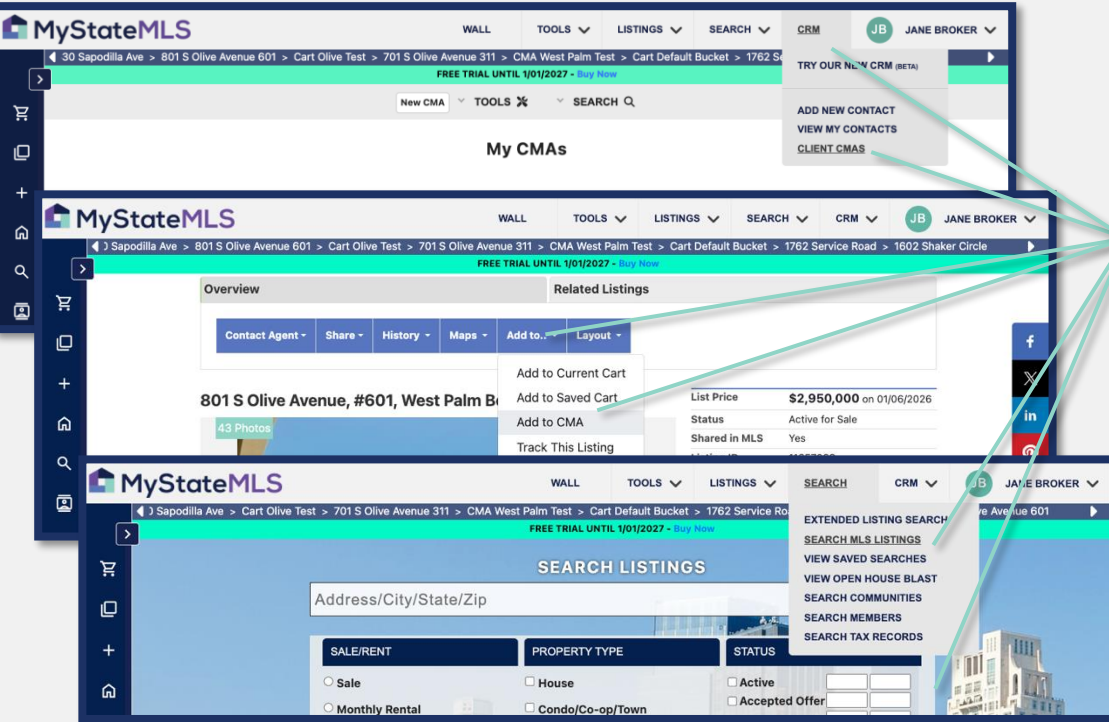


Creating a CMA

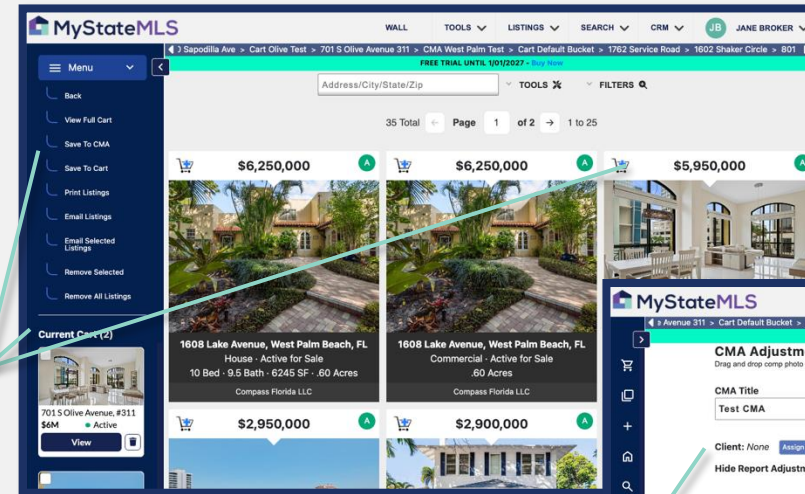
A Comparative Market Analysis, helps estimate a property's value by comparing it to similar properties in the same market area. CMAs help sellers price competitively and help buyers make informed decisions. In MyStateMLS, there are three ways to create a CMA:

- **Method 1 - From the CRM Menu:** Select **CRM** and choose **Client CMAs**. Create a new CMA and give it a name to begin building your report.
- **Method 2 - From a Specific Listing:** Open a listing and select **Add To**, then choose **Add to CMA**. You can add the property to an existing CMA or create a new one directly from this screen.
- **Method 3 - From Search Results in your Cart:** Use **Search MLS Listings** to find comparable properties in the same target market. From the Cart, select the properties you want to include and choose **Save to CMA**. You can add them to an existing CMA or create a new one at that time.



Selecting Comparable Properties

Use **Search MLS Listings** to find comparable properties within the same target market. Apply filters such as **Active** or **Sold** to refine your results, and focus on properties that are similar in location, size, type, and features. Once identified, save the selected listings to your **Cart**, where you can create a new CMA or add them to an existing one.



Editing and Finalizing Your CMA

Click the CMA hyperlink when prompted, or go to the **CRM** menu and select **Client CMAs** to access and edit your saved reports. Within the CMA, you can adjust the subject property, reorder or remove comps, add notes or pricing adjustments, and refine property details to ensure your analysis is accurate. When finished, **save** your report and send it to your client as a professional valuation document.

