

Creating a CMA

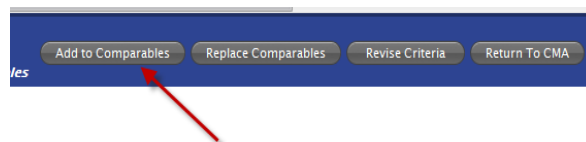
Creating a CMA with Search

1. Click on the CMA tab in New Stratus and press Create New CMA.
2. Type the CMA name and choose a property class. Use the tabs from the top to navigate to each screen. Remember to Save your CMA often.
3. When you get to the Comparable part of the CMA press Search Listings.
4. Select the classification, price & date range. At the bottom of the screen choose New Search and press continue.

5. This will take you to the criteria page. Enter similar property characteristics to find comps. Press Submit.
6. Choose your comparables by placing a check mark in the box next to the listing.

| # | | Status | St # | D | Street |
|---|-------------------------------------|--------|------|---------------|--------------|
| 1 | <input checked="" type="checkbox"/> | A | 152 | N | Richmond Ave |
| 2 | <input checked="" type="checkbox"/> | A | 55 | Cherry St | |
| 3 | <input checked="" type="checkbox"/> | A | 180 | N | Richmond Ave |
| 4 | <input type="checkbox"/> | A | 26 | Biltmore Blvd | |
| 5 | <input type="checkbox"/> | A | 17 | W | Fairview Rd |
| 6 | <input type="checkbox"/> | CL | 532 | Forest Ave | |

7. When finished choosing your properties click add to Comparables at the bottom of the screen.



Comparables

| # | St # | Dir | Name | Sfx | Town | List\$ | Sold\$ | Taxes | St |
|---|------|-----|---------------------|-----|------------|-----------|-----------|----------|----|
| 1 | CL | | 239 Division Ave | | Massapequa | \$339,000 | \$330,000 | \$9,174 | Ca |
| 2 | CL | | 532 Forest Ave | | Massapequa | \$345,000 | \$326,500 | \$10,222 | Ca |
| 3 | CL | | 138 Connecticut Ave | | Massapequa | \$439,000 | \$415,000 | \$9,500 | Ca |
| 4 | EXP | | 149 Adam Rd | | Massapequa | \$549,000 | | \$13,404 | Ca |
| 5 | Pub | | 80 Connecticut Ave | | Massapequa | | \$325,000 | \$1,871 | Ra |
| 6 | UC | | 17 Burton Ln | | Massapequa | \$429,990 | | \$10,315 | Ca |

After choosing comparables you can remove, include or exclude listings from your list.

Edits & Adjustments

This feature allows you to compare the subject property with each comp you choose. Type comments in the first column and price adjustments in the second column.

Printing the CMA

The last tab of the CMA is Contents. Select the items to include in the CMA and choose Print, Send or Download from the top right hand side of the toolbar.

