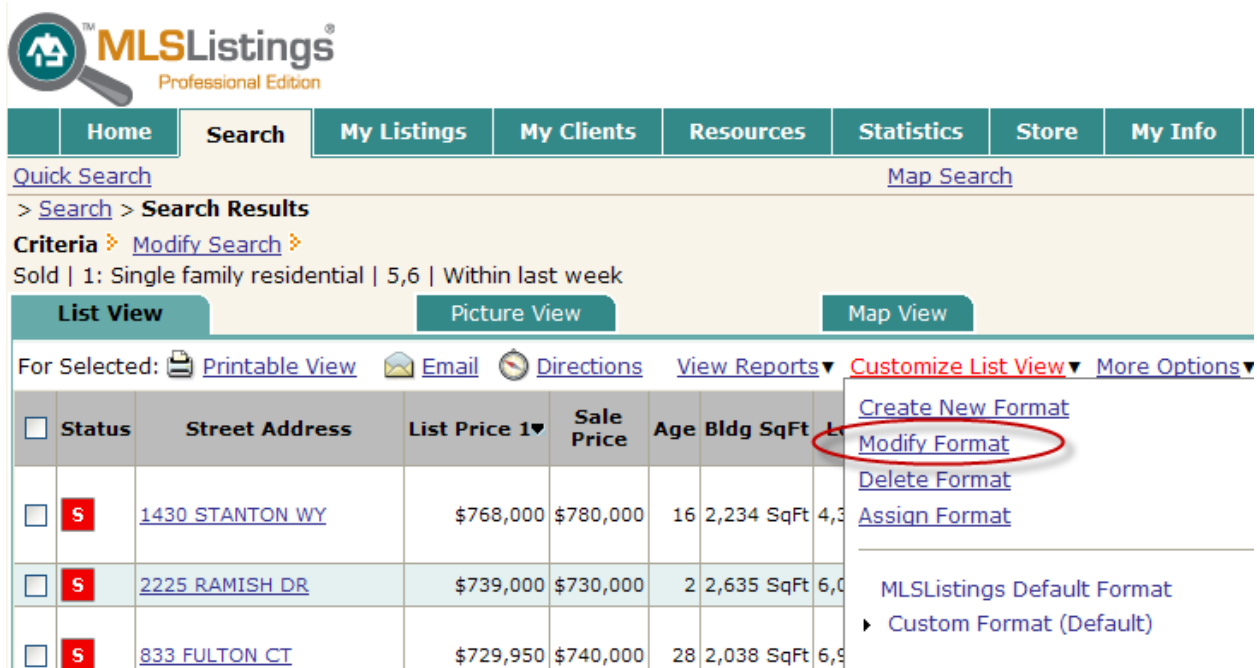
Thanks to Matt Boxberger for his assistance in preparing this procedure

For the 1004 MC it is important to gather the proper information from the MLS system. One tool that will do this is the **Spreadsheet For The 1004 MC 4ba** Excel program which I wrote and made available free to all appraisers. It is available at www.donsappraisals.com, my website which has frequent updates. These instructions tell how to use it.

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 the Spreadsheet program. The MLS Listings (former REIL) MLS does not easily give us this information. Therefore, you must use the “Spreadsheet for the 1004 MC 4b for REILS and MLS Listings”.

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. However, I do not know how to do that without first searching for comparables, and then getting results. So do a search, any search, or re-run a saved search, do anything to get to the results page.

After that, you will find “Customize List View” somewhere above your results near the middle of the page. Click on that to show the “Modify Format” link, and click.



The screenshot shows the MLS Listings Professional Edition interface. At the top, there is a navigation bar with links for Home, Search, My Listings, My Clients, Resources, Statistics, Store, and My Info. Below this is a search bar with 'Quick Search' and 'Map Search' options. The main content area shows search results for 'Sold | 1: Single family residential | 5,6 | Within last week'. There are three view options: List View (selected), Picture View, and Map View. Below the view options, there are links for 'Printable View', 'Email', 'Directions', 'View Reports', 'Customize List View', and 'More Options'. A dropdown menu is open under 'Customize List View', showing options: 'Create New Format', 'Modify Format' (circled in red), 'Delete Format', and 'Assign Format'. Below the dropdown, there are two format options: 'MLSListings Default Format' and 'Custom Format (Default)'. The search results table has columns for Status, Street Address, List Price, Sale Price, Age, Bldg, and SqFt. Three results are shown, all with a status of 'S'.

Status	Street Address	List Price 1▼	Sale Price	Age	Bldg	SqFt
S	1430 STANTON WY	\$768,000	\$780,000	16	2,234	SqFt 4,3
S	2225 RAMISH DR	\$739,000	\$730,000	2	2,635	SqFt 6,0
S	833 FULTON CT	\$729,950	\$740,000	28	2,038	SqFt 6,9

You will find a page like that shown below. At the bottom of the page you can add categories to the columns of results you display, and by clicking on the green boxes near the top, you can drag them and place them into any order you wish.

MLSListings[®] Professional Edition

Home Search My Listings My Clients Resources Statistics Store My I

Quick Search Map Search

> Search > Search Results > List View > Custom Format

List View

Rearrange order: Select columns in the results preview below and drag & drop into preferred ordering.

Status	Street Address	List Price	Sale Price	Age	Bldg SqFt	Lot Size	List Date	Pend Date	COE Date	DOM	Notes
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Columns **Sort Order**

Add/Remove Columns: Click on the + / - icon to expand and contract column options for selection

- Basics
 - Class
 - MLS Number
 - Status
- Advanced Categories
 - Dates
 - Financials
 - Listing Information

Status	Street Address	List Price	Sale Price	Age	Bldg SqFt	Lot Size	List Date	Pend Date	COE Date	DOM	Not
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This is what is needed for the 1004 MC program, in this order:

- 1) Status
- 2) Street Address
- 3) List Price
- 4) Sale Price
- 5) Age
- 6) Bldg SqFt
- 7) Lot size
- 8) List Date
- 9) Pend Date
- 10) COE Date (not Sale Date as used in earlier versions of this tool)
- 11) DOM

When they are in the correct order, click on “Save”. Use the ‘Custom Format’ label offered, and make sure the ‘Use as Default’ box is checked. You have now created the display results order, and also the order they will be in when you export them. You do not need to do this again.

We are ready to get comparables for the subject property we are appraising for the 1004 MC. We are going to conduct the search and scoop up all the actives and solds in the past year. To do this in one search we will also pick up “Expired”, “Withdrawn”, etc over the past two years. 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.

For Status we want “All Statuses”.

If you do not have a “Status Change Date” option, click on the Customize Search icon on the upper right of the page and bring in the “Status Change Date” search option. Tell it you want to find all whose status changed in the past 2 years. Do not put any dates in the “Orig List Date” box, or in any other date boxes.

Now hit Search, soon the Results page will come up.

),Sold,Expired,Canceled,Withdrawn | 1: Single family residential | san jose | 14-Cambrian,

Active
 Pend w/Release, show
 Pend, show
 Pend, No show
 Sold
 Expired
 Canceled

actions | List | View | More Options... | Customize Columns

City	COE Date	Age	Bldg SqFt	Sale Date	DOM	List
San Jose		51	1,200 SqFt		272	\$1
San Jose		45	1,915 SqFt		93	\$
San Jose		49	1,896 SqFt		15	\$

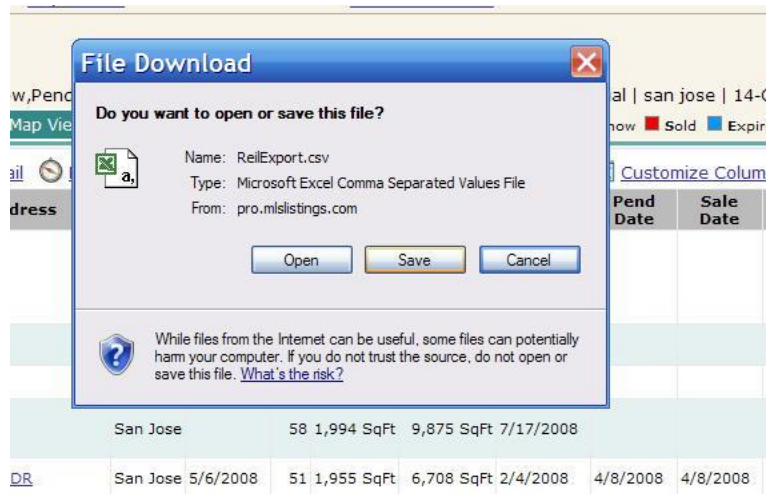
Export
 Advanced CMA
 Advanced Buyer's Tour
 Hide Marked Listings
 Hide Unmarked Listings
 Show All Listings (0 hidden)

Click on the drop-down menu for More Options and click on Export. You will see a screen like that seen below.

Click on Save and remember where it is being saved so that you can find it later.

You may now log off of MLS.

Copy the 11 columns of data beginning with Status (but don't copy the Header Row, at the very top!) and paste into the Spreadsheet for 1004 MC 4ba Excel program.



Follow the instructions at the top of the spreadsheet. Be sure to save the file to a new name and make sure the date in B13 is correct.

End