

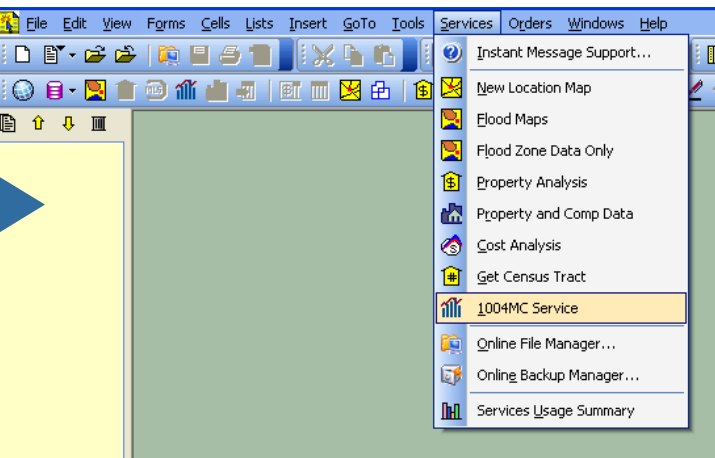


Using the 1004MC Service with ClickFORMS

Before you begin you'll need the following:

- AppraisalWorld Membership
- Exported file from your MLS for the market analysis
- ClickFORMS Version 6.9.5 or higher

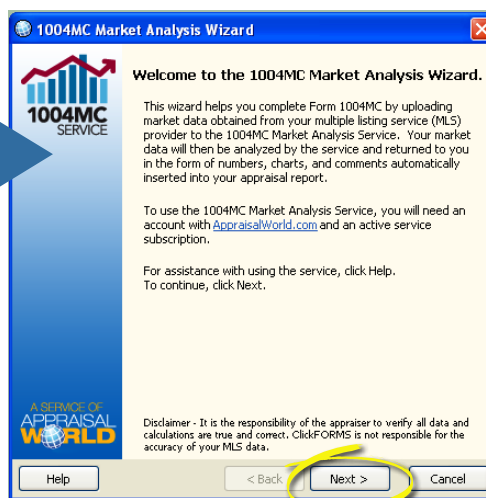
Important notice: It is the responsibility of the appraiser to verify all data and calculations are true and correct. ClickFORMS is not responsible for the accuracy of your MLS data.



1 To use the 1004MC Service, click the **Services** menu and scroll down to "1004MC Service."

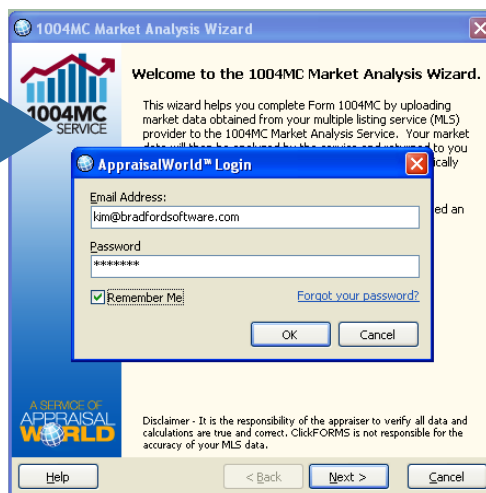
You must be using ClickFORMS 6.9.5 or later to access this service.

2 The 1004MC Market Analysis wizard will pop up. This wizard will take you step by step through the process. Click **Next** to begin.



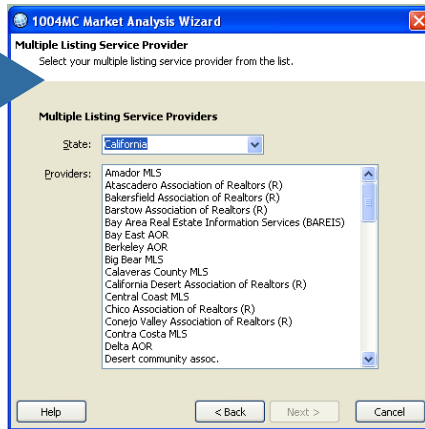
3 A Login window will appear and request your Email Address and the Password you received via email when you purchased the service.

This information is needed to validate your purchase of the 1004MC service. You will only have to enter it once — ClickFORMS will remember your information.



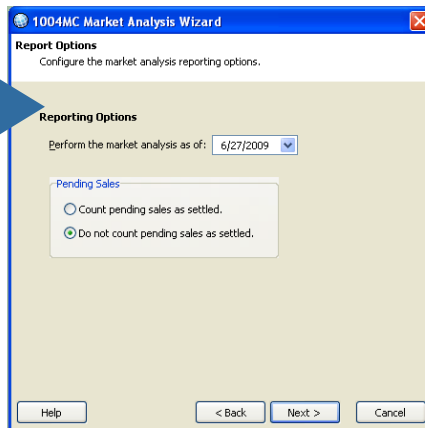
4 Once you have logged in, a Multiple Listing Service Providers screen will appear. Choose your state and the MLS provider you use.

ClickFORMS will remember your choice. You can change it at any time if you use different service providers.



5 Next, you'll configure the market analysis reporting options. You can choose to treat pending sales as settled or active listings.

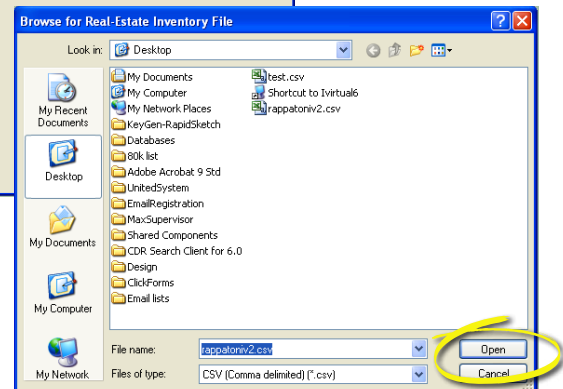
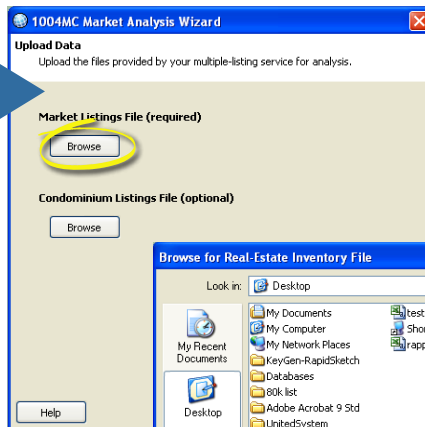
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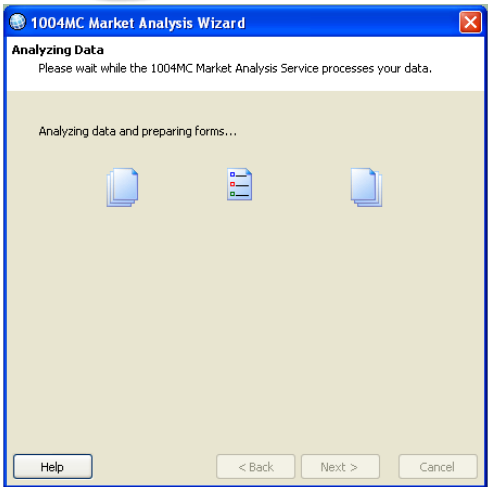
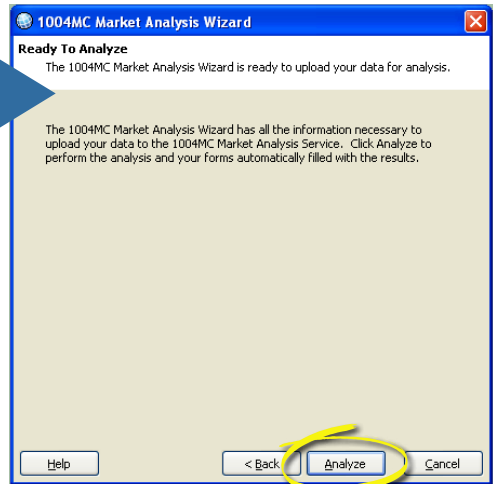
6 Browse to the location of the MLS export file you saved earlier, and open it.

You should have saved an export file from your MLS. If you didn't, click Cancel. Then follow the instructions in the MLS Setup Guide for your MLS provider.

Setup Guides are available online at <http://bradfordsoftware.com/1004mc/>



7 Click **Analyze** to begin the market analysis. Your data will be processed and forms prepared.



8 Click **Finish** when the processing is complete.

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MARKET ANALYSIS CHARTS

Borrower: []
Property Address: []
City: []
Lender/Client: []

File No. []
Case No. []
Zip Code []

TOTAL SALES AND LISTINGS
Over the past year the number of sales has decreased. There were 3 sales in Jun-08 and 0 in May-09. There were 46 listings in Jun-08 and 42 in May-09.

MEDIAN SALES PRICE
700

1004MC Market Analysis Wizard
Market Analysis Complete
The analysis has completed successfully.

Your appraisal report has been filled with the forms, charts, and data resulting from the market analysis. Click Finish to exit the wizard and view your report.

Buttons: Help, < Back, **Finish**, Cancel

9 Your 1004MC Analysis data is now populated in the form.

ClickFORMS - [Untitled Container1.cfb]

File Edit View Forms Cells Lists Insert Cells Tools Services Options Windows Help

Check NewsDesk

Borrower

Instructions: The appraiser must use the information required on this form as the basis for his/her conclusions and must provide support for those conclusions, regarding housing trends and overall market conditions as reported in the Neighborhood section of the appraisal report form. The appraiser must fill in all the information to the extent it is available and reliable and must provide analysis as indicated below. If any required data is unavailable or is considered unreliable, the appraiser must provide an explanation. It is recognized that not all data sources will be able to provide data for the shaded areas below; if it is available, however, the appraiser must include that data in the analysis. If data sources provide all the required information as an average instead of the median, the appraiser should report the available figure and identify it as an average. Sales and listings must be properties that compete with the subject property, determined by applying the criteria that would be used by a prospective buyer of the subject property. The appraiser must explain any anomalies in the data, such as seasonal markets, new construction, foreclosures, etc.

Inventory Analysis	Prior 7-12 Months	Prior 4-6 Months	Current - 3 Months	Overall Trend		
Total # of Comparable Sales (Settled)	24	4	0	Increasing	Stable	Declining
Absorption Rate (Total Sales/Months)	4.00	1.33	0.00	Increasing	Stable	Declining
Total # of Comparable Active Listings	108	66	44	Declining	Stable	Increasing
Months of Housing Supply (Total Listings/Ab. Rate)	27.00	49.62	0.00	Declining	Stable	Increasing
Median Sales & List Price, DOM, Sale/List %	Prior 7-12 Months	Prior 4-6 Months	Current - 3 Months	Overall Trend		
Median Comparable Sales Price	383,500	264,000	0	Increasing	Stable	Declining
Median Comparable Sales Days on Market	98	75	0	Declining	Stable	Increasing
Median Comparable List Price	394,000	398,500	398,500	Increasing	Stable	Declining
Median Comparable Listing Days on Market	185	187	180	Declining	Stable	Increasing
Median Sale Price as % of List Price	0.97	0.95	0.00	Increasing	Stable	Declining
Seller (developer, builder, etc.) paid financial assistance prevalent?	Yes	No		Declining	Stable	Increasing

MARKET RESEARCH & ANALYSIS

Explain in detail seller concessions trends for the past 12 months (e.g. seller contributions increased from 3% to 5%, increasing use of buydowns, closing costs condo fees, options, etc.)

Are foreclosure sales (REO sales) a factor in the market? Yes No If yes, explain (including the trends in listings and sales of foreclosed properties).

Pages: 2

An additional addendum with Market Analysis Charts is created with editable comments that help you explain the market trends.

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Check NewsDesk

Market Analysis Charts

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MARKET ANALYSIS CHARTS

File No.
Case No.

Borrower
Property Address
City County State Zip Code
Lender/Client Address

Month	Total Sales	Total Listings
Jun-08	3	46
Jul-08	0	54
Aug-08	0	61
Sep-08	0	59
Oct-08	0	56
Nov-08	0	52
Dec-08	0	47
Jan-09	0	46
Feb-09	0	39
Mar-09	0	38
Apr-09	3	42
May-09	0	42

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MEDIAN SALES PRICE

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