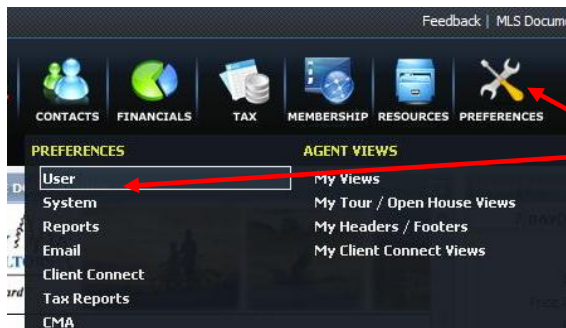


Instructions for the 1004 MC Spreadsheet For Paragon 5

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For the 1004 MC it is important to gather the proper information from the Paragon MLS. One tool that will sort this is the **Spreadsheet For The 1004 MC** Excel program which I wrote and made available free to all appraisers. It is available by going to my web site at www.donsappraisals.com. These instructions tell you how to get the data from the Paragon MLS, in this case the Nevada County (CA) Paragon. I'm assuming that the other Paragon 5 systems are similar.

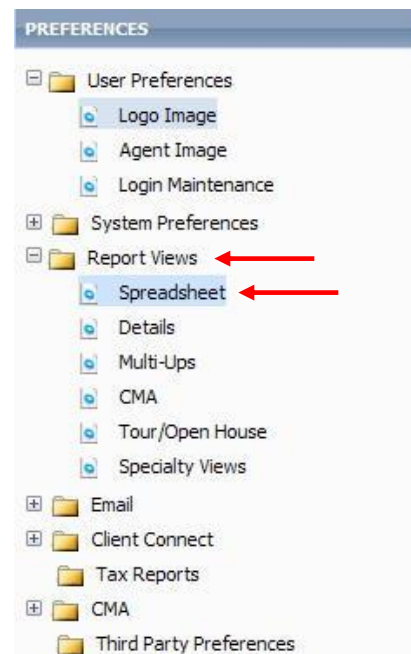
It makes it easier if the information is properly formatted when it is copied off the MLS and placed into a separate spreadsheet prior to being pasted into the 1004 MC Spreadsheet program. If the data is not in the proper order, then the results on the Results Tab of the 1004 MC will not be accurate. Here I suggest the best way to set up your custom export. It works for Nevada County MLS, I'm assuming other Paragon systems (for which I do not have access) are similar. This needs only to be done once, after that you have it set for life.



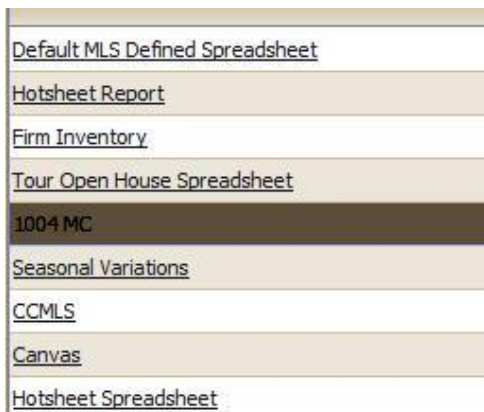
Log into Paragon and look at the opening page. On the far right you will find the box marked "Preferences". Click on it. Then click on "Users".

You will find a box like that below.

Click on "Reports Views", then "Spreadsheet".



You will then see a box like that below.

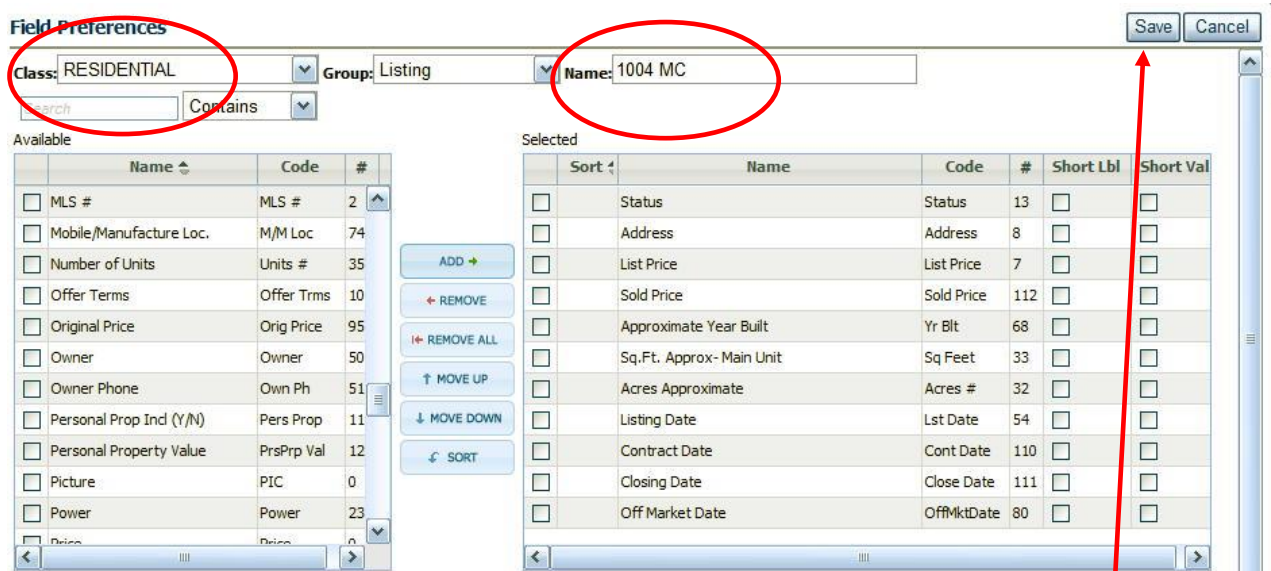


Click on "MLS Defined Spreadsheet 2", or you may use Spreadsheets 3, 4 or 5, just remember which one you click on, because we will be setting up that report for the 1004 MC.

Here I use a report that I had previously named it 1004 MC.

The Webpage Dialog box will open (see next page). Make sure the "Class" is "Residential". It defaults to "Multi-Class", you do not want that, you want "Residential" for getting residential results. After you work this one up and save it, you can go back and pick another class (such as Lots/Land) if you want to set up a 1004 MC for Lots/Land. Same for Multi-Family.

Also, name the Export “1004MC” or something like that. Click on the item on the left box and click “Add” to move it to the right box, which is the order in which the data will be delivered to you. Once it is in the right box, you can check it and move it up or down to change the order.



Be sure to unclick the box when you move to the next item.

Put the headings in this order:

- 1) Status
- 2) Address
- 3) List Price
- 4) Sold Price
- 5) Approx Year Built
- 6) Sq. Ft. Approx-Main Unit
- 7) Acres Approx
- 8) Listing Date
- 9) Contract Date
- 10) Closing Date
- 11) Off Market Date

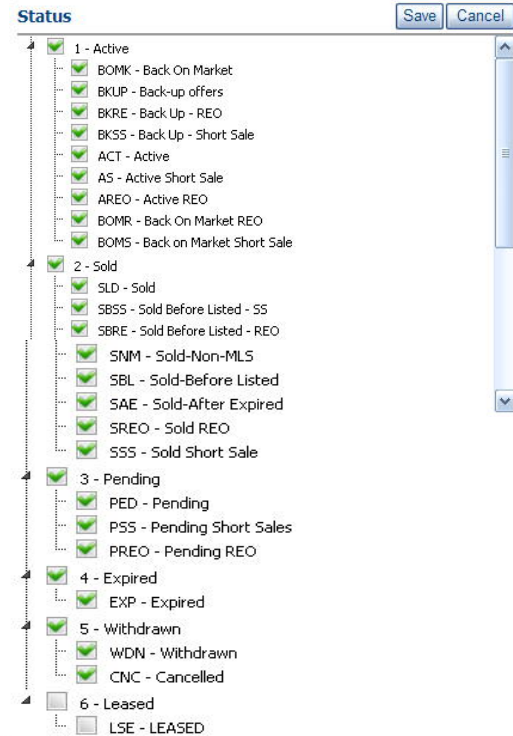
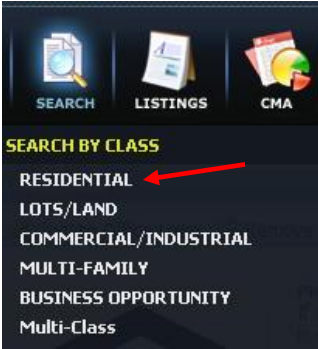
You may place other indicators both before and after those 11 items (I do not recommend it), but just be sure these 11 items are in order and consecutive. Be sure to hit the “Save and Close” button at the top when you are done. Sometimes it does not save. I do not know why. If you have this problem, call your MLS and ask for help in saving a custom export setup.

Now you are set up to get your data from the MLS to your computer. We are now ready to collect the MLS data for the 1004 MC.

Click on Search, Residential, see next page.

Then open the Status box, as shown on the next page.

Click on all categories as shown. You may want to unclick REO or Short Sales if they are not comparable to your subject. But be sure to click the Pending, Expired and Withdrawn boxes too. They are necessary because at one time they were Actives, and we are asked to pick up Actives in past months, even if they are not Active any more.



After you select “Type”, location, SF parameters of the house, etc (you are the appraiser, and must choose comparables), you will have an area to select Off Market Date Begin. If you don’t have this feature available on your search page, click on the “Customize Search” button near the top and import the Off Market Date option. For Off Market Date Begin choose a date more than one year prior to your Date of Value, 15 months is even better, as it will catch some sales that were removed from the market at their pending date, months before closing. If you have boxes asking for the List Dates, or Status Dates, leave those blank.

Status	<input type="checkbox"/> BOMK × <input type="checkbox"/> BKUP × <input type="checkbox"/> BKRE × <input type="checkbox"/> BKSS × <input type="checkbox"/> ACT × <input type="checkbox"/> AS × <input type="checkbox"/> AREO × <input type="checkbox"/> BOMR × <input type="checkbox"/> BOMS × <input type="checkbox"/> SLD × <input type="checkbox"/> SNM × <input type="checkbox"/> SBL × <input type="checkbox"/> SAE × <input type="checkbox"/> SREO × <input type="checkbox"/> SSS × <input type="checkbox"/> PED × <input type="checkbox"/> PSS × <input type="checkbox"/> PREO × <input type="checkbox"/> SBSS × <input type="checkbox"/> SBRE × <input type="checkbox"/> EXP × <input type="checkbox"/> WDN × <input type="checkbox"/> CNC ×	
Type	<input type="text" value="SF ×"/>	
County	<input type="text" value="NEV ×"/>	
Area	<input type="text" value="GV ×"/>	
SubArea/Subdivision/Park	<input type="text"/>	
Approximate Year Built	Min <input type="text" value="1950"/>	Max <input type="text" value="1975"/>
Sq.Ft. Approx- Main Unit	Min <input type="text" value="1200"/>	Max <input type="text" value="2200"/>
Acres Approximate	Min <input type="text" value="0.5"/>	Max <input type="text" value="5"/>
Number of Units	Min <input type="text"/>	Max <input type="text"/>
Closing Date	Begin <input type="text"/>	End <input type="text"/>
Off Market Date	Begin <input type="text" value="07/01/2010"/>	End <input type="text"/>
Features	<input type="text"/>	

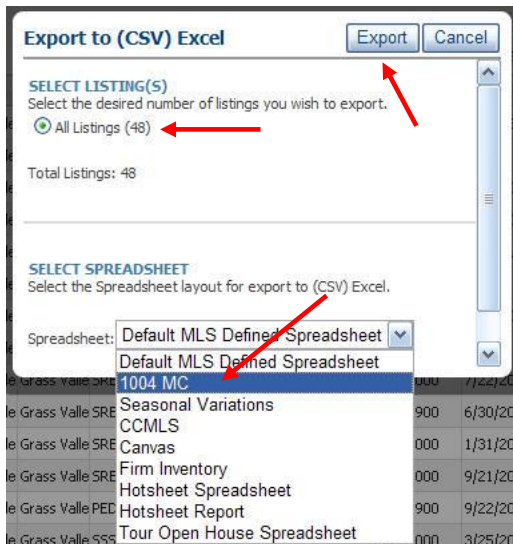
Must Have Must Not Have Must Have 1 or More

Then click search. In a few seconds you will have your Results page.

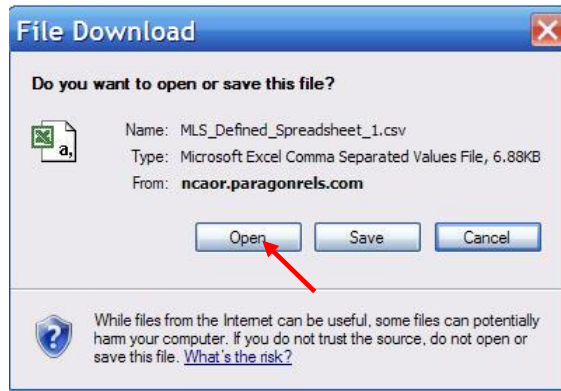
TOTAL		HIGH	LOW	AVERAGE	MEDIAN	TOTAL PRICE
LISTING COUNT:	48	\$725,000	\$125,500	\$271,431	\$249,950	\$13,028,700
DAYS ON MARKET:	141	\$385,000	\$123,500	\$220,445	\$220,000	\$5,511,125

MLS #	Numbr	Type	Map P	Map G	Map G1	Area	City	Status	Address	Price	Off Market	Approxin	Sq Feet
1036924		SF	27	C	1	Grass Valle	Grass Valle SREO		13307 RIDGE RD	\$123,500	10/25/2010	1962	1296
1040958	1	SF	36	E	2	Grass Valle	Grass Valle BK55		14068 Linden Road	\$139,000		1956	1615
1039488	1	SF	29	D	3	Grass Valle	Grass Valle SREO		13998 PAULS PLACE	\$141,000	4/15/2011	1967	2008

When the results are displayed, click on “Export” near the center of the bar above your data.



Then click on the drop down menu and click on “1004 MC”, or whatever you named your custom export. Then click on “Export” at the upper right of the box.



Then click on “open” and let your MLS open Excel on your computer

and dump the data into the spreadsheet.

If it does not do that, then perhaps you don’t have Excel on your computer. Or perhaps you are searching and finding “Multi-Family” or “Lots/Land” and you have not also set up a custom export for those types of properties (remember we set it up for “Residential”).

This file should be saved, although that is not necessary if you just want to grab data and paste it. But if you do want to save it, be sure to change the Type of file to “Microsoft Excel Workbook” (it will want to default to “XML Spreadsheet”, don’t save it as that).

To copy the data, highlight only the data, not the header. Left click on the A2 box, hold down the shift key and arrow right to column K. Then hold down the Control and Shift key, and tap the down arrow key to get all of your data.

Paste into 1004 MC program where it says “Paste Here”. Remember to remove the “Sold Dates” for all Pending, as Paragon gives us those dates, and we have to remove them for the 1004 MC graphs to work.

End