1004 MC Form & Matrix MRMLS & Don's Program -

The following is a procedure for appraisers who use the Matrix MRMLS. It is a procedure that will facilitate an appraiser in filling in the **1004 MC** form. Before you begin, you need to realize this is a marriage of unrelated programs and data. It is light years better than doing the form manually – but is far from pushing just one button and having the form filled in. After you have it set up and run it a few times it will take you about 5 minutes from start to finish to fill in 1004 MC form - and you won't do even one calculation. So you understand – an appraiser named Don Machholz created an Excel spreadsheet for the 1004 MC form and is distributing it as freeware. He made the Excel spreadsheet for the MLS he uses – but it can (with some caveats) work with other MLS'. To get his program go http://www.donsappraisals.com/1004_MC_Spreadsheet_1.html . Download the Generic Spreadsheet for the 1004 MC 4a (NOT 4b). Once you have the program I suggest you immediately make a second copy (with a different name) in case you hit "Save" at some point. Remember where you saved the program.

My hat is off to Don for this program and the many hours of laborious hours it will save appraisers who use it.

Next, the following procedure works – it may not be the most efficient and some may be able to do it better – but it works ! Don has written a 4b program - but for the MRMLS I am unable to get around some math errors generated for the "Results > "for URAR, top of page 2:" comparable sales" as it miscounts the number of sales and has the lowest comparable sale for the last year as "$0". If you break your export into two downloads (for Excel) as noted below, all seems to be accurate.

Overview – where we are going >> you will get into the MRMLS using your normal log-in procedure. If you get onto the MRMLS through the Sandicor MLS this procedure will not work since there is no way to save an export in a custom format. You will then make two data export templates - run comparables and export the data in .txt format to your desktop. Then you will put it into some Excel spreadsheets – do some copy/paste and finally put it into Don's program. Setting this up takes 30-60 minutes. The templates need only be done once since you'll save them on the MLS. Once you get the hang of it (probably doing it two or three times) – it will take you about 5 minutes from start to finish for the 1004 MC form (and the top of page 2 on the URAR).

You need to have Excel (from Microsoft) on your computer. If you don't have Excel you can download a free spreadsheet program that mimics Excel at www.openoffice.org . All instructions below are written for Excel.

Ok, here we go………

Get on the MRMLS using you normal log-on procedure (not through Sandicor) – Click to My Matrix (near the top).

Click on Settings.
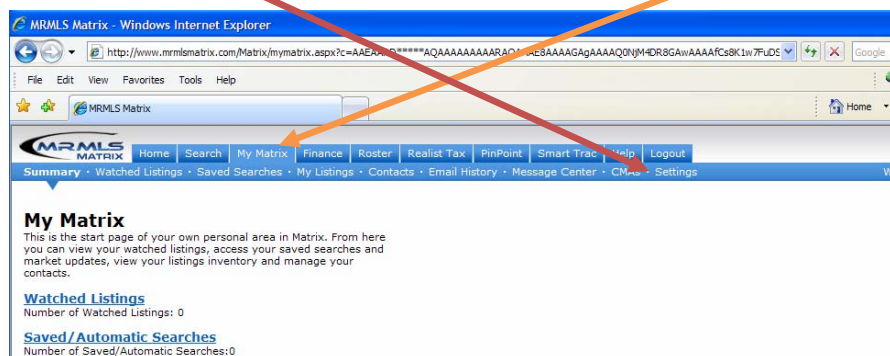
Click on "Custom Exports"   then "Add Export"

"Export Name:" should be "1004 MC NOT Sold – Export"

"Include Column Names:" is None   and   Separator: is Comma.

Next you need to move the following from the left box to the right box.

From "Available Fields" – (left box) scroll down and click on "Status" – then click on "Add ->". That should add "Status" in the right box.

In addition to the above - Move the following items from the left box to the right box:

Multiple Listing Number
List Price Original
Date Status Changed
Year Built
Square Footage Structure
Lot Square Footage
Date of Listing
Date of Pending

So in the right box you should end up with a list that looks like:

Status
Multiple Listing Number
List Price Original
Date Status Changed
Year Built
Square Footage Structure
Lot Square Footage
Date of Listing
Date of Pending

THE ITEMS ABOVE MUST BE IN THE ABOVE ORDER !!!

Click on the Save button.

Now – we're going to do it again – with some changes.

Click on the "Add Export" button. The name of the second export will be "1004 MC SOLD – Export"
Create the following list in the right (Export Fields) box:

Status
Multiple Listing Number
Selling Price   <-- note this is a change from the previous list
Date Status Changed
Year Built
Square Footage Structure
Lot Square Footage
Date of Listing
Date of Pending
Date COE/End   <-- wasn't on the last list

Click on the Save button (bottom of the window).

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Exporting data –

When doing this for the first time I suggest you get a recent (or current) appraisal in front of you so you can use real parameters.

In the MRMLS Click on Search - quick residential.

First we will do <u>non-sold</u> comparables –

Search for comparable properties for your subject property (recent/current appraisal suggested above). Put in whatever parameters you use to sort out possible comparables (i.e. +- 300 sq.ft. living area, year built, bedrooms, baths, map code, etc) (by the way if you don't use the "Search Map" function I recommend it).

For **List Status** you want: Everything <u>except</u> Closed Sale.

For **Status Date:** you want a <u>minimum of 2 years prior to the date of you appraisal</u>. Why 2 years ? It allows the program we will use to try to determine active listings during the last (1) year. Confusing ?? (2 years versus 1 year). Part of the 1004MC form wants active listings from 7-12 months ago – some of those active listings may have started prior to 12 months ago – so we will give it data sufficiently prior to 12 months ago for it to include listings that were already "active" when the 12 months ago started).

OK – come up with your comparables for your subject property as just described (non-sold). Click on the "Search" button. You should get a list of non-sold comparables.

Select all comps (Click on "<u>Check all ##</u>"). If you can see a comp which is an aberration (i.e. price is $1,040,000 when you know it should be $140,000) then uncheck/unselect that comparable. The MRMLS may also have duplicate listings (two different MLS') one of which you should uncheck.

At the bottom of the page click on "Export".

From the drop-down list choose "1004 MC NOT Sold – Export". Click on "Export".

A File Download window will appear. Click "Save". Download the file to your Desktop.

When that's done Click on "Return to Search" then "Revise" button -- Change the "Status" to SOLD. Click on Search – Select all comps (Click on "Check all ##") (edit any which shouldn't be included) – click on "Export" at the bottom of the screen. This time select "1004 MC SOLD – Export" from the drop-down list – Click on "Export". Save the file to your Desktop.   Log out of the MRMLS.

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You have exported your comparable data to your Desktop and its time to get the data into Excel.
**Open Excel (could be called "Microsoft Office Excel"). Go to the very top left and click on File or the Microsoft Office logo (depending on which version of Excel you have).

Click on "Open". Be sure the box next to "File Name" is "Text Files". Find one of the text files you downloaded to your Desktop and Click on it. If your file isn't on the list you either saved it somewhere else or didn't choose "Text Files".
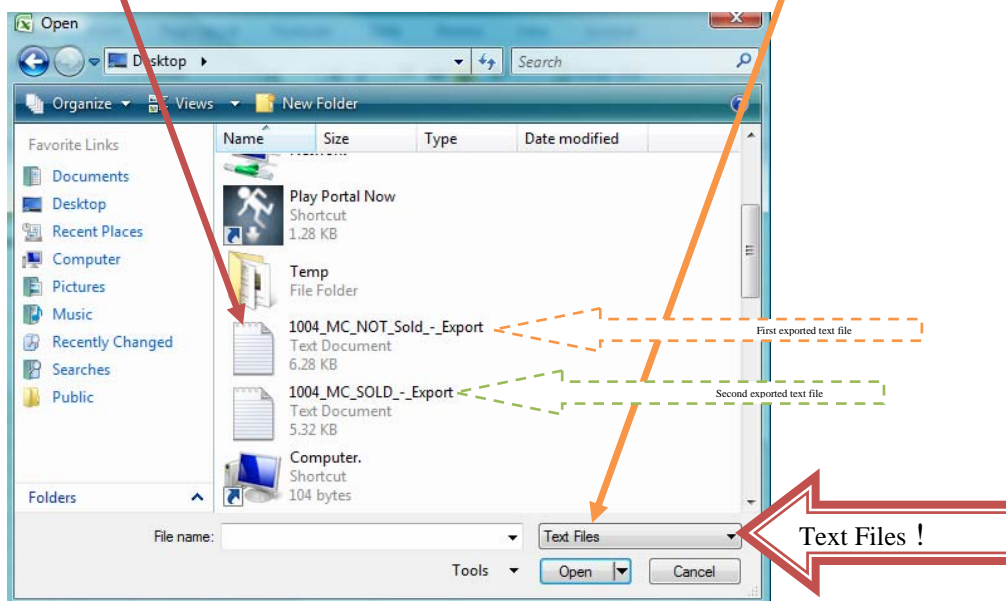
A "Text Import Wizard…" should pop-up.
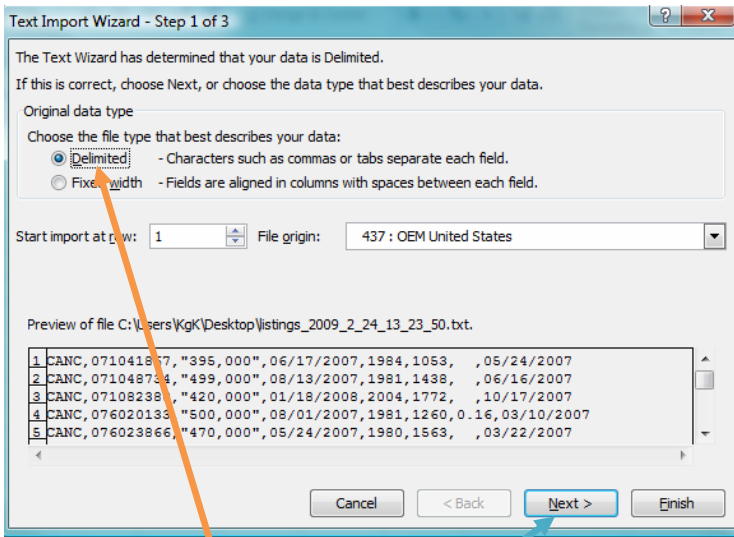
You want "Delimited" . Click "Next".

Delimiters – click on the Comma box - <u>uncheck anything else</u> <u>*uncheck anything else*</u> <u>uncheck anything else</u> (did you get that part ?) Only the "Comma" box should be checked. Text qualifier: should be → " ←. Click on "Next". The "Column data format" should be "General".

Click on "Finish".

The data should now be in an Excel table and look something like the table below.

If you see ####### in some columns there is no need to worry. The column is too narrow to visually display the items – you can widen it if you're curious and know how. You do not have to widen the columns.

Go back up to ** (Click on "Open") and do exactly the same thing with the other exported data (remember we exported 2 sets of data) on your Desktop.

After you have the second set of data in Excel then starting at column/row A1 highlight all columns over to and including column J and down to the bottom of your data. Copy the highlighted data (Ctrl C or right click then "copy"). If you don't know how to highlight and copy you need to ask someone for help – its easy, you just need to be shown how.
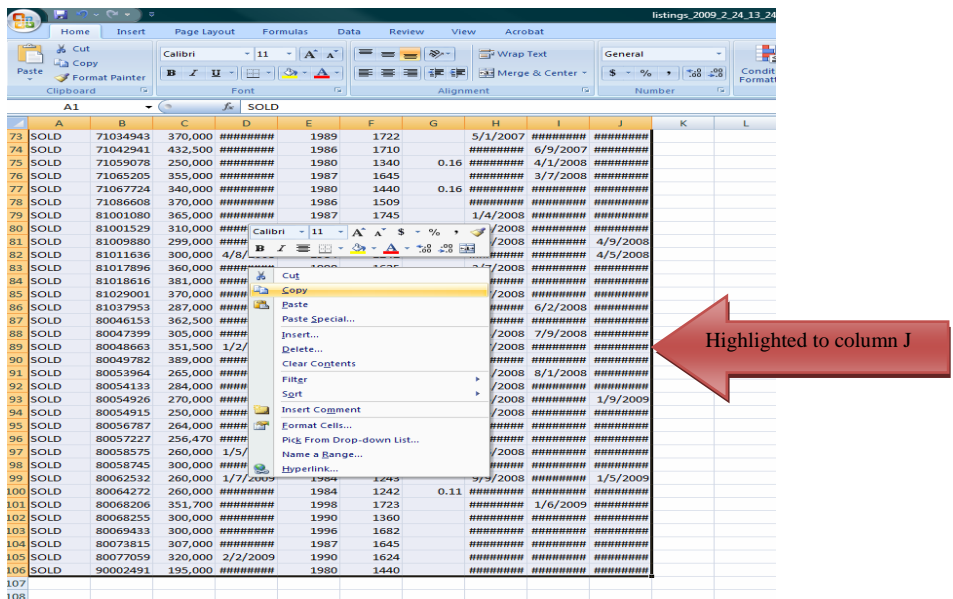
Go to the first Excel you opened and go down to the first box in the "A" column that is empty.
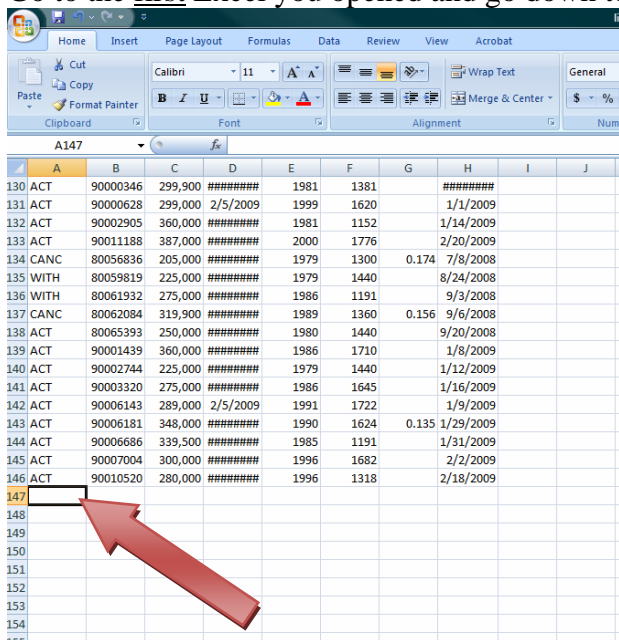
Click on that box and paste (Ctrl v or right click – Paste) the data you just copied from 2 paragraphs above. That will add data to what was already there. You now have the non-sold data and sold data on one spread sheet.

We are almost done! Now with both sets of exported data in the Excel spreadsheet – start at column/row **A1** and highlight **all columns over to and including column J** and **down to the bottom of your data**. Copy the highlighted data (Ctrl C or right click then "copy").

Remember where you downloaded Don's Program. Click on Don's (Excel) Program (some thing like : "Spreadsheet for the 1004MC 4a") (depending on the current version) (do not use the 4b version).
This will open another Excel program window. Find the box which says "Paste Here" (left side about half way down) – click on the box and Paste (Ctrl v or right click and Paste) the data you just copied into that box.

Don's Program does the rest. There are a bunch of numbers off the page to the right – scroll over if you like – BUT the meat of what you want is at the bottom of the page on the Results tab and 1004MC tab.

The easiest way of getting the data into your appraisal software is by copying it manually (i.e. look at Don's 1004MC and type the pertinent info onto your appraisal software 1004MC).

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Warning   **Do a "Save As"** with your file name if you are going to save the data. If you just save - you overwrite the blank grid in Don's Program – remember I suggested making a copy of Don's program just after you downloaded it in case you mess up.

Some additional comments -
In Don's Program column "B" shows address - but we put in the MLS#. If you use an address be sure it doesn't contain a comma or bad things will happen.

You may want to exclude Pending sales and Backup Offer - as a lot of the time you don't know the actual pending sales price for all the pending sales and it doesn't expressly ask for pending sales.

If/when you do Condos or 1-4 Residential Units you may have to set up new templates.

Delete the exported text (2 files) on your desktop.

Keep in mind the 1004MC is a poorly written form which does not give the reader a clear picture of the market and asks for comparable data - but says the data should reflect what is in the neighborhood section of the 1004 - the comparable data may be only a subset of the overall neighborhood on the first page of the appraisal and that is going to confuse some underwriters/reviewers.

DOM is calculated to the pending date on closed sales.

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