

CMA Wizard

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.



Important Notes Before you Begin

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

2. To print CMA report(s) without completing the entire process

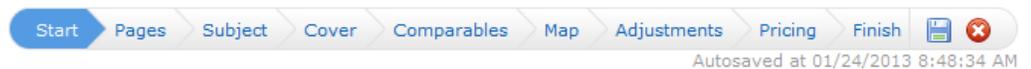
a) Click the Pages tab, and then the

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 drop-down menu, or create a new contact

b) Add a Description of your CMA

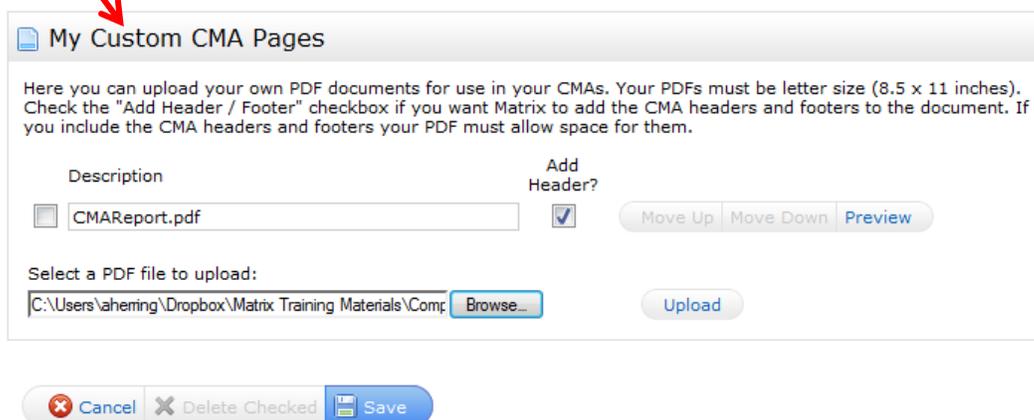
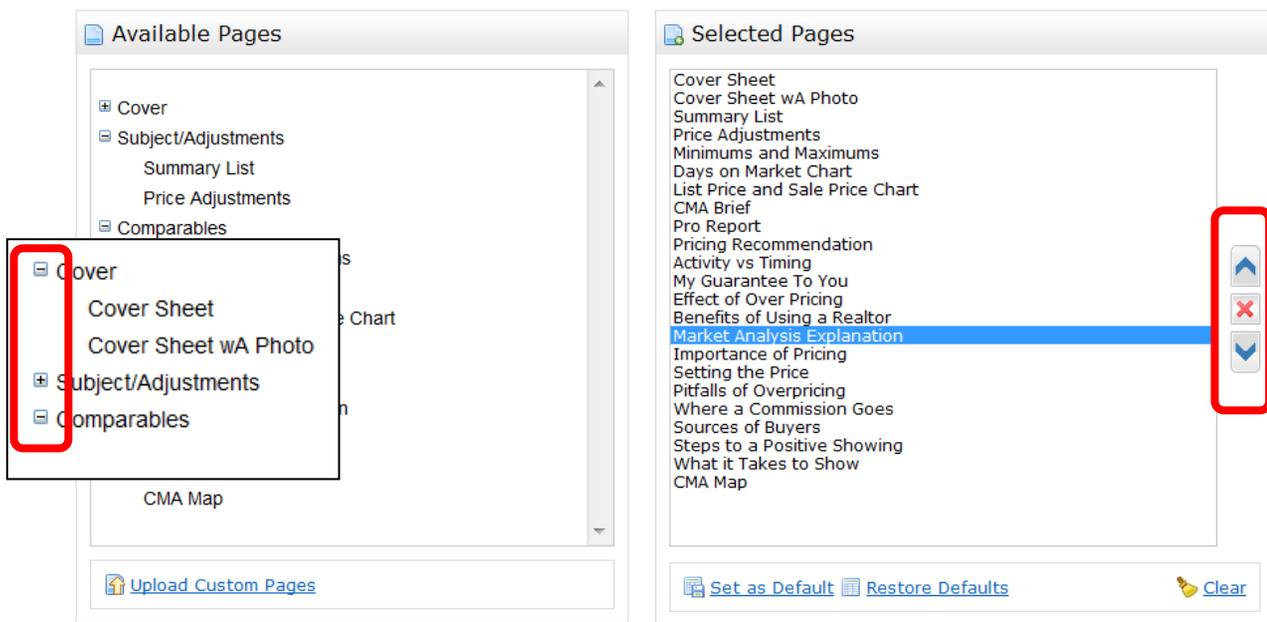
 A dialog box titled "Select CMA Contact". It contains a "Select Contact Name:" dropdown menu with a "Create a New Contact" link next to it. Below that is a "Description:" field with a text area containing "Broker Area CMA House, 3 bed".

 A browser window titled "Matrix - Mozilla Firefox" showing a page titled "Add Contact". The page has a "Personal Information" section with fields for Title, Category, First Name, Last Name, Email Address, Phone, and Cell. There are "Show All Fields", "Cancel", and "Add" buttons at the bottom.

2. Select Pages

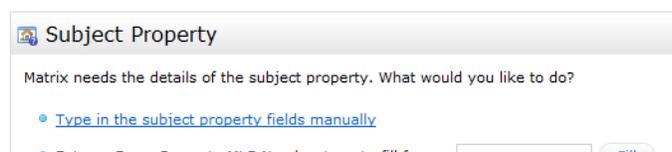
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- a) Click the plus sign in front each report category to view report templates
- b) Click the reports to include in CMA
- c) Arrange order of reports using arrows at right of window
 - a. To remove Selected reports use the X button.
- d) Upload your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



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



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

Fill from a Search

Subject Details [Clear Fields](#)

Address

Street Number: 9716

Street Dir Prefix:

Street Name: Oak

Street Suffix: HOLW

Street Dir Suffix:

Unit Number:

City: Austin

Postal Code Plus 4:

Postal Code: 78758

Subdivision Name: Quail Creek West Phs 2 Sec 1

County Or Parish: Travis

Features

Baths Total: 2

Beds Total: 3

Fireplace Features: Family Room

Num Parking Spaces:

Garage Description: Attached

Dimensions

Sqft Total: 1,206

Lot Size Area: 0

General

Year Built: 1971

Custom Fields

Map Location

Latitude: 30.373000 [Locate](#)

Longitude: -97.705000

Property Photo [Clear Photo](#)



Upload Photo: [Browse...](#)

Optimal Image Size: 296 x 222 pixels.

Remarks [Clear Remarks](#)

Reduced and \$5,000 bonus used any way buyer prefers. Great central location mins to downtown and great shopping areas. New Paint inside and out & ceramic tile. Very Cute home and best price in Quail Creek.

[Check Spelling English](#)

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 Information

Name: Peter Parker

Address Line 1: 9716 Oak Hollow

Address Line 2:

City / State / Zip: Austin TX 78758

Phone:

Subject Cover Photo



Upload Photo: [Browse...](#)

Optimal Image Size: 296 x 222 pixels.

Agent Information [Set as Defaults](#)

Name: Clark Kent

Company: Super Realty

Address Line 1: 123 Kent Farm

Address Line 2:

City / State / Zip: Smallville KA

Phone:

Email: clark@superrealty.com

Agent Photo or Broker Logo [Clear Photo](#)



Upload Photo: [Browse...](#)

Optimal Image Size: 180 x 170 pixels.

5. Click Comparables

Selected Comparables

Previous · Next · 1-12 of 12 · Checked 12 · All · None

MLS #	S Area	Address	Bds	Fb	Hb	Liv	St	Gar	Yr	Blt	Sqft	\$/Sqft	Price	Type	Stat Date	DOM	CDOM
3046347	A 2N	1414 Rutland	3	2	1	1			1972	1,206	\$92.53	\$119,000	Residential	09/30/2012	47	47	
4065928	A 2N	10302 Leaning Willow	3	1	1	1			1972	1,090	\$119.17	\$129,900	Residential	10/22/2012	33	33	
2070952	X 2N	11224 Prairie Dove	3	2	1	1			1981	1,460	\$88.36	\$129,000	Residential	11/15/2012	158	158	
4450454	X 2N	1613 Mearns Meadow	3	2	1	1			1974	1,439	\$96.59	\$139,000	Residential	10/31/2012	121	144	
3268000	P 2N	1200 Meadgreen	3	2	1	1			1976	1,382	\$101.27	\$139,950	Residential	09/27/2012	20	20	
6145573	PB 2N	10610 Barnhill	3	2	1	1			1975	1,364	\$87.98	\$120,000	Residential	11/16/2012	10	10	
9087214	PB 2N	1100 Red Cliff	3	2	2	1			1973	1,355	\$101.77	\$137,900	Residential	10/22/2012	1	1	
4728451	PB 2N	9807 Mountain Quail	3	2	1	1			1972	1,313	\$106.55	\$139,900	Residential	10/23/2012	6	6	
8361501	S 2N	11210 PRAIRIE DOVE	3	2	1	1			1981	1,309	\$97.40	\$126,000	Residential	10/18/2012	8	8	

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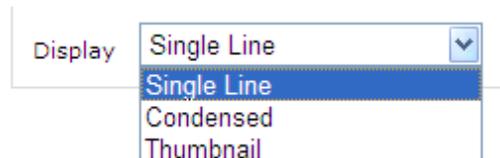
a) Add/Remove Additional Comps

a. Select Listing, choose from toolbar



b) Sort Comparables

a. Choose Single Line Display



b. Click Column Header to Sort



c. Listing will Sort Ascending

Click Header again for Descending
Example - Sort by Status

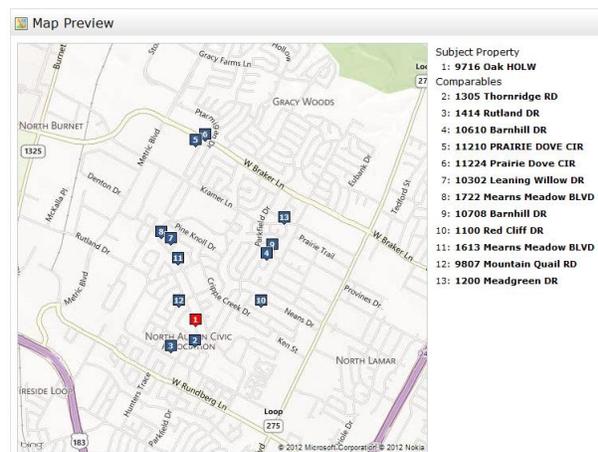
MLS #	Stat Type	Address
111077	A RESI	14543 119th
150919	A RESI	12921 NE 13
147122	A RESI	11815 NE 14
123543	P RESI	12820 NE 14
106372	P RESI	11706 NE 14
87199	S RESI	13435 122nd
130546	S RESI	14271 131st
114522	S RESI	12209 NE 13
97929	S RESI	11832 NE 14

Previous • Next • [1] • Top

6. Click Map

Preview of the Map in the CMA Report

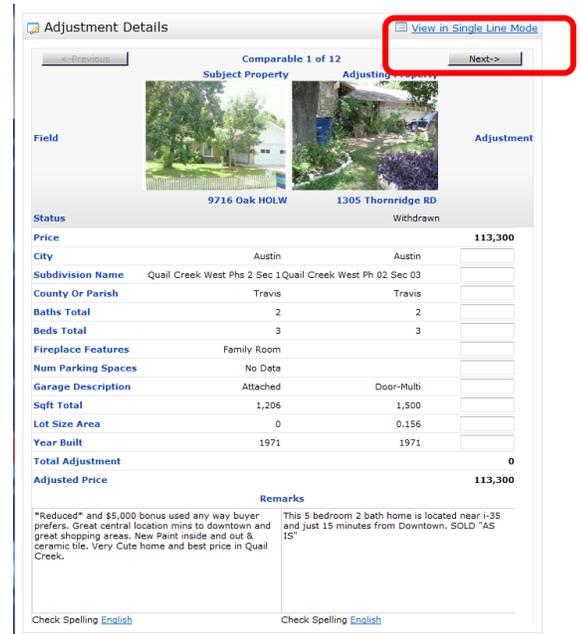
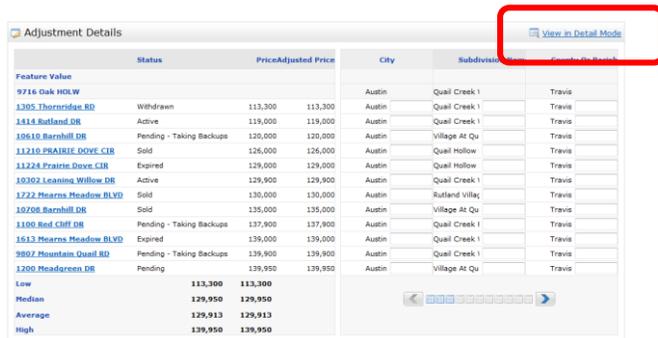
Note: The Map page is only available if selected in the Pages step



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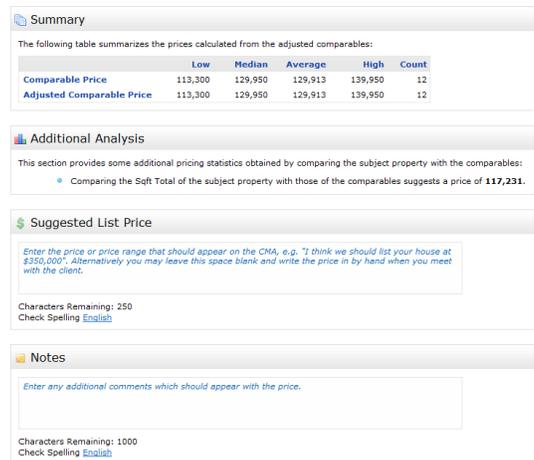
7. Click Adjustments

- 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



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.

