



Importing Market Conditions and Comparable Data

This document provides instructions for using the ACI Market Conditions eService to convert sales and listing data, exported from MLS to a Market Conditions worksheet and a comparables worksheet, which can be imported into the 1004MC-Market Conditions Addendum form and the comps grids in ACI.

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Market Conditions eService

The ACI Market Conditions Analysis converts sales and listing data, exported from MLS in an ACI-supported .CSV (Comma Separated Values) format, to a Market Conditions worksheet and a comparables worksheet, which can be imported into the 1004MC-Market Conditions Addendum form and comps grid in ACI. A subscription is required to use the ACI Market Conditions eService. Please contact ACI Sales at 800-234-8727 for additional information.

Running the MLSMC WebUpdate

The MLSMC WebUpdate is a special update that populates the MLS Map Provider list in ACI.

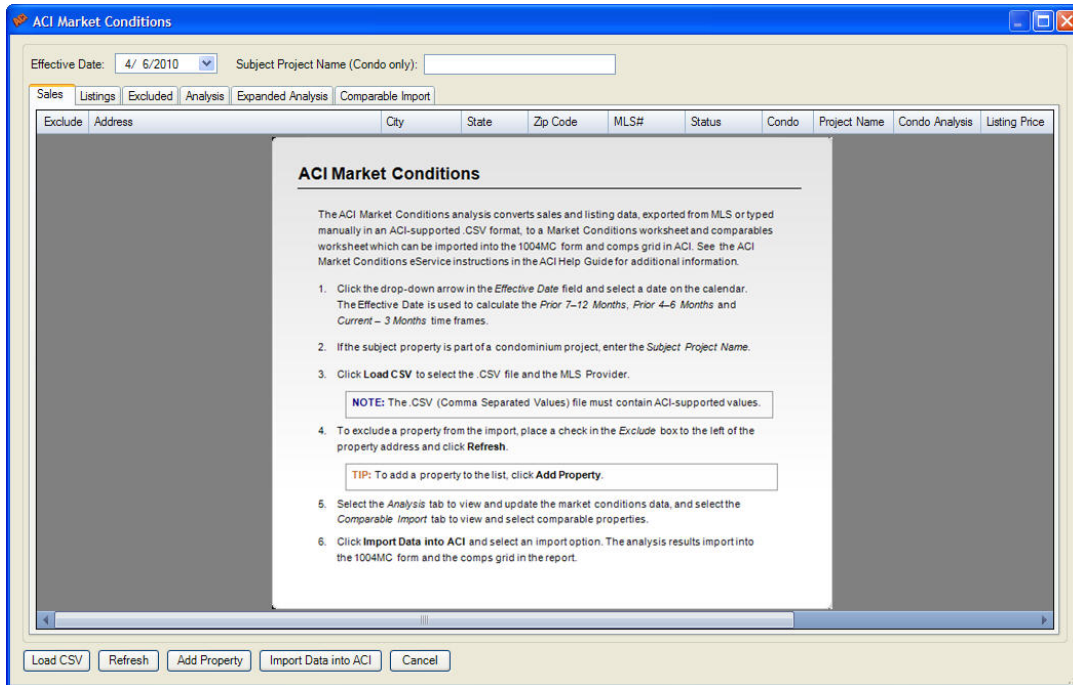
1. In Report, click **Help > ACI WebUpdate**. Outside of Report, double-click the **ACI WebUpdate** icon on the computer desktop, or click **Start > All Programs > ACI Collection 32 > ACI System Utilities > WebUpdate**.
2. If prompted, enter the company password and click **OK**.
3. Enter **MLSMC** in the *Special Update ID* field and click **Go**.
4. Click **OK** when the update completes and click **Exit** to close the Web Updater.

Importing Market Conditions and Comparable Data

1. Click **eServices > Import Analysis Data > Market Conditions**.
2. If prompted, enter the *Web Product Permission Password* and click **OK**.

NOTE: ACI remembers the password for future use.

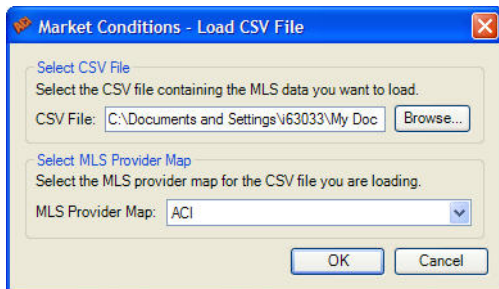
3. Click the drop-down arrow in the *Effective Date* field and select a date on the calendar. The Effective Date is used to calculate the *Prior 7–12 Months*, *Prior 4–6 Months* and *Current – 3 Months* time frames.



4. If the subject property is part of a condominium project, enter the *Subject Project Name*.
5. Click **Load CSV** and click **Browse** to select the *.CSV file*.

NOTE: The *.CSV* (Comma Separated Values) file must contain ACI-supported values.

6. Select the *MLS Provider Map* from the drop-down list and click **OK**.



ACI

Select this option if the MLS file is in an ACI-supported *.CSV* format.

<MLS Provider>

Select an existing MLS provider from the list. MLS providers can be manually created.

MLS Map Manager

Select this option to manually map the columns in the file to the corresponding fields in the 1004MC-Market Conditions Addendum form and the comps grid in ACI. See *Creating an MLS Map* for additional information.

- To exclude a property from the import, place a check in the *Exclude* box to the left of the property address and click **Refresh**.

TIP: To re-add an excluded property to the data import, click the **Excluded** tab, uncheck the *Exclude* box to the left of the property, and click **Refresh**.

TIP: To add a new property to the list, click Add Property. See Adding a Property to the Data Import for additional information.

- Select the *Analysis* tab to view the Market Conditions grid calculations. Update the editable fields like *Overall Trend* and *Seller-(developer, builder, etc.) paid financial assistance prevalent*.

ACI Market Conditions

Effective Date: 10/7/2009 Subject Project Name (Condo only):

Sales Listings Excluded Analysis Expanded Analysis Comparable Import

Market Research & Analysis

Inventory Analysis

	Prior 7 - 12 Months	Prior 4 - 6 Months	Current - 3 Months	Overall Trend
Total # of Comparable Sales (Settled)	8	2	4	Stable
Absorption Rate (Total Sales/Months)	1.33	0.67	1.33	Stable
Total # of Comparable Active Listings	53	51	41	Declining
Months of Housing Supply (Total Listings/Ab. Rate)	39.85	76.12	30.83	Stable

Median Sale & Price, DOM, Sale/List %

	Prior 7 - 12 Months	Prior 4 - 6 Months	Current - 3 Months	Overall Trend
Median Comparable Sale Price	162500	153750	216000	Increasing
Median Comparable Sales Days on Market	147	189.5	324.5	Increasing
Median Comparable List Price	225000	225000	199900	Stable
Median Comparable Listings Days on Market	169	214	237	Increasing
Median Sale Price as % of List Price	95.08	87.54	99.04	Stable

Seller-(developer, builder, etc.) paid financial assistance prevalent? Yes No

Condo/Co-Op Projects

Inventory Analysis

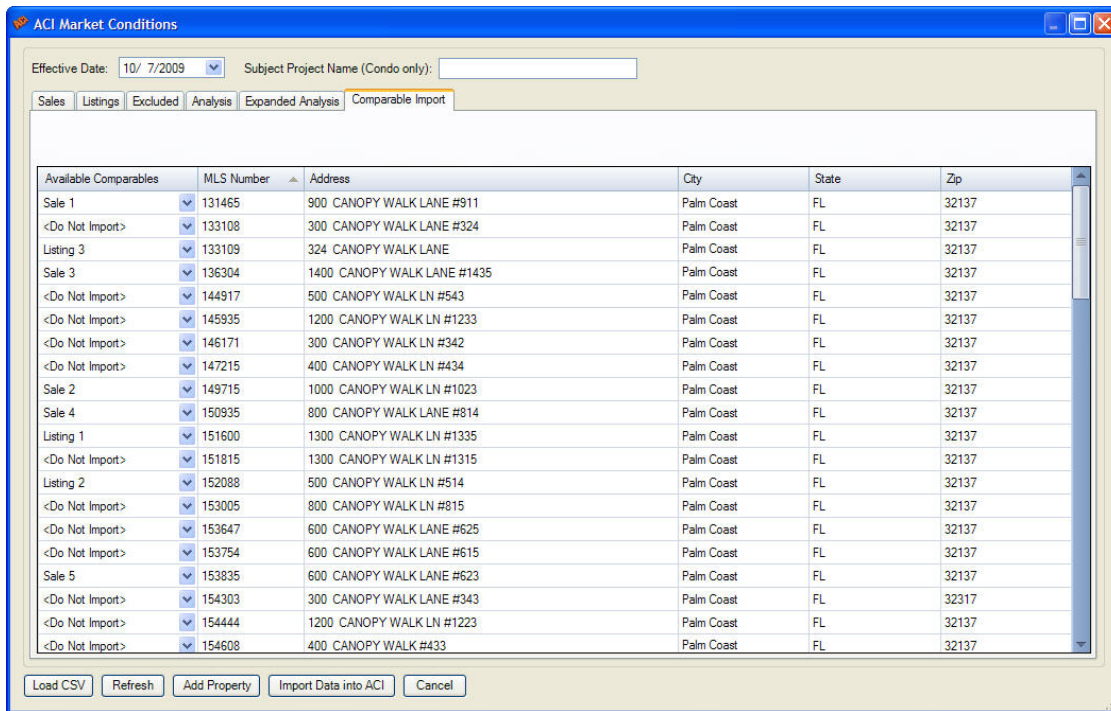
	Prior 7 - 12 Months	Prior 4 - 6 Months	Current - 3 Months	Overall Trend
Total # of Comparable Sales (Settled)	0	0	0	
Absorption Rate (Total Sales/Months)	0	0	0	
Total # of Comparable Active Listings	0	0	0	
Months of Unit Supply (Total Listings/Ab. Rate)	0	0	0	

All calculations and categorization of the data should be verified prior to inclusion into appraisal reports.

Load CSV Refresh Add Property Import Data into ACI Cancel

TIP: Select the *Expanded Analysis* tab to view additional data analysis and import fields.

- Select the *Comparable Import* tab to view and select properties as comparables. Select a sales grid or listings grid number from the *Available Comparables* list. Up to nine Sales comps and three Listings comps can be selected.



- Click **Import Data into ACI** and select an import option.

Import market analysis data only.

Only data related to the market analysis and visible on the *Analysis* and *Expanded Analysis* tabs import to the Market Conditions form and the top of the first comparables page.

Import comparable data only.

Only data for selected properties on the *Comparable Import* tab imports to the comparable grids.

Import market analysis and comparable data.

All data related to the market analysis and comparables imports to the Market Conditions form and the comparables pages.

Exit without importing any MLS data.

Close the Market Conditions eService and import no data.

NOTE: All calculations and categorization of data should be verified prior to inclusion in appraisal reports.

Adding a Property to the Data Import

1. Click **Add Property** on the ACI Market Conditions window.



The screenshot shows a dialog box titled "Market Conditions - Add Property". It contains the following fields and controls:

- Property:** MLS #, Status, Address, City, State, Zip Code.
- Sale:** Price: \$, Date: / /
- Listing:** Price: \$, Date: / /, End Date: / /
- Condo:** Is property a Condo: Yes No; Project Name: ; Include in Condo Analysis: Yes No.
- Buttons: OK, Cancel.

2. Enter the *property details* and click **OK**.

NOTE: The property is added to the properties displayed under the *Listings* tab. If a *Sales Date* is entered under *Property Details*, the property is also displayed under the *Sales* tab. Calculations on the *Analysis* tab are also updated.

Creating an MLS Favorites List



The Market Conditions eService contains dozens of MLS provider maps from around the United States and Canada. Configure your most frequently used MLS providers to save time.

1. Open a report and click **eServices > Import Analysis Data > Market Conditions**.
2. Click **Load CSV** and select *Add to Favorites*.
3. Click the *MLS Provider Map* list and select **<MLS Map Manager>**.
4. Select a frequently used MLS provider and click **Edit**.
5. Select *Add to Favorites* and click **Save**.
6. Repeat steps 4 and 5 for additional frequently used MLS providers. When finished, click **Close**.
7. Click **Cancel** to exit the *Load CSV File* window, or select an *MLS Map Provider* and use the Market Conditions eService.

Configuring Custom MLS Maps

Use the MLS Map Manager to match columns in an MLS file to the corresponding columns in the 1004MC-Market Conditions Addendum form and the comps grid in ACI.

Creating an MLS Map

1. Click **eServices > Import Analysis Data > Market Conditions**.
2. Select **MLS Map Manager** from the *MLS Provider Map* drop-down list and click **OK**.
3. Click **New** to create a new MLS data map.
4. Click **Browse**, select the .CSV file, and click **Open**.
5. Enter a *Map Name*. This name will display in the *MLS Provider Map* list.
6. Select a column heading under *MLS Columns* and click the **Add Column** icon () to match the MLS column to the corresponding ACI column. Click the **Remove Column** icon () to return the column to the *MLS Columns* list.

ACI Columns

The field names on the 1004MC form or in the comps grid in ACI. Some *ACI Columns* are available only on specific forms.

Mapped Columns

The column heading from the MLS .CSV file corresponding to the adjacent *ACI Column*. *Mapped Column* data is transferred from the *MLS Columns* list.

MLS Columns

Column headings from the MLS .CSV file.

MLS Column Data

Data associated with an *MLS Columns* heading. For example, select the city heading in the *MLS Columns* list, and city names are shown. Select the bathrooms heading in the *MLS Columns* list, and the number of bathrooms are shown, e.g. 1.5, 2 and 2.5.

Market Conditions - New MLS Map

Select CSV File
To load the MLS columns browse to or type in the path to the CSV file containing the columns to map.
CSV File:

MLS Map
*Map Name: All properties are Condominiums.

Mappings

ACI Columns:	Mapped Columns:	MLS Columns:	MLS Column Data:
MLS #:	<input type="text"/>		
Status:	<input type="text"/>		
*Address:	<input type="text"/>		
Unit #:	<input type="text"/>		
City:	<input type="text"/>		
State:	<input type="text"/>		
Zip Code:	<input type="text"/>		
Property Type:	<input type="text"/>		
Condo Values:	<input type="text"/>		
Project Name:	<input type="text"/>		
*Sale Price:	<input type="text"/>		
*Sale Date:	<input type="text"/>		
*Listing Price:	<input type="text"/>		
*Listing Date:	<input type="text"/>		
Listing End Date:	<input type="text"/>		

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7. Click **Next** to match additional *ACI Columns* to the corresponding *MLS Columns* for the 1004MC form and comp grids. Click **Back** to return to the last viewed page.

NOTE: An * indicates a required column or field.

NOTE: If the .CSV file only contains data for condominiums, select **All properties are Condominiums**.

8. Click **Save** to create the MLS Map.

Editing an MLS Map

1. Click **eServices > Import Analysis Data > Market Conditions**.
2. Select **MLS Map Manager** from the *MLS Provider Map* drop-down list and click **OK**.
3. Select an *MLS Provider Map* and Click **Edit**.
4. Edit the MLS Map. Click **Next** to view additional pages. Click **Back** to view the last viewed page.
5. Click **Save** to accept the changes.

Deleting an MLS Map

1. Click **eServices > Import Analysis Data > Market Conditions**.
2. Select **MLS Map Manager** from the *MLS Provider Map* drop-down list and click **OK**.
3. Select an *MLS Provider Map* and Click **Delete**.
4. Click **Yes** to confirm deletion of the MLS Map.

Market Conditions eService Options

1. Click **eServices > Options**.
2. Click **Data Import** and select *ACI Market Conditions*.
3. Select options and click **OK**.

When importing market analysis data

Overwrite existing report data

Replaces report data with imported data. Fields not overwritten retain existing data.

Leave existing data alone

Retains data already in the report and inserts imported data into any blank fields.

When importing into a comparable

Clear existing property data

Removes data from all fields in the comp grid and imports new data.

Overwrite existing report data

Replaces report data with imported data. Fields not overwritten retain existing data.

Leave existing data alone

Retains data already in the report and inserts imported data into any blank fields.

When importing text from the MLS provider

Change text to Capital Case

Text imports with the first letter of each word capitalized.

Change text to ALL CAPS

Text imports in upper-case letters.

Do not change the text

Text imports with ACI Market Conditions formatting.

Change text to all lower case

Text imports in lower-case letters.

Change text to Mixed Case

Text imports with the first letter of each field capitalized.