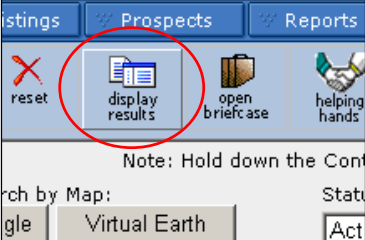
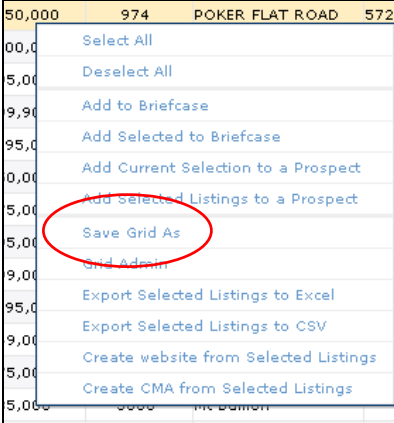
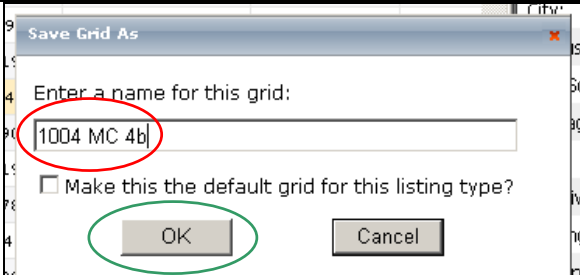
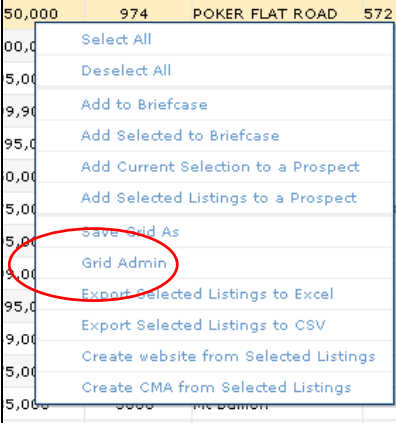
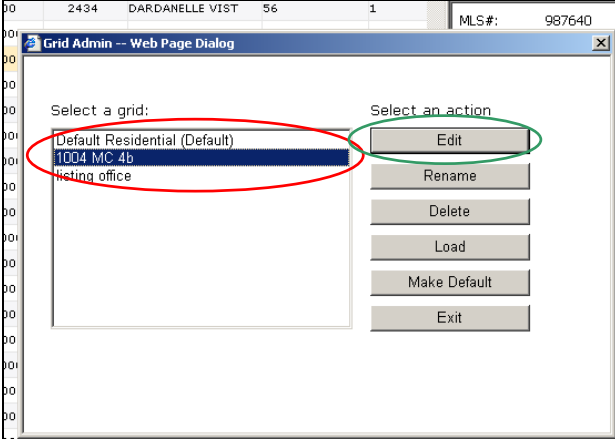
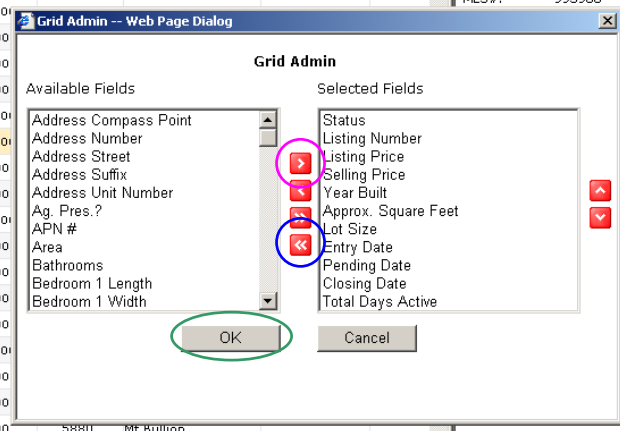


## Appraiser's 1004 MC use with EZlist MLS.

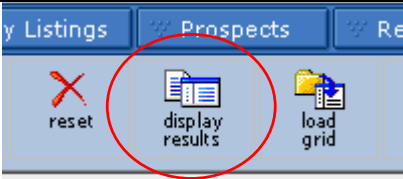
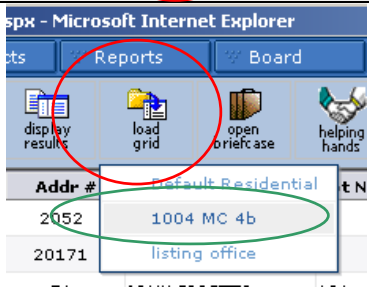
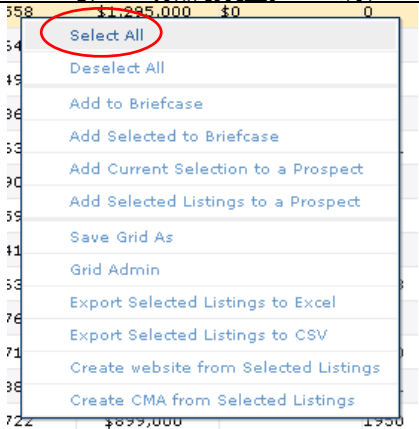
*Note:* This requires use of Microsoft Excel or Open Office Calc.  
 These instructions are for the attached spreadsheet [1004\\_MC\\_4b.xls](#)  
 The spreadsheet is provided free by the author of the spreadsheet. Do not contact the author for EZlist questions. Contact [ksohl@ezlistmls.com](mailto:ksohl@ezlistmls.com) with questions.

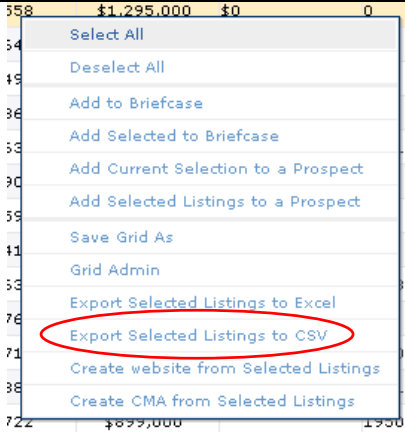
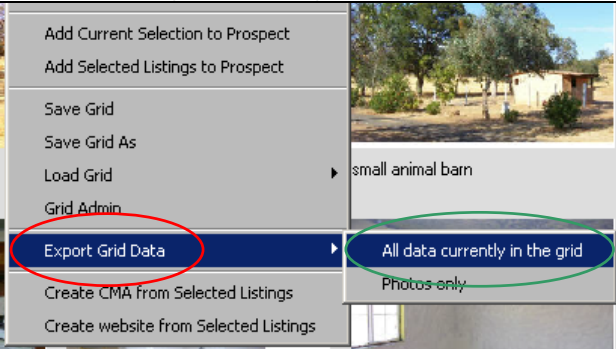
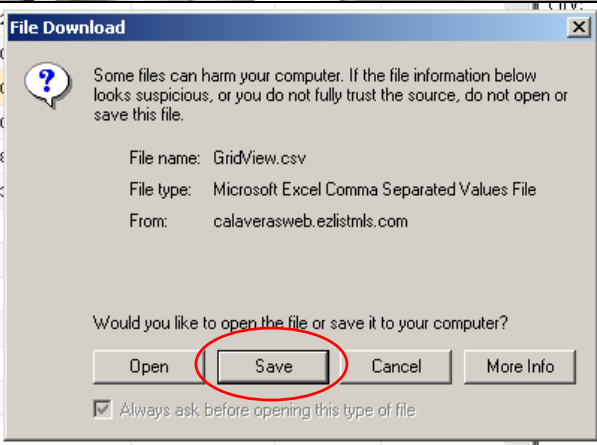
### Step 1. Initial Setup.

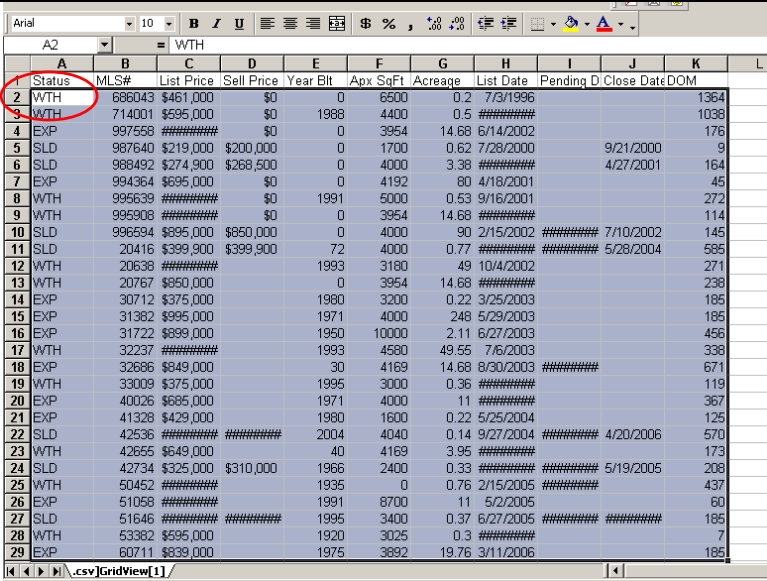
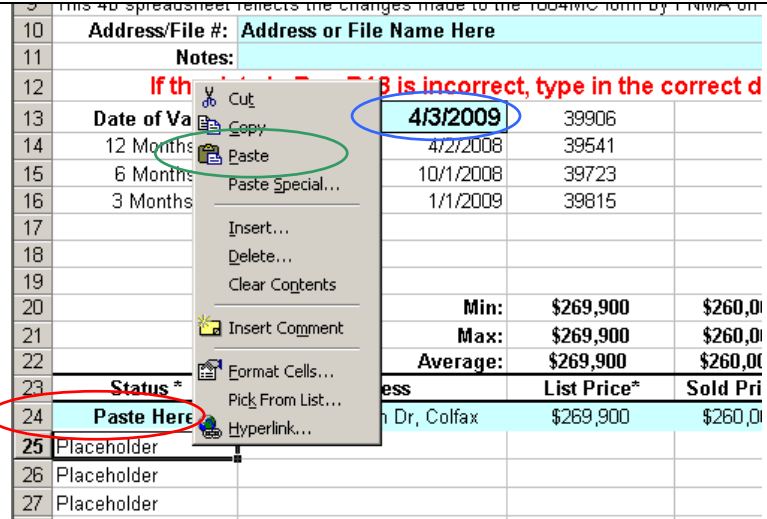
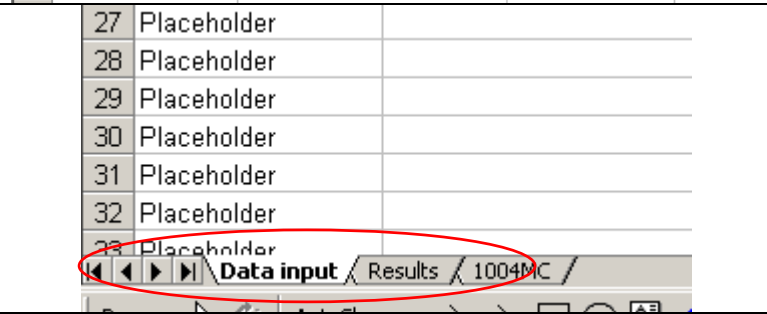
	Each user must login to EZlist and do a one time setup. Although "modifying the grid" is explained in the EZlist instructions, applicable parts will be included here. Also, since each MLS is different, some names and options may vary from the illustration. These steps can be done with either the Desktop or Web Version of EZlist. There are also a few minor differences between the 2 versions of EZlist that will be pointed out.	
1	Do a quick search of residential property (Search>Quick Search>Residential).	
2	Click on a few items to search, such as 6 bedrooms or something like that. This will simply limit the number of listings for the grid.	
3	Click on "Display Results"	
4	A grid of found listings will appear. Right Click anywhere in the grid.	
5	In the pop-up menu, click on "Save Grid As"	
6	In the box that appears, type in "1004 MC 4b"... then click "OK"	

	Back in the grid, Right Click in the grid again.	
8	In the pop-up menu, click on "Grid Admin"	
9	<p>In the box that opens, click on "1004 MC 4b"...</p> <p>Then click on "Edit"</p>	
10	<p>The lists that appear has all available items on the left, grid items on the right. Remove existing fields by clicking the "double left" button. Then add the ones from the left side using the "Add" Button. Add them in this order...</p> <ul style="list-style-type: none"> <li>Status</li> <li>Listing Number</li> <li>Listing Price</li> <li>Selling Price</li> <li>Year Built</li> <li>Approx Square Feet</li> <li>Lot Size</li> <li>Entry Date</li> <li>Pending Date</li> <li>Closing Date</li> <li>Total Days Active</li> </ul> <p>Click on "OK" when finished.</p>	
11.	You are DONE. This will now be available on both the web and desktop versions.	

**Step 2. Using the Spreadsheet**

<p>1</p>	<p>Begin a Search as normal. The form only includes actives and closed, so if other status are included, they are ignored in the form. <i>(Hint, do not select STATUS when doing this search)</i></p> <p>Do not use Closed dates, since it would prevent actives from displaying. No matter what listings are included, the final report only uses the past year. A hint would to NOT select Status types, let all status be used in the search.</p>	
<p>2</p>	<p>When finished, click on "Display Results" and the grid will be displayed.</p>	
<p>3</p>	<p>In the resulting screen, click "Load Grid", Then click "1004 MC 4b"</p>	
<p>4</p>	<p>The Grid will now display the items used in the spreadsheet that needs to be exported. For the <b>Web version</b>, Right-Click on the grid and click "Select All". Wait a few moments and checkmarks will appear in the left column boxes.</p> <p>Skip this step for the Desktop Version.</p>	

<p>5a</p>	<p>For the <b>Web Version</b>, Right-Click on the grid and click on <b>“Export Selected Listing to CSV”</b>.</p>	
<p>5b</p>	<p>For the Desktop Version, Right-Click on the grid and click on <b>“Export Grid Data”</b>, then click on <b>“All Data Currently in the Grid”</b></p>	
<p>6</p>	<p>In either the web or desktop versions, a box will pop up asking to <b>SAVE</b> the file. The appearance of the box will vary with operating systems or EZlist versions. Click <b>“SAVE”</b> and take whatever other step come up to save this file to a place that can be easily found again.</p>	
<p>7</p>	<p>Open the file just downloaded, usually just by double-clicking on the file – or by clicking <b>“OPEN”</b> at the end of the save dialogue in the previous step</p>	

<p>8</p> <p>Locate cell <b>A2</b> and click on it once. Then Click and hold and drag across and down to highlight all data. Then Right-Click in the spreadsheet and click COPY.</p> <p>NOTE: The top line of names is not highlighted.</p>		
<p>9</p>	<p>Next, open the 1004 MC 4b file included in this download.</p>	
<p>10</p>	<p>Locate cell "A24" which is labeled "Paste Here". Click on this cell, then right click and click "PASTE".</p> <p>Be sure to read instructions at the top of the page and adjust the <b>date</b>. You may also edit data if prices or other items are out of line.</p>	
<p>11</p>	<p>Click on the different <b>tabs</b> at the bottom of the spreadsheet for various views.</p>	

12	Be sure to fill in the remainder of the information on the 1004 MC form before printing.	<p>The purpose of this addendum is to provide the lender/client with a clear and accurate understanding of the market trends and conditions prevalent in the subject neighborhood. This is a required addendum for all appraisal reports with an effective date on or after April 1, 2009.</p> <p>Property Address _____ City _____ State _____ Zip _____</p> <p>Borrower _____</p> <p><b>Instructions:</b> The appraiser must use the information required on this form as the basis for his/her conclusions, and must provide support for those conclusions, regarding housing trends and overall market conditions as reported in the Neighborhood section of the appraisal report form. The appraiser must fill in all the information to the extent it is available and reliable and must provide analysis as indicated below. If any required data is unavailable or is considered unreliable, the appraiser must provide an explanation. If data sources provide the required information as an average instead of the median, then the appraiser should report the available figure and identify it as an average. Sales and listings must be properties that compete with the subject property, determined by applying the criteria that would be used by a prospective buyer of the subject property. The appraiser must explain any anomalies in the data, such as seasonal markets, new construction, foreclosures, etc.</p> <table border="1"> <thead> <tr> <th>Inventory Analysis</th> <th>Prior 7-12 Months</th> <th>Prior 4-6 Months</th> <th>Current - 3 Months</th> <th>Overall Trend</th> </tr> </thead> <tbody> <tr> <td>Total # of Comparable Sales (Settled)</td> <td>5</td> <td>3</td> <td>5</td> <td><input type="checkbox"/> Increasing <input type="checkbox"/> Stable <input type="checkbox"/> Declining</td> </tr> <tr> <td>Absorption Rate (Total Sales/Months)</td> <td>0.83</td> <td>1.00</td> <td>1.67</td> <td><input type="checkbox"/> Increasing <input type="checkbox"/> Stable <input type="checkbox"/> Declining</td> </tr> <tr> <td>Total # of Comparable Active Listings</td> <td>46</td> <td>37</td> <td>32</td> <td><input type="checkbox"/> Declining <input type="checkbox"/> Stable <input type="checkbox"/> Increasing</td> </tr> <tr> <td>Months of Housing Supply (Total Listings/Ab. Rate)</td> <td>55.2</td> <td>37.0</td> <td>19.2</td> <td><input type="checkbox"/> Declining <input type="checkbox"/> Stable <input type="checkbox"/> Increasing</td> </tr> <tr> <th>Median Sale &amp; List Price, DOM, List/Sale Ratio</th> <th>Prior 7-12 Months</th> <th>Prior 4-6 Months</th> <th>Current - 3 Months</th> <th>Overall Trend</th> </tr> <tr> <td>Median Comparable Sale Price</td> <td>\$288,000</td> <td>\$350,000</td> <td>\$425,000</td> <td><input type="checkbox"/> Increasing <input type="checkbox"/> Stable <input type="checkbox"/> Declining</td> </tr> <tr> <td>Median Comparable Sales Days on Market</td> <td>24</td> <td>22</td> <td>141</td> <td><input type="checkbox"/> Declining <input type="checkbox"/> Stable <input type="checkbox"/> Increasing</td> </tr> <tr> <td>Median Comparable List Price</td> <td>\$559,700</td> <td>\$529,000</td> <td>\$540,450</td> <td><input type="checkbox"/> Increasing <input type="checkbox"/> Stable <input type="checkbox"/> Declining</td> </tr> <tr> <td>Median Comparable Listings Days on Market</td> <td>227</td> <td>231</td> <td>185</td> <td><input type="checkbox"/> Declining <input type="checkbox"/> Stable <input type="checkbox"/> Increasing</td> </tr> <tr> <td>Median Sale Price as % of List Price</td> <td>1.00</td> <td>0.96</td> <td>0.95</td> <td><input type="checkbox"/> Increasing <input type="checkbox"/> Stable <input type="checkbox"/> Declining</td> </tr> </tbody> </table> <p>Seller-(developer, builder, etc.)paid financial assistance prevalent? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Explain in detail the seller concessions trends for the past 12 months, (e.g., seller contributions increased from 3% to 5%, increasing use of buydowns, closing cost input, Results) 1004MC</p>	Inventory Analysis	Prior 7-12 Months	Prior 4-6 Months	Current - 3 Months	Overall Trend	Total # of Comparable Sales (Settled)	5	3	5	<input type="checkbox"/> Increasing <input type="checkbox"/> Stable <input type="checkbox"/> Declining	Absorption Rate (Total Sales/Months)	0.83	1.00	1.67	<input type="checkbox"/> Increasing <input type="checkbox"/> Stable <input type="checkbox"/> Declining	Total # of Comparable Active Listings	46	37	32	<input type="checkbox"/> Declining <input type="checkbox"/> Stable <input type="checkbox"/> Increasing	Months of Housing Supply (Total Listings/Ab. 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13	NOTES:	You may see ##### or !NUM or !DIV/0 in the report. This is usually caused by a lack of data which is often found in rural areas. Just make notes of that in the report.																																																							
		"SAVE AS" this spreadsheet under a new name and leave the original copy unchanged.																																																							
		If you are not familiar with spreadsheets, find a friend, take an appraiser class on this form, or something like that. EZlist is unable to provide technical support for users who are not familiar with the basics of spreadsheets.																																																							

Feel Free to contact EZlist with feedback or questions. ksohl@ezlistmls.com