



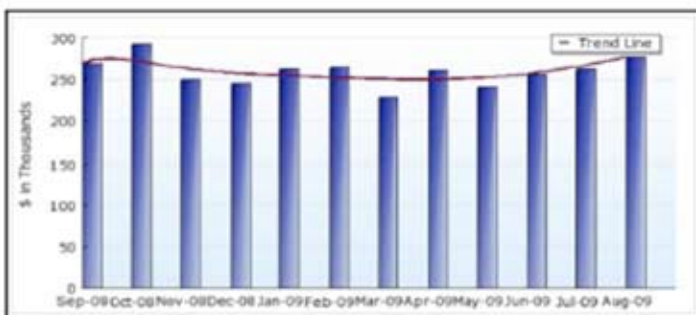
1004MC Service Chart Guide

The ClickFORMS 1004MC service includes multiple charts and graphs designed to enhance your appraisal reports. These charts are optimized for defined markets with a suitable number of records for analysis. This document will assist you in maximizing the quality and information displayed in the charts.

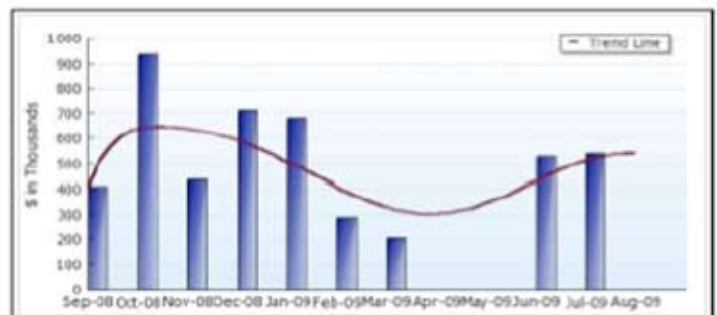
1. Identify your market: This is the most critical step. For our purposes, a market is defined as a geographic area consisting of like properties that would compete with your subject on the open market. Some examples could be: all 2 bedroom condos within downtown Portland, Oregon or beachfront single family residences in West Palm Beach, Florida between 1,600 and 2,000 square feet. This step is vital because if properties that are not a part of your market are included, the charts and tables will show erratic trends and lack meaning.

Note – when possible you should avoid using list price or sales price as a criteria for identifying your market. Although price is a major factor in every market, when used to analyze price trends it can cause misleading results.

2. Ensure there are sufficient sales: Now that you've identified your market, perform a search in your MLS of this market. Be sure to include all Active, Pending, and Sold records within the past 12 months. . For best results you should have a minimum of 60 sold records (5 sales per month). When there are too few sales, the market analysis is increasingly susceptible to outliers and non conforming properties. In either case, it is always good practice to review the charts to ensure they are appropriate for your report and add to the overall quality and reliability of your report.



A defined market with sufficient sales



An undefined market with insufficient sales

3. Export and run the 1004MC service: Once you've exported your market search run the 1004MC service and import this file. At this time it is critical that you review the data filled in at the top of Page 2 (12 month listing / sales history), the 1004MC, and the Chart Addendum. Ensure that each is appropriate for your report and market. Specifically, the charts should add to the overall quality and reliability of your report. If this is not the case – do not include them in your report. As part of the 1004MC service, these comments are automatically generated and placed adjacent to the charts and tables. These charts are fully editable and should be reviewed for appropriateness.

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