# Instructions for the 1004 MC Spreadsheet

Don Machholz, Colfax, CA   (530) 320-8204

For the 1004 MC it is important to gather the proper information from Yuba Sutter Rapattoni. 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.

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. Click on "Admin" and click on "Custom Export Setup" (for setting up the export feature, which is what we will do here). We are going to set up the order in which the data is given to us in the export.
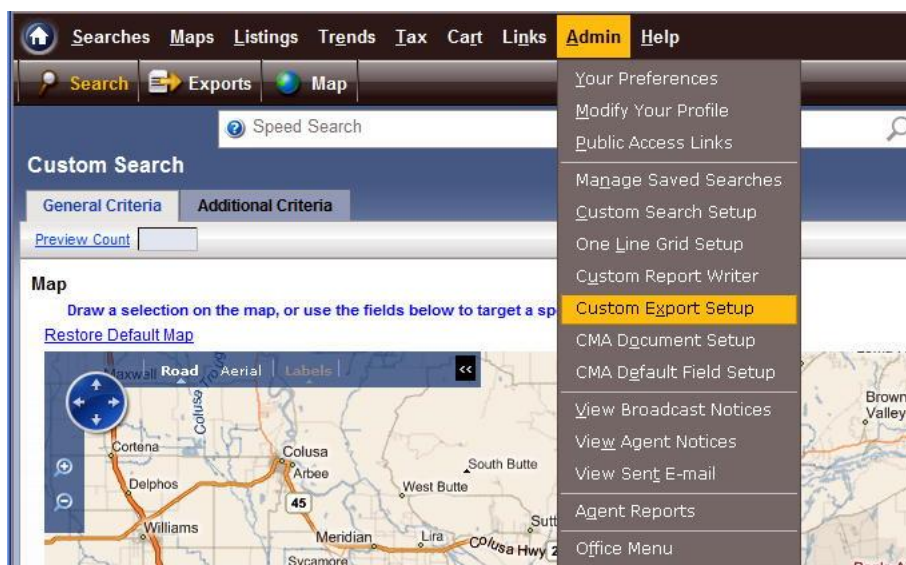
It takes you to another window which looks like the one to the left. Click on the icon "Create Export".
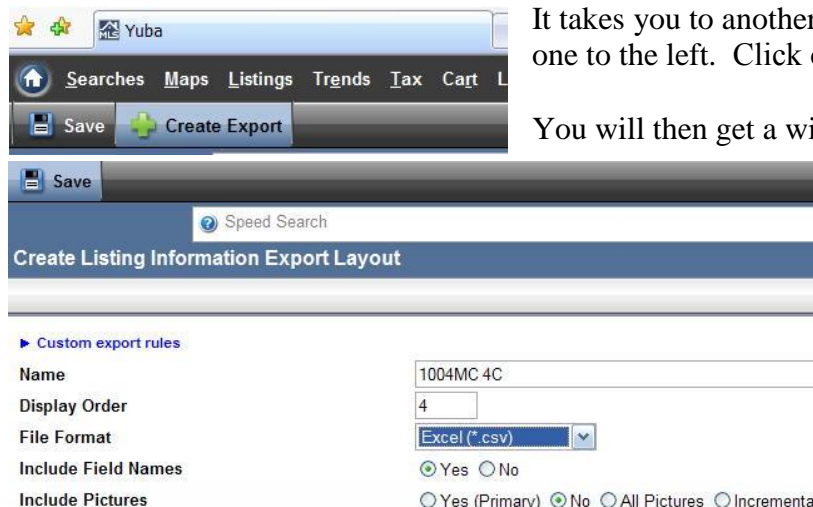
You will then get a window like the one at the lower left. You can name this new export any name you want. It really doesn't matter what the "Display Order" is, but be sure you indicate "Excel (*.csv), it is OK to include field names, and say no to pictures.
Then you will get a screen like the one below.

You can set up a custom export for any type property you want, but for most instances you will use "Residential", which is the default. IF YOU EVER NEED TO DO A 1004 MC FOR RESIDENTIAL INCOME, OR LOTS AND LAND, ETC, YOU NEED TO SET UP A NEW CUSTOM EXPORT FOR THOSE PROPERTY TYPES.

You can move each parameter from the left box to the right box, then move them up or down until they match the order that is needed for the Spreadsheet program. This is what is needed for the Spreadsheet program, in this order:

1) Status Desc
2) Address
3) Listing Price
4) Selling Price
5) Year Built
6) Square Footage
7) Lot Size - Acres
8) Listing Date
9) Pending Date
10) Selling Date
11) DOM (not CDOM)

You can have the MLS Number or other information first, as long as beginning with the category "Status" you have the same order as shown above. When they are in the correct order, click on "Save" at the top left corner of the page.

Now we are going to conduct the search and 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.

Whether using the map or standard search, toggle to receive all these statuses. The dates must be earlier than the first date you wish to check. This is at least one year prior to your Date of Value, which is the effective date of your appraisal. Put no dates in for "Actives" or "Pending". Do not mark "Rented"

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.

Choose your "Property Types", Property Subtypes", Statuses (displayed on the previous page), SF size limits, years built, lot sizes, areas (City, Zip, MLS region and/or draw a map), and anything else that describes "comparable" to you.

You have two choices at this point:
1) Hit Export at the top of the page

or
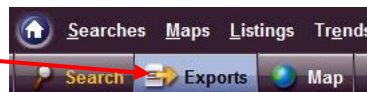
2) hit the SEARCH button and let MLS deliver your data.

Then click on the box next to "Residential" (upper left), then click on the "Exports" button.

You will see a window like that to the left. Drop down the "Listing Export Option" and click on the name of the export setup you made earlier. Click "Submit" (above left corner of the box.)

You will get a window like that below. Click on the file name and save it to your desktop.
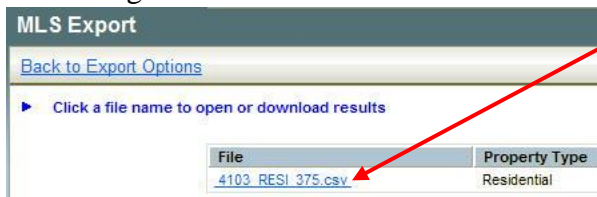
Close out MLS.

Open that file on your desktop and save as a work file. Then copy the first 11 columns of data (but not the Header Row, at the very top!) and paste into the Spreadsheet for 1004 MC Excel program.

End