

After narrowing down to a set of comparable listings in Matrix, click CMA to begin the process to create the CMA presentation for your client.

🔍 Criteria	😽 Email	🖨 Print	🖪 СМА	Ø Directions	D Stats	🕞 Expor

Important Notes Before you Begin

Matrix will store your CMA <u>for 180 days</u> on your My Matrix, Contact page. Each time you update the CMA, Matrix will reset for another 180 days.

Subject

Cover

Comparables

Map Adjustments

ents Pricing Finish 📙 🝪 Autosaved at 01/24/2013 8:48:34 AM

Pages

- 2. To print CMA report(s) without completing the entire process
 - a) Click the Pages tab, and then the
 - Comparables tab
 - b) Choose Reports from list
 - c) Select Finish
 - d) View CMA to print reports

Create a Full CMA Report Presentation

- 1. Click Start
 - a) Choose client from dropdown menu, or create a new contact
 - b) Add a Description of your CMA

to navigate through the	Wizard. Use this Start pag ne steps.	e to select your Cont	act. Use the above Navigation Bar		
Select Contact Name:		Create a M	New Contact		
Description:	Braker Area CMA House, 3 bd	ſ	Matrix - Mozilla Firefox		
			Matrix.abor.com/matrix/A	ddContactPopup.aspx	
			Add Contact		
		- 1	🚨 Personal Information		
		- 1	Title:	Category:	•
			First Name:	Last Name:	
			Email Address:		
			Phone:	Cell:	
			💠 Show All Fields 🛛 🔞 Canc	el 🖹 Add	

- a) Click the plus sign in front each report category to view report templates
- b) Click the reports to include in CMA
- c) Arrange order of reports using arrows at right of window
 - a. To remove Selected reports use the X button.
- d) Upload your custom pages to make your CMA unique.
- e) Once you have the pages selected to use, click on Set as Default for later uses.

Available Pages		Selected Pages	
 Cover Subject/Adjustments Summary List Price Adjustments Comparables 	k	Cover Sheet Cover Sheet wA Photo Summary List Price Adjustments Minimums and Maximums Days on Market Chart List Price and Sale Price Chart CMA Brief Pro Report Pricing Recommendation Activity vs Timing	
Cover		My Guarantee To You Effect of Over Pricing	
Cover Sheet	e Chart	Benefits of Using a Realtor Market Analysis Explanation	×
Cover Sheet wA Photo		Importance of Pricing Setting the Price	
Subject/Adjustments		Pitfalls of Overpricing Where a Commission Goes	
Comparables		Sources of Buyers Steps to a Positive Showing	
		What it Takes to Show CMA Map	
СМА Мар			
	T		
Upload Custom Pages		Set as Default 🗐 Restore Defaults	<u>Clear</u>
Check the "Add Hea you include the CM	d your own PDF documents for use	in your CMAs. Your PDFs must be letter size (8.5 x 11 inches). Matrix to add the CMA headers and footers to the document. If st allow space for them. Add	
Description		Header?	
CMAReport.pd	df	Move Up Move Down Preview	
Select a PDF file to	·		
C:\Users\aherring\Dro	opbox\Matrix Training Materials\Comp	Upload	
Cancel 🗶	Delete Checked 📙 Save		

TIP: When adding Custom Pages to your CMA, they must be in a PDF format. You may upload up to 5 Custom Pages to your CMA. Each page can be up to 10 Mb each.

3. Click Subject

🗟 Subject Property	
Matrix needs the details of the subject property. What would you like to do?	
Type in the subject property fields manually	

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- a) Enter old listing number to autofill subject property data (review for accuracy)
- b) Or, click link to <u>Type in the</u> <u>subject property fields manually</u>
- c) Or, search for previous listing number using "Cross Property" link

🧔 Subject Deta	ails	🏷 <u>Clear Fields</u>	Property Photo	🧐 <u>Clear Photo</u>
Address				
Street Number	9716			and the second
Street Dir Prefix				Con al a
Street Name	Oak			Contraction of the second
Street Suffix	HOLW			A REAL PROPERTY OF
Street Dir Suffix				The second se
Unit Number				1 Martin == ==
City	Austin			10
Postal Code Plus 4			เหมากนมมกับการที่การการ	
Postal Code	78758			
Subdivision Name	Quail Creek West Phs 2 S	Sec 1	Upload Photo:	Browse
County Or Parish	Travis			mage Size: 296 x 222 pixels.
Features			Opumari	maye bize: 290 x 222 pixels.
Baths Total	2			
Beds Total	3		Remarks	• • • • • • • • • • • • • • • • • • •
Fireplace Features	Family Room		Remarks	b <u>Clear Remarks</u>
Num Parking Spaces			*Reduced* and \$5,000 bonus used an	
Garage Description	Attached		central location mins to downtown and Paint inside and out & ceramic tile. Ve	d great shopping areas. New ery Cute home and best price
Dimensions			in Quail Creek.	
Sqft Total	1,206			
Lot Size Area	0			
General				
Year Built	1971			
Custom Fields			Check Spelling English	
Map Location				
Latitude	30.373000	Locate		
Longitude	-97.705000			

4. Click Cover

- a) Add your agent information and upload photo
- b) Click Set as Default link to save data for future use
- c) Enter the Seller's contact information
- d) Click Browse to upload subject property photo

🐉 Contact Info	ormation	Agent Information	mation	s Defaults
Name: Address Line 1: Address Line 2: City / State / Zip: Phone:	Peter Parker 9716 Oak Hollow Austin TX 78758	Name: Company: Address Line 1: Address Line 2: City / State / Zip: Phone: Email:	Clark Kent Super Reality 123 Kent Farm Smallville KA clark@superreality.com	
Subject Cover Pho	oto	Agent Photo or Br	roker Logo 🦉 🤆	<u>lear Photo</u>
Rupload Photo	Coptimal Image Size: 296 x 222 pixe		D: Bro	owse

✓ Selected Comparables											
$Previous \cdot Next \cdot \textbf{1-12 of 12} \cdot Checked 12 \cdot \underline{All} \cdot \underline{None}$							Display Si	ngle Line	🕶 at	50 💌	per page 🍕
MLS # S Area Address	Bds Fb	нь	Liv S	t Gar Yr Blt	Sqft	\$/Sqft	Price Type	Stat Date	DOM	CDOM	
V 🛯 3046347 A 2N 1414 Rutland	32		1 1	1972	1,286	\$92.53	\$119,000 Residential	09/30/2012	47	47	U
V 🖉 🔝 4065928 A 2N 10302 Leaning Willow	3 1	1	1 1	1972	1,090	\$119.17	\$129,900 Residential	10/22/2012	33	33	0
V 🖉 🗾 2070953 X 2N 11224 Prairie Dove	3 2		1 1	1981	1,460	\$88.36	\$129,000 Residential	11/15/2012	158	158	U
Image: Second State S	3 2		1 1	1974	1,439	\$96.59	\$139,000 Residential	10/31/2012	121	144	U
V 🔛 🔝 3268000 P 2N 1200 Meadgreen	3 2		1 1	1976	1,382	\$101.27	\$139,950 Residential	09/27/2012	20	20	U
V 📰 🔝 6145573 PB 2N 10610 Barnhill	3 2		1 1	1975	1,364	\$87.98	\$120,000 Residential	11/16/2012	10	10	U
V 🖉 🧾 9087214 PB 2N 1100 Red Cliff	32		2 1	1973	1,355	\$101.77	\$137,900 Residential	10/22/2012	1	1	🥹 🚳
V 🖉 🧾 4728451 PB 2N 9807 Mountain Quail	3 2		1 1	1972	1,313	\$106.55	\$139,900 Residential	10/23/2012	6	6	0
V 🖼 📓 8361501 S 2N 11210 PRAIRIE DOVE	3 2		1 1	1981	1,309	\$97.40	\$126,000 Residential	10/18/2012	8	8	6





a) Add/Remove Additional

Comps

a. Select Listing, choose from toolbar

🗙 Remove Selected 🔍 Search for Additional Comparables 🛒 Add Comparables from Cart 🔒 Print

- b) Sort Comparables
 - a. Choose Single Line Display
 - b. Click Column Header to Sort



MLS #	Stat	Туре	Address	Area	City	List/Sell \$ CDOM	Bds Bth	s SF	Stat Date

c. Listing will Sort Ascending
 Click Header again for Descending
 Example - Sort by Status

V			MLS #	Stat	Type	Address
~		•	111077	д	RESI	14543 119th
~		•	150919	А	RESI	12921 NE 13
~			147122	A	RESI	11815 NE 14
1	-		123543	P	RESI	12820 NE 14
~		•	106372	(P)	RESI	11706 NE 14
~			87199	S	RESI	13435 122nc
2	-	-	130546	S	RESI	14271 131st
1		•	114522	s	RESI	12209 NE 13
~			97929	S	RESI	11832 NE 14

6. Click Map

Preview of the Map in the CMA Report

Note: The Map page is only available if selected in the Pages step



7. Click Adjustments

- Make adjustments to the comparable properties for each feature
- On the Single Line view make adjustments to multiple properties at once.
- In the Detailed mode, made adjustments to a single property

	Status	PriceAdj	usted Price	City	Subdivisio	county On Basish
Feature Value						
9716 Oak HOLW				Austin	Quail Creek 1	Travis
1305 Thornridge RD	Withdrawn	113,300	113,300	Austin	Quail Creek 1	Travis
1414 Rutland DR	Active	119,000	119,000	Austin	Quail Creek 1	Travis
10610 Barnhill DR	Pending - Taking Backups	120,000	120,000	Austin	Village At Qu	Travis
11210 PRAIRIE DOVE CIR	Sold	126,000	126,000	Austin	Quail Hollow :	Travis
11224 Prairie Dove CIR	Expired	129,000	129,000	Austin	Quail Hollow	Travis
10302 Leaning Willow DR	Active	129,900	129,900	Austin	Quail Creek 1	Travis
1722 Mearns Meadow BLVD	Sold	130,000	130,000	Austin	Rutland Villaç	Travis
10708 Barnhill DR	Sold	135,000	135,000	Austin	Village At Qu	Travis
1100 Red Cliff DR	Pending - Taking Backups	137,900	137,900	Austin	Quail Creek I	Travis
1613 Mearns Meadow BLVD	Expired	139,000	139,000	Austin	Quail Creek 1	Travis
9807 Mountain Quail RD	Pending - Taking Backups	139,900	139,900	Austin	Quail Creek 1	Travis
1200 Meadgreen DR	Pending	139,950	139,950	Austin	Village At Qu	Travis
Low	113.300	113.300				

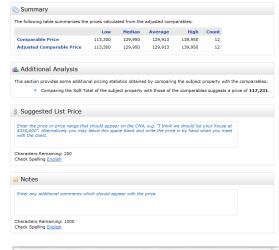
Adjustment De	lans		View in Single Lin	ie mode
<-Previous	Compar Subject Proper	able 1 of 12 ty Adjusting	Next->	
Field				stment
	9716 Oak HOL	N 1305 Thorr	-	
Status			Withdrawn	
Price			113,:	300
City	Austin		Austin	
Subdivision Name	Quail Creek West Phs 2 Sec 1	Quail Creek West Ph 02	Sec 03	
County Or Parish	Travis		Travis	
Baths Total	2		2	
Beds Total	3		3	
Fireplace Features	Family Room			
Num Parking Spaces	No Data			
Garage Description	Attached	Doc	ir-Multi	
Sqft Total	1,206		1,500	
Lot Size Area	0	1	0.156	
Year Built	1971		1971	
Total Adjustment				0
Adjusted Price			113,3	300
	Rem	arks		
prefers. Great central lo great shopping areas. N	conus used any way buyer cation mins to downtown and ew Paint inside and out & nome and best price in Quail	This 5 bedroom 2 bath h and just 15 minutes from IS"		
Check Spelling English		Check Spelling English		

8. Click Pricing

- Enter Price Range or suggested Price
- Type in comparison notes to support the reasoning behind the suggested price

9. Select Finish & Review Data

- View the CMA to verify it is the information you wish to submit to your client.
- Click Subject tab to add Address, etc.
- Click the Comparables tab to run search or "add" from cart.
- When complete, email the CMA to your client.
- Click View CMA to view templates, auto-filled with listing data and client information.





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