## **Adding a CMA Profile**



To access the **CMA** hover over **Toolkit** and then click on **CMA Profiles.** 

## **Step 1** : **Getting Started**

Search Prospecting Statistics Realtor Info MLS Roster Toolkit Back Office Log

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- Create a new CMA Profile or access/ modify a saved CMA.
- Archive CMAs you want to store on RMLS*web.* Archived CMAs will be saved for a maximum of 3 years.

CMA Profile: Edit I	Profile Information	
		Cancel Save
Please enter CMA profile	information:	
Profile Name:	Joe and Ellen Howard	
Property Category: Client:	Farms & Ranches	
	Note: Changes made to the following information are duplicated in Contact Manager. This information is for your convenience only and is not available to other Agents. Contact ID: 634186	
	First Name: Joe Last Name: Howard	
	Address: 5844 SW Fern Hill Rd	
	City: Forest Grove State: WA Zip:	
	Home Phone:	
	Work Phone: Ext	
	Cell Phone:	
	Notes:	

#### **Creating Contacts**

The contacts you enter in the CMA Profile will auto-update to the Contact Manager. Likewise, contacts you have entered into Contact Manager will be viewable in the "Select Contact" popup window.

#### **Overview Tab**

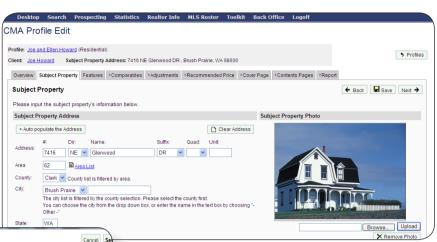
- Watch **tutorials** on how to create a CMA.
- Edit contact and profile information.
- Get a summary of the # of comparable properties and recommended price (available only after CMA is completed).
- To proceed, click on the Next button or the Subject Property tab.

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You can n you open	navigate through a new tab your in save information	the tabs by cli nformation is a	automatically save	using the Next a ed, but we have :	nd Back buttons. Ea also provided a Save <u>demo</u> or print out our	button to	# of compar	perty Address able propertie ded List Price:	Forest G s: 5 \$249,90	V Fern Hill RD Grove, OR 0 00 - \$379,000)	-
You can a	also watch the fo	llowing tutoria	Is:							Edit Contac	t/Profile Name
• <u>Cr</u> • Ad	reating a CMA Pr reating a Subject Iding Comps/Ad ustomizing Your	t Property justments	+	•			Contact ID: First Name: Last Name: Address: Home Phone Work Phone Cell Phone:	Howard 5844 SW Fe Forest Grove			
							Email 1:				

## CMA >

## Step 2: Defining Your Subject Property

- Clicking the "Auto Populate the Address" link provides options for auto poplulating from your contact information, the Tax ID, or from an **MLS number** (if the property has been previously listed in RMLSweb).
- Click "Browse" to locate a photo of the subject property and then click "Upload."



[Check All [Uncheck All

#### RMLSweb Map Adjustment Address: 3405 G ST , Vancouver, WA 98660 If the property marker is not on the correct location for this listing, click the orange push pin ( 👗 ) in the toolbar above the map. Click on the correct location to set the marker.

- Road 📕	<b>~</b>			Q					Click on "View and Adjust	the Map
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						Features				← Back 🛛 🖶 Save Next →

Be certain to enter the subject property's approximate square footage and other main features. Use the fields to select and define which features of your subject property will be displayed on the "Adjustments to Comparables Report."

Save

Next 🔿

Eack

#### Total Bathrooms 2 Features to be compared Please use the check boxes to indicate the features for the Adjustments tab Approx # Acres - Cultivated: 🔲 Approx # Acres - Pasture: Approx # Acres - Range: pprox # Acres - Wooded: **Quick Tips**

Main Features

Total SQFT

Bedrooms

Acres:

#### **CMA Shortcuts**

Back: navigate backwards in the CMA with this button, not the browser arrow.

asse use the fields below to select and define which features of your subject property will be displayed on the Adjustments to Comparables Repor

Lot Size:

Style:

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Short Sale Y or N

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Save: save a CMA for future access.

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Next: this saves your work and takes you to the next step.

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## **Step 3**: Finding Comparables

List \$/Sqft

Sold Price

Sold \$/Sqft

\$251

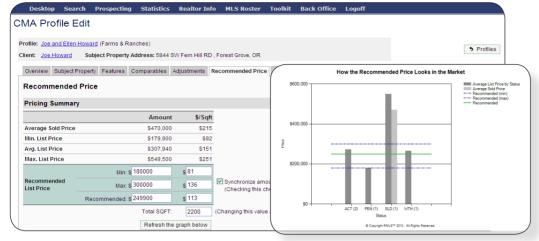
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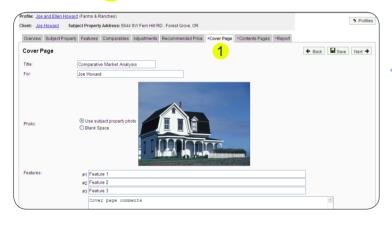
Questions? Contact the RMLS™ Help Desk - Phone: 877-256-2169 (toll-free) - E-mail: helpdesk@rmls.com

## Step 4: Recommending a List Price



The **"Recommended Price"** tab allows you to see **statistics** related to your comparable properties including **average** and **median sold prices** as well as the ability to enter your list price recommended range.

### Step 5: Preparing for Your Presentation



1 Enter details that will appear on the "Cover Page."

- 2 Use saved company information and resume from Toolkit/User Preferences or type company and agent resume under "Contents Pages."
- 3 **Customize** the report options and **generate** the report under the "**Report**" section.
  - Drag and drop to determine the order of your report pages.
  - Choose from four different theme colors to customize your report.

u can define the following pages: Company Info   *Resume   *Optional Page #1   *Optional Page #2		up report options, generate a re Header/Footer		3
ompany Information		ction Selection/Order		Theme
lease select/input your company information.		lect the sections you wish to includ rag and drop a section to reorder it		Blue 💌 Blue
Use saved company information (You can edit it on "User Preference" page)	Page Order	Report Section	Description	
OUse the company information below		Cover Page	Cover Page with a subject property photo, feature comments, and an agent banner.	Report Page Options Cover Page Section:
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nt default 💙 Size default 💙 🎗 - 💥 -	3 🖌	Optional Page #1	Optional Page #1	Show Recommended Price     Show Agent Banner
	4 🖌	Comparables to Your Home	The Client Medium report of Comparables to Your Home	Show Agent Banner     Show Agent Web URLs
/ho Are We?	5 🖌	Adjustments to Comparables	The comparable report of adjustments to Comparables	Agent Photo: None
s the Northwest's largest REALTOR®-owned Multiple Listing Service(MLS), we serve approximately 12,000 Real	6 🖌	Summary of Comparables	The summary one-liner report of Comparables	(Please make sure to upload your photo from your 'user
state Professionals in over 2,200 offices throughout Oregon and Southern Washington.	7 🔽	Pricing Your Home	Recommended Price with a graph indicating Market placement	Logo: Company Logo
ow Are We Structured?	8 🖌	Company Information	Company description etc.	(Please make sure to upload your logo from your 'user preferences' page.)
egional Multiple Listing Service (RMLS™) is governed by representatives of our subscribers. The 16-member	9 🖌	Resume	Your resume	
oard of Directors formed from REALTOR <sup>®</sup> subscribers represents our current three shareholders ( <u>Portland Metro</u> ,	10 🗹	Optional Page #2	Optional Page #2	Pricing Your Home Section:
ast Metro, and Clark County Associations of REALTORS <sup>®</sup> .)				<ul> <li>Show Graph</li> </ul>

Profiles

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#### To create a pdf, print to your printer, or send through email, just go to the "Generate Report" tab.

CMA Profile Edit

Profile: Joe and Ellen Howard (Farms & Ranches)

Client: Joe Howard Subject Property Address: 5844 SW Fern Hill RD , Forest Grove, OR