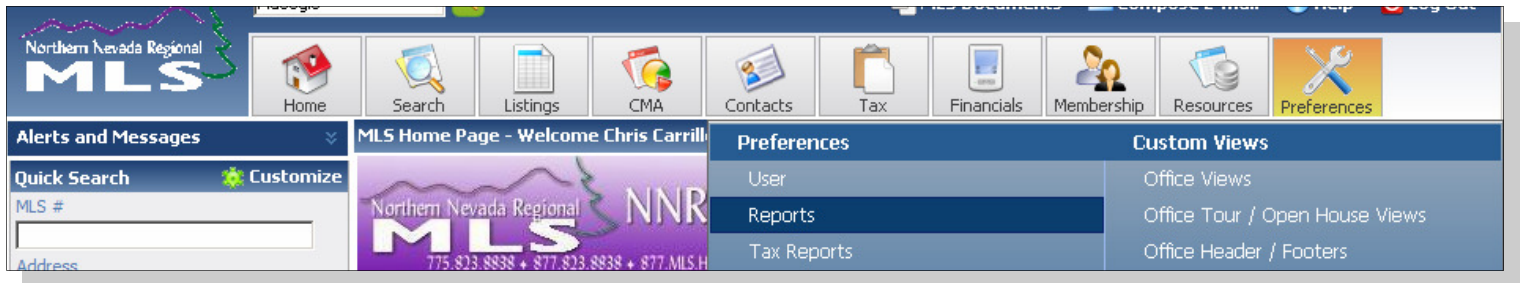


NNRMLS Guide to the 1004MC Market Conditions Report

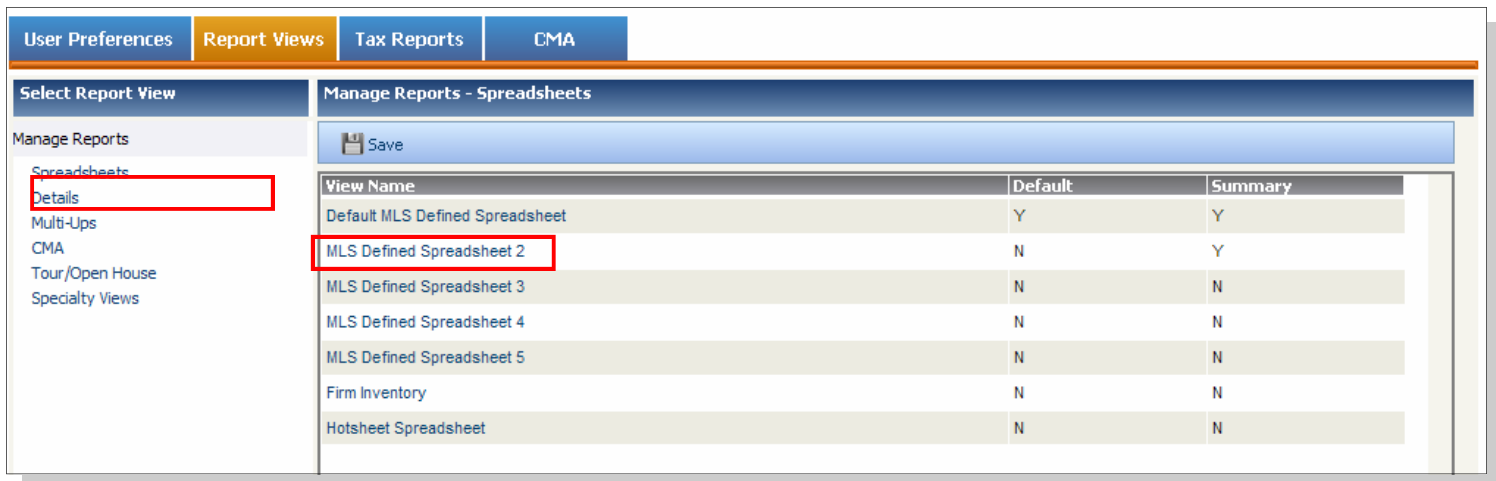
Fidelity MLS, the maker of Paragon, had researched a Freeware Excel program to assist appraisers in completing the 1004 Market Conditions report. This report was created by an appraiser from California and has made it available to other appraisers. Since this is a freeware program, support from NNRMLS and Fidelity MLS will be limited.

1. Customizing Your Spreadsheet

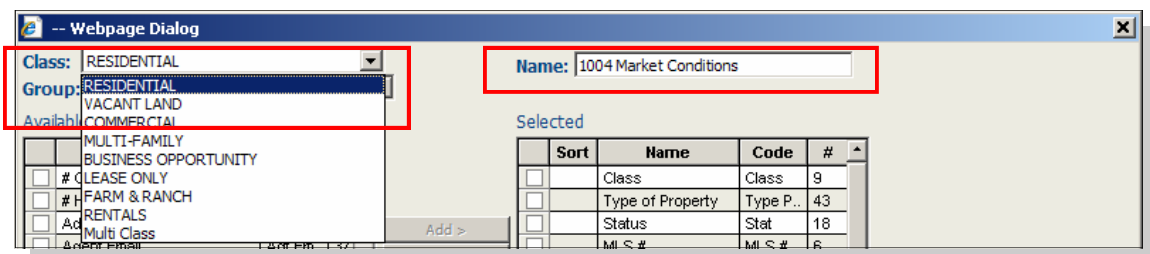
You will need to create a custom spreadsheet in Paragon to complete this task. Each Paragon user has five individually customizable spreadsheets. To access your spreadsheets, select **Reports** from the **Preferences** menu.



Click **Spreadsheets** on under the **Manage Reports** header. Your current list of spreadsheets will display in the right hand frame. Select an available spreadsheet by clicking on the name of the spreadsheet.



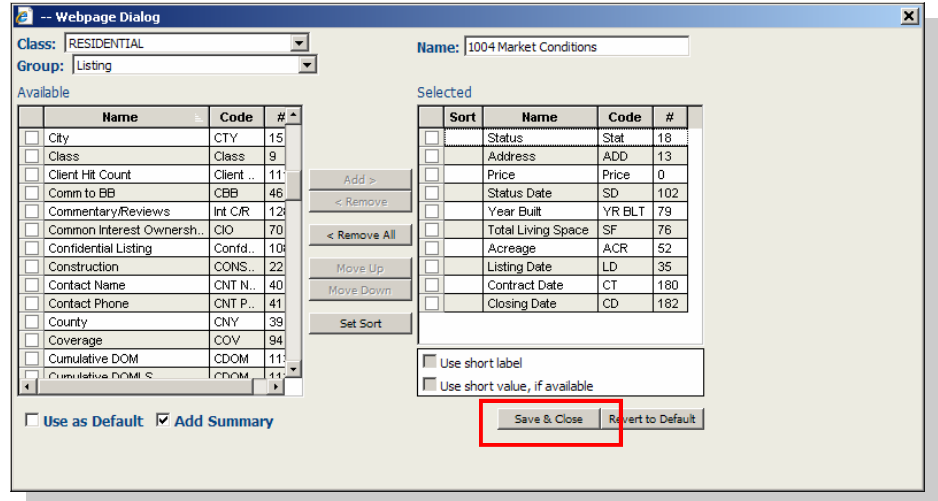
You must individually customize each property class with the appropriate information for your spreadsheet. To switch property classes, select the correct class for the dropdown box labeled **Class**. Next, you may change the name of your spreadsheet to better identify the correct spreadsheet when running your search.



Next, remove all fields from the **Selected** column by clicking on the **Remove All** button.

Add the following fields in the **EXACT** order stated below. To add fields, find the field name in the list of **Available** fields and click the **Add** button. When the fields have been added, click **Save & Close**.

- Status
- Address
- Price
- Status Date
- Year Built
- Total Living Space / Square Feet
- Acreage
- Listing Date
- Contract Date
- Closing Date



Repeat this process for each property class where you will need Market Conditions information.

2. Search For Properties

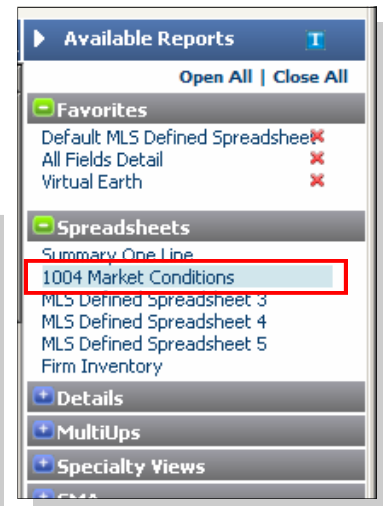
Search for the appropriate comparables using your normal searching techniques.

3. Display Comps in New Spreadsheet

To display your results in the new spreadsheet, open the **Spreadsheets** container from the list of **Available Reports**. Click on your **Market Conditions** Spreadsheet.

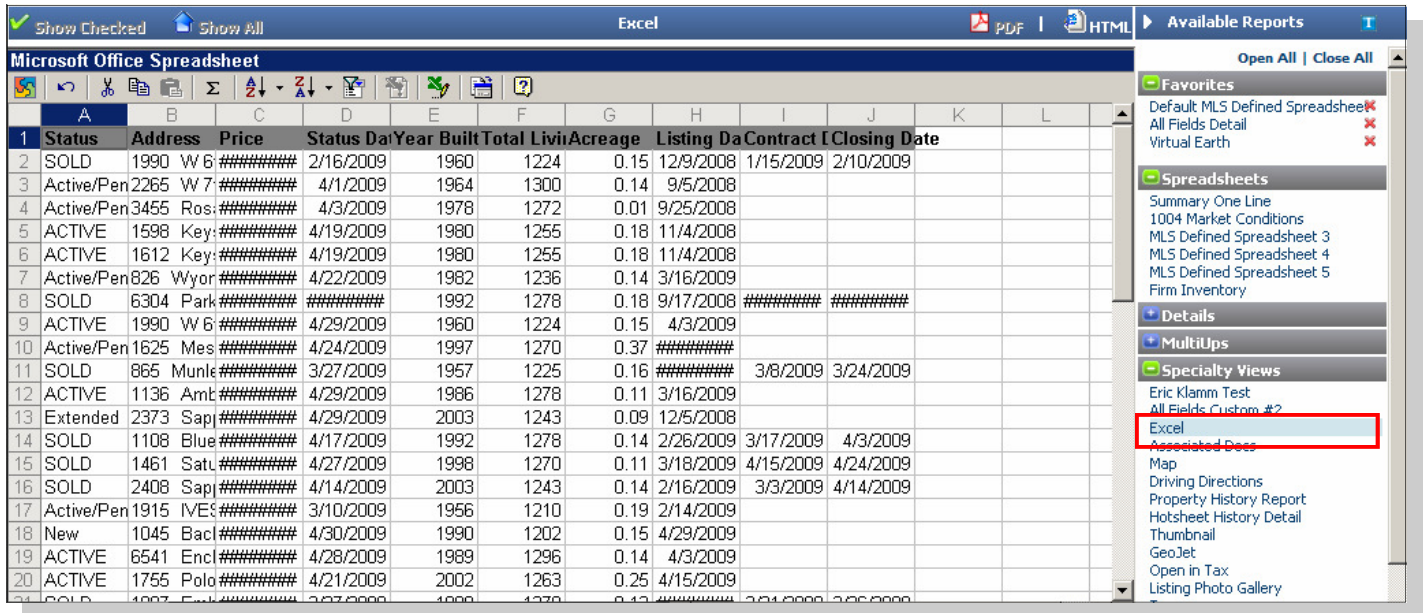
Your results will display with the appropriate fields for the Market Conditions Excel file.

1004 Market Conditions										
	Status	Address	Price	Status Date	Year Built	Total Living Space	Acreage	Listing Date	Cont	
1	SOLD	1990 W 6th Street	\$120,000	2/16/2009	1960	1224	0.15	12/9/2008	1/15/2	
2	Active/Pending-Loan	2265 W 7th Street	\$120,000	4/1/2009	1964	1300	0.14	9/5/2008		
3	Active/Pending-Loan	3455 Rosalinda Drive	\$121,900	4/3/2009	1978	1272	0.01	9/25/2008		
4	ACTIVE	1598 Keystone Ave.	\$125,000	4/19/2009	1980	1255	0.18	11/4/2008		
5	ACTIVE	1612 Keystone Ave	\$125,000	4/19/2009	1980	1255	0.18	11/4/2008		
6	Active/Pending-Short Sale	826 Wyoming	\$129,000	4/22/2009	1982	1236	0.14	3/16/2009		
7	SOLD	6304 Park Place	\$156,000	12/29/2008	1992	1278	0.18	9/17/2008	12/17	
8	ACTIVE	1990 W 6th Street	\$165,000	4/29/2009	1960	1224	0.15	4/3/2009		
9	Active/Pending-Short Sale	1625 Mescalero	\$165,000	4/24/2009	1997	1270	0.37	12/17/2008		
10	SOLD	865 Munley Drive	\$165,000	3/27/2009	1957	1225	0.16	10/10/2008	3/8/20	
11	ACTIVE	1136 Ambassador Drive	\$169,000	4/29/2009	1986	1278	0.11	3/16/2009		
12	Extended	2373 Sapphire Ridge Way	\$169,900	4/29/2009	2003	1243	0.09	12/5/2008		
13	SOLD	1108 Blue Lakes Road	\$170,000	4/17/2009	1992	1278	0.14	2/26/2009	3/17/2	
14	SOLD	1461 Saturno Heights Drive	\$175,000	4/27/2009	1998	1270	0.11	3/18/2009	4/15/2	
15	SOLD	2408 Sapphire Ridge Way	\$175,000	4/14/2009	2003	1243	0.14	2/16/2009	3/3/20	
16	Active/Pending-Short Sale	1915 IVES AVE	\$175,000	3/10/2009	1956	1210	0.19	2/14/2009		
17	New	1045 Backer Way	\$179,900	4/30/2009	1990	1202	0.15	4/29/2009		
18	ACTIVE	6541 Enchanted Valley Drive	\$181,900	4/28/2009	1989	1296	0.14	4/3/2009		
19	ACTIVE	1755 Polo Park Drive	\$185,000	4/21/2009	2002	1263	0.25	4/15/2009		
20	SOLD	1087 Embassy Way	\$185,000	3/27/2009	1998	1278	0.12	11/26/2008	2/21/2	
21	Active/Pending-Short Sale	6721 Sandia	\$185,000	4/23/2009	1995	1270	0.19	11/20/2008		

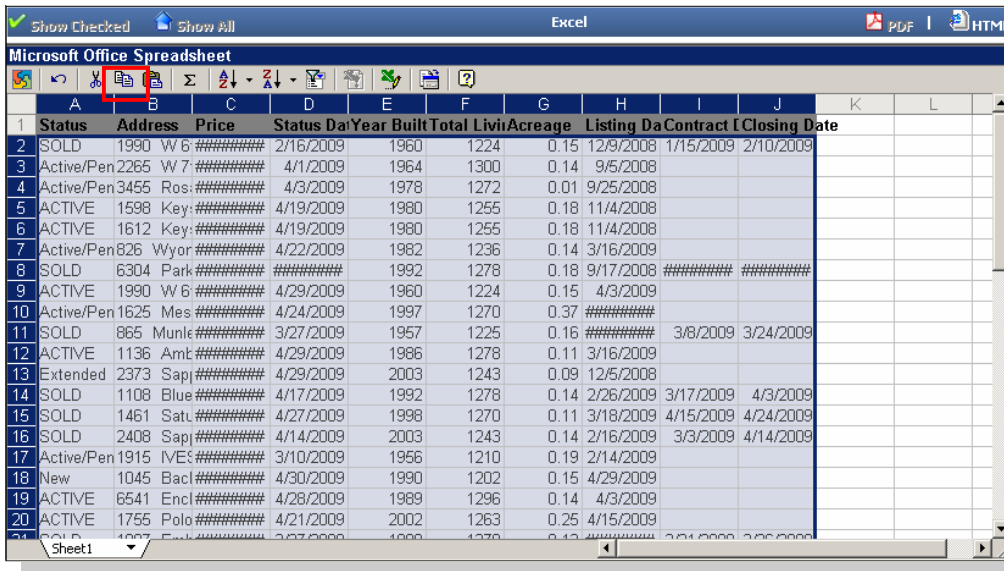


4. Convert to Excel

From the **Specialty Views** container of the **Available Reports** sidebar, select **Excel**. Your spreadsheet will convert to a Microsoft Excel Spreadsheet.



Select the listing data from the spreadsheet. Do not include the column headers. Click **Copy**



Open the Excel1004MC.xls file and **paste** the listing information in the first **Placeholder** field for listing information. The spreadsheet will calculate the fields necessary to complete the Market Conditions Report.

Status *	Address	Price *	Status Date	Yr Built	SF	Acres	Listing Date	ending Date	Sale Date *	
24	SOLD	1990 W 6th Street	\$120,000.00	2/16/2009	1960	1224	0.15	12/9/2008	1/15/2009	2/10/2009
25	Active/Pending-Loan	2265 W 7th Street	\$120,000.00	4/1/2009	1964	1300	0.14	9/5/2008		
26	Active/Pending-Loan	3455 Rosalinda Drive	\$121,900.00	4/3/2009	1978	1272	0.01	9/25/2008		
27	ACTIVE	1598 Keystone Ave.	\$125,000.00	4/19/2009	1980	1255	0.18	11/4/2008		
28	ACTIVE	1612 Keystone Ave	\$125,000.00	4/19/2009	1980	1255	0.18	11/4/2008		
29	Active/Pending-Short	826 Wyoming	\$129,000.00	4/22/2009	1982	1236	0.14	3/16/2009		
30	SOLD	6304 Park Place	\$156,000.00	12/29/2008	1992	1278	0.18	9/17/2008	12/17/2008	12/26/2008
31	ACTIVE	1990 W 6th Street	\$165,000.00	4/29/2009	1960	1224	0.15	4/3/2009		
32	Active/Pending-Short	1625 Mescalero	\$165,000.00	4/24/2009	1997	1270	0.37	12/17/2008		
33	SOLD	865 Munley Drive	\$165,000.00	3/27/2009	1957	1225	0.16	10/10/2008	3/8/2009	3/24/2009
34	ACTIVE	1136 Ambassador Drive	\$169,000.00	4/29/2009	1986	1278	0.11	3/16/2009		