

Why Export MLS Data

CompCruncher uses data from your MLS system to do its regression analysis and sales & listings comparisons. Due to the regression analysis in the CVR report, CompCruncher needs as many records as possible from your MLS system. You will need to set your MLS search parameters so that ALL sales & listings can be exported.

Each MLS system varies slightly in how it exports data, but AppraisalWorld has obtained information for most national MLS providers on how to set up the data export. The second half of this guide will walk you through that process.

What to Export

The following is the criteria for your MLS export:

- 1) The export should be a specific address of a recent appraisal you have done for a client
- 2) You will export a total of at least 100 but preferably not more than 500 records including:
 - a. Actives
 - b. Pendlings
 - c. Solds
- 3) The ideal format for exports is a tab-delimited text (.txt) file. If that's not available, please export a comma separated values (.csv) file
- 4) Data must** include column headings

**In order for CompCruncher to correctly map the MLS data to the proper data fields within the software, the MLS export must contain column headings. Please note that some MLS systems do not automatically include column headings (aka field labels) as part of the data export. Please be sure to select the box to include column headings if this is an optional choice with your service provider.

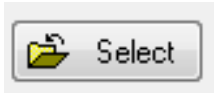
What Fields to Choose

The following pages include the fields to be exported and used in CompCruncher. Additionally, at the end of the document, you will see a list of alternative field that may be used by your MLS system. Although the list contains many options for names, it is certainly not all-inclusive. You may need to check the data within your MLS to find the proper field name. The guide also includes options for certain fields. For example, some appraisers use DOM for days on market whereas others use cumulative DOM. The field guide presents such options for the appraisers' consideration.

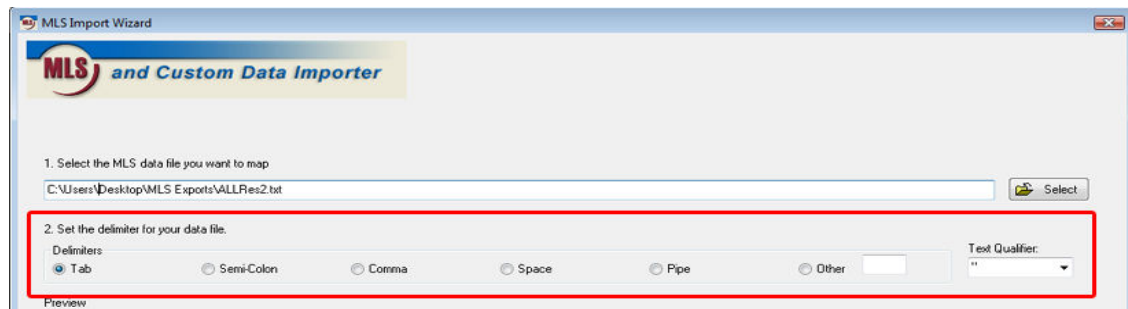
Please be sure to include all the fields on this list that are available and in the order specified below. Once you have exported your data, please send it to MLS@appraisalworld.com for review at least oneweek prior to your first day of training. Remember that you will have to export actives, pendings and solds for everyCVRyouare providing (you do not have to do a MLS export when you are providing a CVR report on a property in the same neighborhood within a short time of the property you valued.

How to set up your custom MLS File

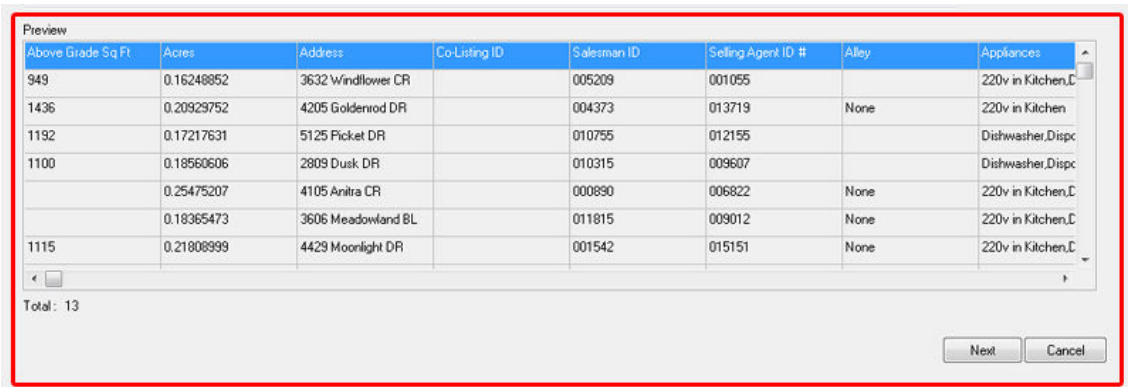
1. Click the "File" menu dropdown and select the "Import From" option then select "MLS Import Wizard"
2. Select the file you want to import by clicking the "Select" button, then browse to the location of your MLS data file



3. Select the file delimiter using the radio buttons in the Delimiter section



4. Once the delimiter is set your data will show in the Preview section. Click the Next button to continue.

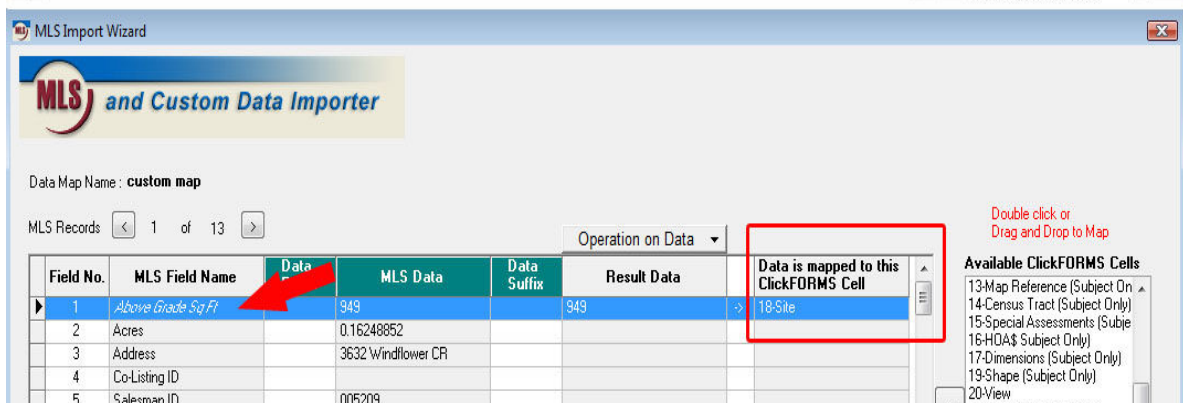
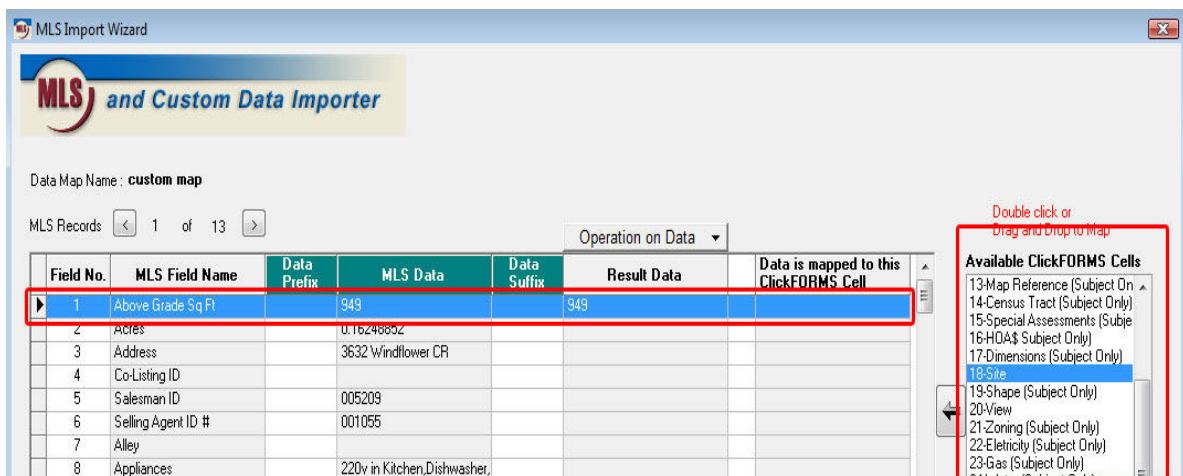


5. Click the "Create" button, enter your Data Map file name and click OK



- Click on the first field then locate the corresponding available ClickFORMS cell from the selection box at the far right of the window. Double click the ClickFORMS cell name to "map" the selected MLS file field. Once the field has been mapped the MLS Field

Name will change to *italic* to indicate it has been mapped.



- Once you have completed mapping the MLS file click the "Save" option then click "Next"

Data Map Name: **custom map**

MLS Records: 1 of 13

Field No.	MLS Field Name	Data Prefix	MLS Data	Data Suffix	Result Data	Data is mapped to this ClickFORMS Cell
1	Above Grade Sq Ft		949			
2	Acres		0.16248952		0.16248952	-> 18-Site
3	Address		3632 Windflower CR		3632 Windflower CR	-> 01-Property Address
4	Co-Listing ID					
5	Salesman ID		005209			
6	Selling Agent ID #		001055			
7	Alley					
8	Appliances		220v in Kitchen,Dishwasher,			
9	Area		N/E			
10	Association Dues \$		0			
11	Dues Frequency		Not Applicable			
12	Fee Includes					
13	HOA Name					
14	HOA Phone					
15	Back on Market Date					
16	Basement/Foundation		Partial Basement		Partial Basement	-> 33-Basement % Finished
17	RoughIns (Not in Totals)					
18	Total Bath		2		2	-> 39-Bathrooms
19	Total 3/4 Bath		1			
20	Total 5-Piece Bath		0			

Available ClickFORMS Cells:

- 13-Map Reference (Subject On
- 14-Census Tract (Subject Only)
- 15-Special Assessments (Subje
- 16-HOA\$ (Subject Only)
- 17-Dimensions (Subject Only)
- 19-Shape (Subject Only)
- 20-View
- 21-Zoning (Subject Only)
- 22-Electricity (Subject Only)
- 23-Gas (Subject Only)
- 24-Water (Subject Only)
- 25-Sidewalk (Subject Only)
- 26-FEMA Flood Zone (Subject I
- 27-FEMA Map # (Subject Only)
- 28-FEMA Map Date (Subject O
- 29-# of Stories (Subject Only)
- 30-Design (Style)
- 31-Age (Yrs)
- 32-Basement Area SqFt
- 34-Foundation (Subject Only)
- 35-Exterior Walls (Subject Only)
- 36-Floor Surface (Subject Only)
- 37-Total Rooms
- 40-Gross Living Area
- 41-Sale Price
- 42-Data Source
- 43-Verification of Sources

Buttons: Preview, Save, Save As, Back, **Next**, Cancel

- Select where in your report you want the MLS data to be imported by using the black drop-down arrows (Ex: Subject, Comp1, Comp2, etc.). Click the Import button to import the MLS data into your report

Overwrite Existing Data.

Import To	18-Site	01-Property Address	33-Basement % Finishe	39-Bathrooms	38-Bedrooms	02-City	46-Date of Sale	54-Garage/Carport
Subject	0.16248952	3632 Windflower CR	Partial Basement	2	4	Colorado Springs	5/15/2009 00:00:00 D	1 Car Attached
Comp1	0.20929752	4205 Goldenrod DR	Full Basement	2	4	Colorado Springs	5/29/2009 00:00:00 D	1 Car Attached
Comp2	0.111052006	5125 Pickett DR	Crawl Space	2	4	Colorado Springs	6/5/2009 00:00:00 D	2 Car Attached
None	0.25475207	2809 Dusk DR	Garden Level	3	4	Colorado Springs	6/22/2009 00:00:00 D	2 Car Attached
Subject	0.18365473	4105 Anitra CR	Crawl Space	2	3	Colorado Springs	6/26/2009 00:00:00 D	2 Car Attached
Comp1	0.21808999	3606 Meadowland BL	Full Basement	2	4	Colorado Springs	6/26/2009 00:00:00 D	1 Car Attached
Comp2	0.16248952	4429 Moonlight DR	Crawl Space	3	4	Colorado Springs	6/26/2009 00:00:00 D	2 Car Attached
Comp3	0.16248952	3612 Windflower CR	Not Applicable	2	3	Colorado Springs	6/26/2009 00:00:00 D	1 Car Attached
None	0.19054178	4615 Misty DR	Full Basement	3	4	Colorado Springs	6/29/2009 00:00:00 D	2 Car Attached
Subject	0.17676768	3620 Fireweed DR	Partial Basement	3	4	Colorado Springs	7/10/2009 00:00:00 D	2 Car Attached
Comp1	0.27089073	2720 Northridge DR	Garden Level	3	4	Colorado Springs	7/17/2009 00:00:00 D	2 Car Attached
Comp2	0.26	4805 Ranch DR	Full Basement,Garden L	3	3	Colorado Springs	8/13/2009 00:00:00 D	2 Car Attached
Comp3	0.26	4805 Ranch DR	Full Basement,Garden L	3	3	Colorado Springs	8/13/2009 00:00:00 D	2 Car Attached

Buttons: Back, **Import**, Cancel

Operation on Data button options:

1. To Add, Subtract, Multiply or Average the contents of multiple fields select the first field then hold the "ctrl" key down, select the second field. Click the Operation on Data drop-down and select the Operation you'd like to perform.

Data Map Name : custom map

MLS Records < 1 of 13 >

Field No.	MLS Field Name	Data Prefix	MLS Data	Data Suffix	Operation on Data	Data is mapped to this ClickFORMS Cell
16	Basement/Foundation		Partial Basement		Merge	
17	Rough-Ins (Not in Totals)				Sum	33-Basement % Finished
18	Total Bath		2		Subtract	
19	Total 3/4 Bath		1		Multiplication	
20	Total 5-Piece Bath		0		Average	
21	Total Basement Bath		1		Calc. Age	
22	Type Basement Bath		T		Delete Operation	
23	Total Full Bath		1			
24	Total Half Bath		0			
25	Total Lower Bath		0			
26	Type Lower Bath		N			
27	Total Main Bath		1			
28	Type Main Bath		F			
29	Master Bath Amenities		Ceramic Tile,Tub/Shower			
30	Total Upper Bath		0	4		
31	Type Upper Bath		N			
32	Bedrooms Total		4	4		-> 38-Bedrooms
33	Quality of Below Grade Interi					
34	Builder Model					
35	Builder Name					

2. To merge the contents of two fields select the first field then hold the "ctrl" key down, select the second field. Click the Operation on Data drop-down and select the "Merge" option. Once the fields have been merged, locate the field you'd like to map the resulting data to in the list of Available ClickFORMS fields

MLS Import Wizard

MLS and Custom Data Importer

Data Map Name : custom map

MLS Records < 1 of 13 >

Field No.	MLS Field Name	Data Prefix	MLS Data	Data Suffix	Operation on Data	Data is mapped to this ClickFORMS Cell
58	Rented Equipment				Merge	
59	Equity		172897		Sum	
60	Exclusions		Small wooden wall units in m		Subtract	
61	Extras				Multiplication	
62	Fence		All		Average	
63	Fireplaces		None		Calc. Age	
64	Floor Plan		Ranch		Delete Operation	
65	Floors					
66	Garage Amenities		Other,Workshop			
67	Garage Spaces		1			
68	Garage Type		Attached	1 Attached		
69	Handicap Access					

Prefix and Suffix data Columns:

1. Enter text in the Data Prefix column to add additional information to the beginning of the data being imported from your MLS

MLS Import Wizard

MLS and Custom Data Importer

Data Map Name : **custom map**

MLS Records < 1 of 13 >

Field No.	MLS Field Name	Data Prefix	MLS Data	Data Suffix	Result Data
91	Lot Location				
92	Management Co				
93	Management Phone				
94	Misc Items		Humidifier,Manual Sprinkler S		
95	<i>MLS Number</i>	MLS#	480623		MLS# 480623
96	Garage Remotes				
97	Total Wells				
98	List Office Name		HERMAN GROUP REAL ES		

2. Enter text in the Data Suffix column to add additional information to the end of the data being imported from your MLS

MLS Import Wizard

MLS and Custom Data Importer

Data Map Name : **custom map**

MLS Records < 1 of 13 >

Field No.	MLS Field Name	Data Prefix	MLS Data	Data Suffix	Result Data
31	Type Upper Bath		N		
32	Bedrooms Total		4		
33	Quality of Below Grade Interi				
34	Builder Model				
35	Builder Name				
36	Canceled Date				
37	City		Colorado Springs		
38	<i>Sold Date</i>		5/15/2009	COE	5/15/2009 COE
39	Coop Buyer Agent		%		
40	BA Comp Amount		3		