



Comparative Market Analysis (CMA) Guide

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www.mlssaz.com

Three Styles of Comparative Market Analysis

One-Line CMA: This can be printed or emailed. It is designed for a “quick” look at the selected properties.

Quick CMA: This is generated with the properties you selected. Your property will not be included unless already listed in MLSSAZ or you enter a previous MLS number from it being listed previously.

Full CMA: This is generated by using a previous MLS number for your property or by entering all the features of the property manually. It will become the subject on the left-hand side as properties are compared.

Building the Search

USE THE ONE STEP BAR TO SEE IF THE HOUSE HAS BEEN IN MLSSAZ:

Use the box below with address or MLS #:

flexmls

🔍 Enter an Address, City, ZIP, MLS #, or Contact...

Use the **NEW TAB** icon to create a tab of the Detail information



This icon will also open a new tab



AGENT DETAIL REPORT - Not For Distribution - Internal Use Only					
MLS#: 21614009	Dwelling Type: Rental/Single Family Residence	Status: Closed	Monthly Rent Price: 1,200	Rented Price: 1,200	
	Combined SqFt Main House SqFt Guest House SqFt Source of SqFt Bedrooms Total Baths (Full-1/2) Lot Acres Year Built Stories	1,301 Assessor 3 2 0 2007 Single	Area Subdivision Community Tax Code Rental Tax Security Deposit Other Deposit/Fee Date Available Pets Considered Furnishings	Northwest Rams Pass (1-86) 220-04-2660 1,200 1,200 05/20/2016 Unfurnished	
Address: 2234 E Skipping Rock Way, Tucson, AZ 85737 County: Pima Country: USA Pima County GIS Directions: From Oracle and 1st, N on Oracle, E on Rams Pass, right on Skipping Rock Way.					
# Garage	2	Construction	Frame - Stucco	Municipality/Zoning	Amphitheater
# Carport	0	Style	Contemporary	School District	Copper Creek
# of Covered Parking	2	Basement	No	Elementary School	Cross
T/R/S	//	Horse Property		Middle School	Canyon Del Oro
Lot Dimensions		Horse Facilities	No	High School	
Lot Acres	0	List \$/SqFt	0.92	FEMA Flood Ins Req	
Lot Sq Ft	0.12	Lot Size \$/SqFt	10,000	Municipal Flood Req	
Lot Size Source	Assessor	Road Type	Paved		
		Road Maintenance			

Note: If the property has never been listed within MLSSAZ you will use the CRS Tax Suite. Use the address for the property not the owner’s name.

Entering the Quick Search Details

Example: By zip code

85737 is the zip

Active and closed for 30 days back

If you need to narrow down the properties further, add fields one by one to see the results; some recommendations are:

- Combined Square Feet
- Current Price

If you are not getting any results, change/remove fields one by one

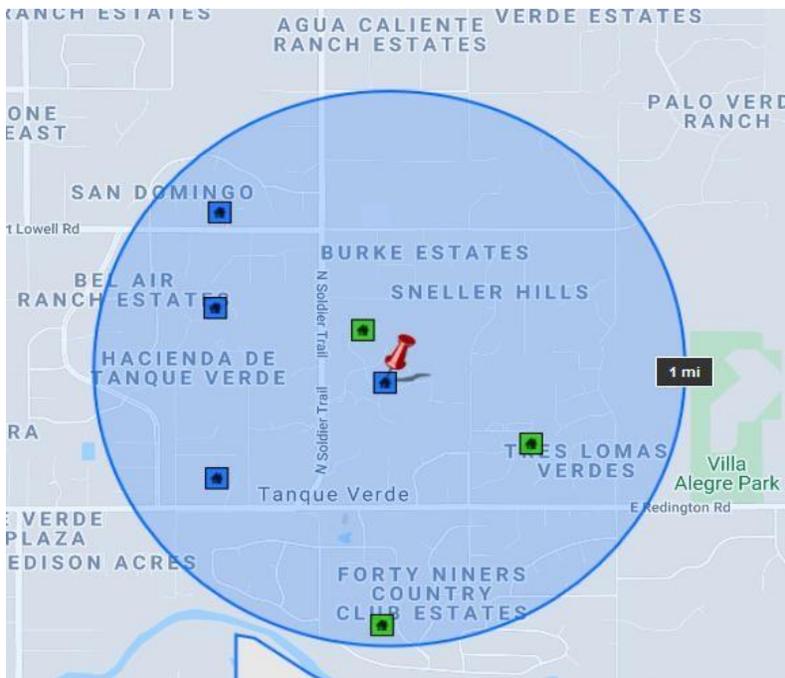
The screenshot shows a search filter panel with the following options:

- Status of Active, Closed (dropdown menu showing: Coming Soon, Pending, Closed, Expired, Temp Off Market)
- Off Market Dates**
 - Pending Date = 367 days back
 - Sold Date = 30 days back
 - Expiration Date = 184 days back
 - Temp Off Market Date = 367 days back
 - Cancel Date = 184 days back
- [Hide Date Ranges](#)
- Current Price
- Bedrooms
- Total Baths
- Combined SqFt between 1200 and 1500 (input fields: 1200 to 1500)

Use the PUSH PIN tool to keep your comparable property visible on your map



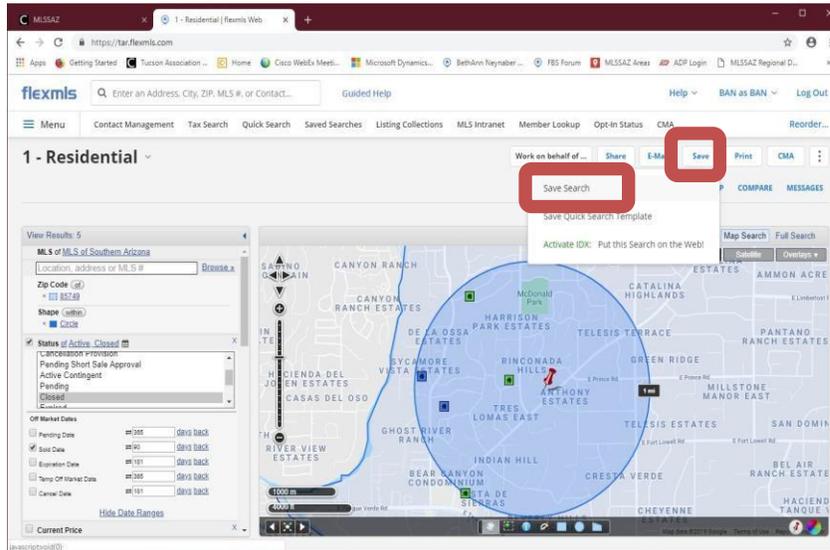
You can use the CIRCLE mapping tool to select the homes within a certain radius of your pinned property



Save a Search for Future Reference

Click **SAVE**

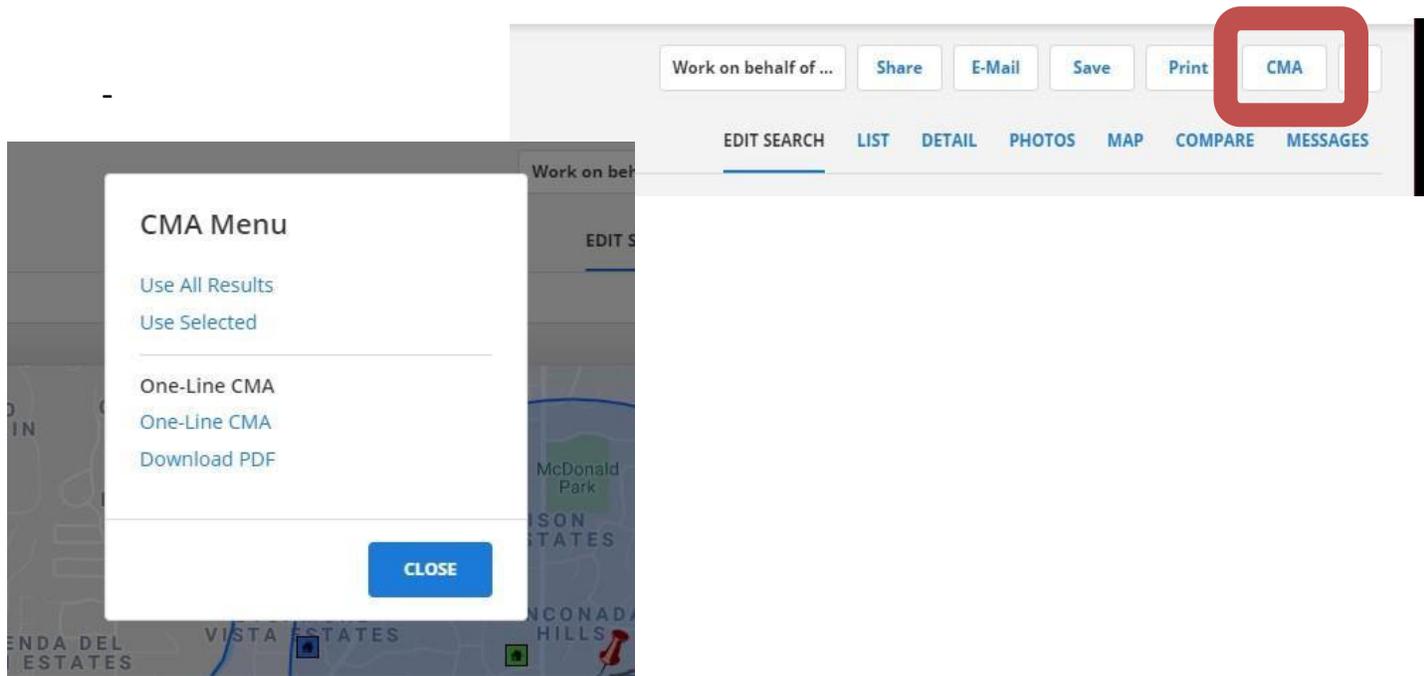
Click **SAVE SEARCH** and give it a name



Create A CMA

Click **CMA**

Choose **ONE-LINE CMA**



A One-Line CMA can be printed or emailed. It does not have your branding. It is a designed for a “quick” look at the selected properties.

Residential CMA																				
Listings as of 12/07/20 at 11:19 AM																				
Property type Residential; Inside 1.01 mi. radius search from 2825 E Frontier Pl, Tucson, AZ 85749, USA; Zip Code of '85749'; Status of 'Active', 'Closed'; Sold Date relative 30 days back.																				
ACTIVE Properties																				
MLS #	Type	Address	L-PRICE	SQFT	\$/SQFT	DOM/CDOM	BR	Bath	STO	Conv PI	GR	CF	Acre	YRBT	GH	Cool	Subdivision			
22024958	SFR	12421 E Avenida De La Vista Verde	\$470,000	2,494	188.45	22/22	4	3(2/0)	One	Yes	2	0	1.22	1990	None	AC-C	Loma De La Vista Verde (1-38)			
22024954	SFR	12026 E Dry Gulch Place	\$774,999	4,695	165.35	69/56	4	4(3/1)	One	Yes	3	0	0.55	1974	None	AC-Z	Forty Nines Country Club Estates			
21908519	SFR	2920 N Megafarona Court	\$915,000	3,151	290.38	620/620	3	4(3/1)	One	No	3	0	0.89	2019	None	AC-Z	Rancho Solidos			
Total Listings: 3																				
Med \$/Sqft: 189.45																				
Avg \$/Sqft: 214.74																				
Avg DOM: 232																				
CLOSED Properties																				
MLS #	Type	Address	L-PRICE	\$/Price	SQFT	\$/SQFT	Has Bid	Cls-Date	DOM/CDOM	BR	Bath	STO	Conv PI	GR	CF	Acre	YRBT	GH	Cool	Subdivision
22022711	SFR	11955 E Tanque Verde Road	\$485,000	2,343	207.00	Conv		12/02/2020	3/3	4	3(2/1)	One	Yes	2	0	1	2005	None	AC-C	N/A
22020295	SFR	11615 E Quiet Valley Place	\$525,000	2,472	212.58	Cash		11/16/2020	1/1	3	3(2/1)	One	No	2.5	0	0.9	2003	None	AC-C-EV-C	Valle Escondido (1-20)
22025848	SFR	11040 E Calle Del Rincon	\$545,000	2,009	269.55	Conv		11/20/2020	4/4	4	2(2/0)	One	Yes	2	0	0.79	1984	None	AC-C	San Domingo (125-154)
22020545	SFR	2744 N Megafarona Court	\$918,000	3,443	261.40	Conv		12/04/2020	241/241	5	5(4/1)	One	No	3	0	0.83	2016	Quarties	AC-Z	Rancho Solidos
Total Listings: 4																				
Med \$/Sqft: 269.79																				
Avg \$/Sqft: 221.89																				
Avg DOM: 62																				
Report Count: 7																				
Summary																				
Status	Total	Average Price	Low Price	High Price	Median	Avg DOM														
Active	3	\$720,000	\$470,000	\$915,000	\$774,999	232														
Closed*	4	\$612,625	\$485,000	\$900,000	\$532,750	62														
Total	7	\$661,857	\$470,000	\$918,000	\$540,000	135														
Price Differential	99.30																			

If you selected only some of the properties from your search you will choose Use Selected.
 If you want to use all the properties, you will choose Use All Results.

Full CMA

Includes options for a cover page, subject property information, comparable properties, value adjustments, a summary and recommendation.

Quick CMA

It provides quick access to a side-by-side comparison of listings, a price analysis summary, and statistics.

Compare results from a search in an easy-to-read PDF format, comparing either all of your results or selected results divided by listing status.

Create CMA
Step

CMA Type
Select CMA Type
 There are 2 selected listings.



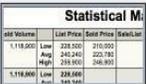
Full CMA

The Full CMA is useful for buyers and provides a cover page, subject property information, comparable properties, value adjustments, a summary and a recommendation.



Quick CMA

This option creates a side-by-side comparison, a price analysis summary, and other statistics.



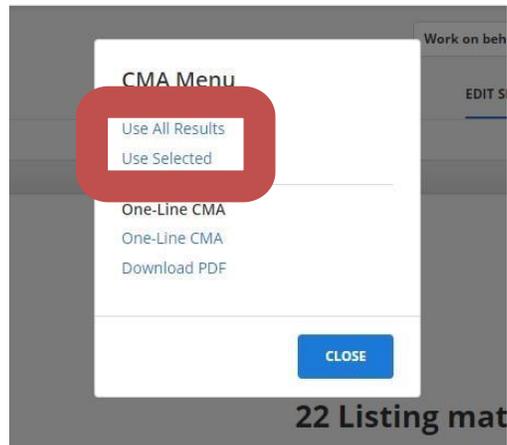
Statistical CMA

The Statistical CMA is useful for buyers and provides a table of information broken down by listing status or another field of your choice.

Select Statistical Type
 Statistical Average Field: Combined SqFt
Used to calculate "price per this field" in the Overall Statistical Analysis section of the CMA

Next Step >>

QUICK CMA — No Subject Property Shown



Choose QUICK CMA

Create CMA Step

CMA Type

Select CMA Type



Full CMA

The Full CMA is useful for sellers and includes options for a cover page, subject property information, comparable properties, value adjustments, a summary and a recommendation.



Quick CMA

The Quick CMA is useful for buyers and provides a table of information broken down by listing status or another field of your choice.



Statistical CMA

The Statistical CMA is useful for buyers and provides a table of information broken down by listing status or another field of your choice.

Select Statistical Type

Statistical Average Field: Combined SqFt
Used to calculate "price per this field" in the Overview of the CMA

Click NEXT STEP

Choose what you want to display on the COVER PAGE

The cover page will include your branded information—anything you type here will display on the report.

Edit CMA: agent CMA for Garcias Step 8

CMA Type Cover Page Subject Comps Adjustments Summary Recommendation Finish

Comparable Market Analysis Display Options

- Cover page
- Map of subject and comparable properties
 - Street map
 - Satellite map
- Subject property description
- Side-by-side comparison of all listings
- Sort side-by-side comparison by Status
- Search parameters
- Statistical summary
 - Display Charts
 - Display Listing Price Recommendation
- CMA Color Scheme:
Default White

Listing Detail Options

- Individual adjustment summary for each listing
- Individual Price Per calculation summary for each listing
- Include listing detail using this report:
Data Detail Report
- Print all listings
- Print only listings marked as comparable

E-mail Save View Download

You may wish to uncheck the Display Charts and the Listing Price recommendation when the choice is offered.

You will choose if you want a Detail Report for each property and if you want the Private (agent remarks) or the Public version.

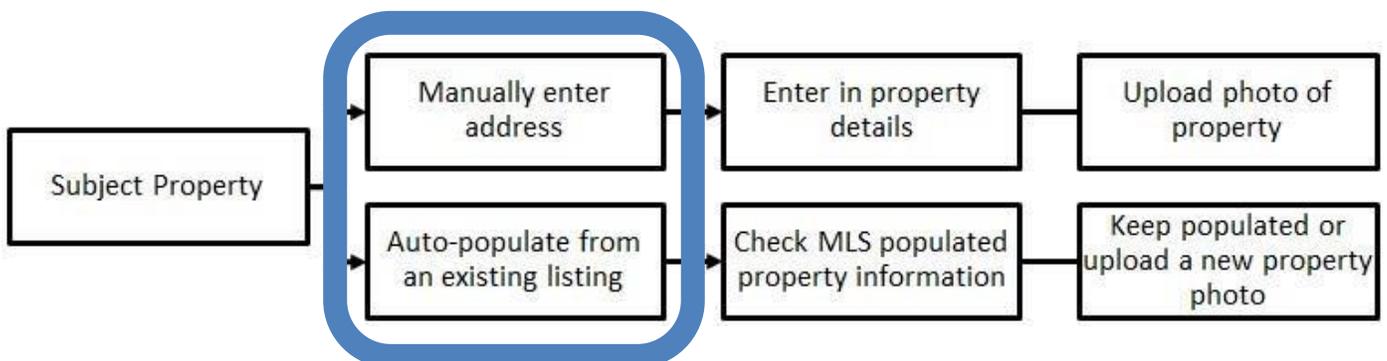
Click **VIEW**

Comparable Properties



List Price	\$915,000	\$470,000	\$774,999
Original List Price	\$950,000	\$470,000	\$799,999
Sold Price			
Status	Active	Active	Active
Status Date	03/28/2019	11/27/2020	10/12/2020
Days on Market	620	22	56
Cumulative Days on Market	620	22	56
Bedrooms	3	4	4
Total Baths	4	2	4
Combined SqFt	3,151	2,494	4,686
Lot Dimensions	Irregular	Irregular	175x174x150x149
Lot Acres	0.89	1.22	0.59
Year Built	2019	1990	1974
Construction Status	New Construction	Existing	Existing
# of Covered Prkng	3	2	3
# of Fireplaces	1	1	0
Price	\$915,000	\$470,000	\$774,999

FULL CMA



Create CMA Step

CMA Type

Select CMA Type

There are 2 selected listings.



Full CMA

The Full CMA is used to generate a cover page, subject property information, comparable properties, value adjustments, a summary and a recommendation.



Quick CMA

The Quick CMA is useful when comparing a set of listings without a subject property. This option creates a side-by-side comparison, a price analysis summary, and other statistics.



Statistical CMA

The Statistical CMA is useful for buyers and provides a table of information broken down by listing status or another field of your choice.

Select Statistical Type

Statistical Average Field: Combined SqFt ▼

Used to calculate "price per this field" in the Overall Statistical Analysis section of the CMA

[Next Step >>](#)

Create CMA

CMA Type	Cover Page	Subject	Comps	Adjustments	Summary	Recommendation
Cover Page Information						
Title: Comparable Market Analysis						
For: Denise and John Dearfriends						
As of: <input checked="" type="radio"/> Wednesday, September 21, 2016 <input type="radio"/> Always Use Current Date						
By: <input checked="" type="radio"/> BethAnn Neynaber of TUCSON ASSOCIATION OF REALTORS						
<input checked="" type="radio"/> Generic Card						
Comments:						

Subject Property

Create CMA St

CMA Type	Cover Page	Subject	Comps	Adjustments	Summary	Recommendation	Finish
Subject Property Address Information							Subject Photo
Address 1: 11951 E Summer Trail						No photo	
Address 2:						Upload photo	
City: Tucson						Remove photo	
State: AZ							
<input type="button" value="Show Map Location"/> <input type="button" value="Auto-Populate Fields from existing Listing"/>							
Subject Property Additional Information							
Template: Default Template							
flexmls field name	Field name	Description	\$/x	Action			
Bedrooms	Bedrooms		<input type="checkbox"/>	<input checked="" type="checkbox"/>			
Total Baths	Total Baths		<input type="checkbox"/>	<input checked="" type="checkbox"/>			
Combined SqFt	Combined SqFt		<input type="checkbox"/>	<input checked="" type="checkbox"/>			
Lot Dimensions	Lot Dimensions		<input type="checkbox"/>	<input checked="" type="checkbox"/>			
Lot Acres	Lot Acres		<input type="checkbox"/>	<input checked="" type="checkbox"/>			
Year Built	Year Built		<input type="checkbox"/>	<input checked="" type="checkbox"/>			
Construction Status	Construction Status		<input type="checkbox"/>	<input checked="" type="checkbox"/>			
# of Covered Prkng	# of Covered Prkng		<input type="checkbox"/>	<input checked="" type="checkbox"/>			
# of Fireplaces	# of Fireplaces		<input type="checkbox"/>	<input checked="" type="checkbox"/>			
[None - custom field]			<input type="checkbox"/>	<input checked="" type="checkbox"/>			
[None - custom field]			<input type="checkbox"/>	<input checked="" type="checkbox"/>			
<input type="button" value="New Item"/> <input type="button" value="Remove All Items"/> <input type="button" value="Save/Replace Template"/>							

Manually enter in the Subject property or choose the Auto-Populate Fields from existing listing (This requires an MLS#).

Enter the Listing Number and select the MLS of the Subject Property:

Listing Number:

Tucson Association of Realtors
 Green Valley/Sahuarita Association of REALTORS®
 Santa Cruz County MLS

The MLS number was input into Listing Number and all fields populated

flexmls field name	Field name i.e. Lot Acres	Description i.e. 3 acres	\$/x	Action
Bedrooms	Bedrooms	5	<input type="checkbox"/>	X
Total Baths	Total Baths	5.00	<input type="checkbox"/>	X
Combined SqFt	Combined SqFt	3443.00	<input type="checkbox"/>	X
Lot Dimensions	Lot Dimensions	Irregular	<input type="checkbox"/>	X
Lot Acres	Lot Acres	0.83	<input type="checkbox"/>	X
Year Built	Year Built	2016	<input type="checkbox"/>	X
Construction Status	Construction Status	Exists	<input type="checkbox"/>	X
# of Covered Prkng	# of Covered Prkng	3.00	<input type="checkbox"/>	X
# of Fireplaces	# of Fireplaces	1.00	<input type="checkbox"/>	X
[None - custom field]			<input type="checkbox"/>	X

The standard comparable fields auto-populate. Follow the steps below to add, remove or reorganize these fields.

You may add additional fields to the FULL CMA to see the highlights of your homes features and if your property has the same features.

Pool: Conventional	Yes
Extra Room: Den	1

[New Item](#) [Remove All Items](#) [Save/Replace Template](#)

You do not want to put these fields in the search as it will eliminate too many nearby houses—often within the range of your house’s square feet.

Add Additional Property Features or New Item

Click on the **New Item** button to add an additional criteria field

flexmls field name	Field name i.e. Lot Acres	Description i.e. 3 acres	\$/x	Action
Bedrooms	Bedrooms		<input type="checkbox"/>	X
Total Baths	Total Baths		<input type="checkbox"/>	X
Combined SqFt	Combined SqFt		<input type="checkbox"/>	X
Lot Dimensions	Lot Dimensions		<input type="checkbox"/>	X
Lot Acres	Lot Acres		<input type="checkbox"/>	X
Year Built	Year Built		<input type="checkbox"/>	X
Construction Status	Construction Status		<input type="checkbox"/>	X
# of Covered Prkng	# of Covered Prkng		<input type="checkbox"/>	X
# of Fireplaces	# of Fireplaces		<input type="checkbox"/>	X
[None - custom f			<input type="checkbox"/>	X

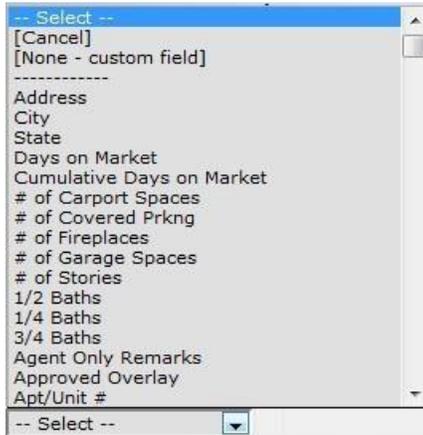
[New Item](#) [Remove All Items](#) [Save/Replace Template](#)

then click on



to ADD your list of comparable fields, choose the field by hitting the first letter of the category your item is in on your profile sheet until you find the item

you are looking for



For Example: to add Extra Room, click the letter “i” for the category Interior Features and keep clicking “i” until you find Interior Features: Extra Room

then complete the Description section with the subject property information.

Remove

Click on the red ‘X’ to remove the



Reorganize

Click on the double arrow to move up or down a field.



Adjustments

The adjustments section will give you the opportunity to add value based on features of the subject property against those of the comparable. Please note the following:

This material only covers the manual adjustment process, the auto-adjusting feature does not automatically create price adjustments for each field. Please contact MLSSAZ technical support for more information about auto-adjustments.

Please refer to your broker for more information about how to obtain the adjustment prices for each property feature.

Summary

View the price analysis on each property broken down by status, price comparisons and an overall market analysis.

MLS #	Address	Orig. List Price	DOM	CDOM	List Price	Total Adjustments	Adjusted Price
21609442	11950 E Horsehead Road, Tucson AZ	\$550,000	173	363	\$550,000	\$0	\$550,000
21623600	4702 N Avenida De Franelah, Tucson AZ	\$550,000	21	199	\$550,000	-	\$550,000

	Active	Overall
Low	\$550,000	\$550,000
Average	\$550,000	\$550,000
Median	\$550,000	\$550,000
High	\$550,000	\$550,000

Status	#	List Vol.	Avg. List Price	Sold Vol.	Avg. Sold Price	Avg. Sale/List Price	Avg.	Avg. List \$/	Avg. Sold \$/	Avg. Dom	Avg. CDOM
Active	2	1,100,000	550,000	0	0	0.00	3,762	151.98	0.00	97	281
Overall	2	1,100,000	550,000	0	0	0.00	3,762	151.98	0.00	97	281

Recommendations

Flexmls will generate listing price recommendations for your subject property, choose from the recommendation options to update the price. This page does not have to display for printing, emailing, or saving to remove this page uncheck the Recommendation page within the Finish tab.

Low: \$ 536,250
High: \$ 563,750
Recommended: \$ 550,000

Calculate High/Low Price using High/Low Price from comparables

2.5 %

Finish

The Full CMA will populate most of the CMA pages to print, make additional selections or remove pages you don't need. After making a change click on the View button to view the pages that you can Email, Print, Save or create a PDF. Take time to discover the options for what to include.

Decide if you want the charts and the display recommendations to show on your final report.

key Rita Ranch 3 closest

Page	Subject	Comps	Adjustments	Summary	Rec
Comparable Market Analysis Display Options					
<input checked="" type="checkbox"/>	Cover page				
<input checked="" type="checkbox"/>	Map of subject and comparable properties				
	<input checked="" type="radio"/> Street map <input type="radio"/> Satellite map				
<input checked="" type="checkbox"/>	Subject property description				
<input checked="" type="checkbox"/>	Side-by-side comparison of all listings				
<input type="checkbox"/>	Sort side-by-side comparison by Status				
<input checked="" type="checkbox"/>	Statistical summary				
	<input type="checkbox"/> Display Charts				
	<input checked="" type="checkbox"/> Display Listing Price Recommendation				
	CMA Color Scheme:				
Listing Detail Options					
<input checked="" type="checkbox"/>	Individual adjustment summary for each listing				
<input checked="" type="checkbox"/>	Individual Price Per calculation summary for each listing				
<input checked="" type="checkbox"/>	Include listing detail using this report:				
	Data Detail Report				Public Report
<input checked="" type="radio"/>	Print all listings				
<input type="radio"/>	Print only listings marked as comparable				
<input type="button" value="E-mail"/> <input type="button" value="Save"/> <input type="button" value="View"/> <input type="button" value="Download"/>					

View the CMA before printing, the Subject Property picture will populate (if it has been entered into Flexmls previously) on the coversheet along with your client's information and your signature card.

	Subject	21619297	21631232	21714404
				
	4836 S Lincoln Ridge Drive Tucson AZ 85730	060 S Evergreen Avenue Tucson AZ	6635 E Golf Links 3 Road Tucson AZ	3640 S Jessica Avenue Tucson AZ
Distance From Subject		1.52	3.27	2.55
List Price		\$35,100	\$59,900	\$70,000
Original List Price		\$35,000	\$62,000	\$70,000
Sold Price				
Status		Active	Active	Active
Status Date		05/31/2017	11/26/2016	05/27/2017
Days on Market		10	186	5
Cumulative Days on Market		10	186	5
Adjustment		+/-	+/-	+/-
Bedrooms	2	3	2	3
Total Baths	1	2	2	2

FULL CMA WITH NO PAST MLSSAZ

You must add the details of the property manually. This information can be found using CRS Tax Suite or another broker recommended site.

PROPERTY CHARACTERISTICS: BUILDING (Click Sq. Ft., BR, BA to edit)

Building # 1

Type	Single Family Home	Condition	Sound	Units	
Year Built		Effective Year Built	1975	Stories	1
BRs		Baths		Rooms	7
Total Sq. Ft.	1,914				
Building Square Feet (Living Space)			Building Square Feet (Other)		

- CONSTRUCTION

Quality	Average	Roof Framing
---------	---------	--------------

Comparable Market Analysis

3727 S Bellingham Place, Tucson, AZ, 85730

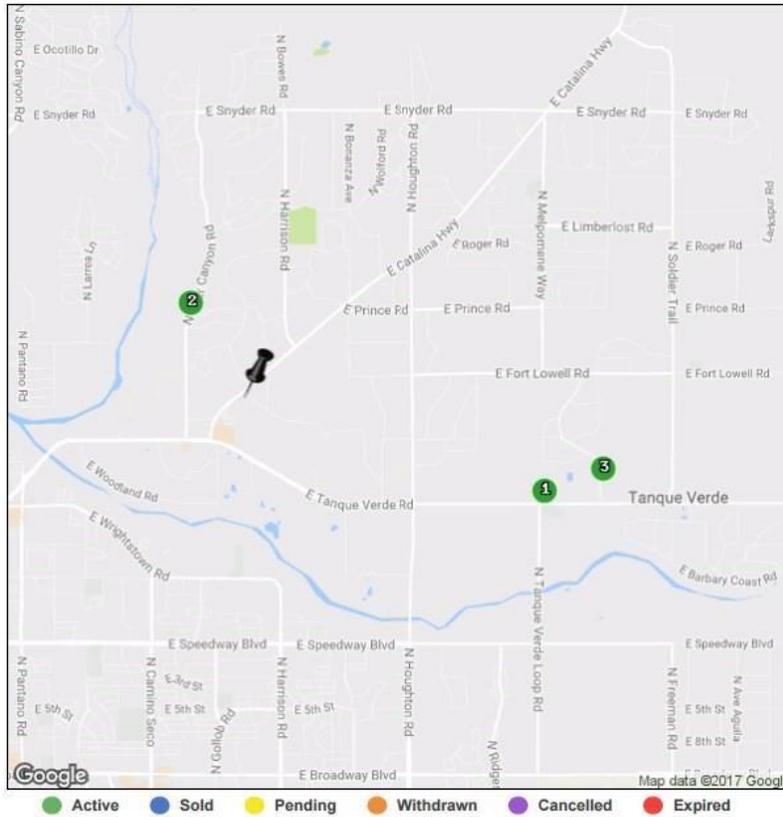
Prepared for The Buyer Family—Wednesday, May 31, 2017



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ort is not an appraisal and is not intended to meet the requirements set out in the Uniform Standards of Appraisal Practice. If an appraisal is desired, the services of a licensed or should be obtained

SAMPLE FULL CMA REPORT



	Address	MLS #	Status	Distance from Subject
Subject	9292 E Morrill Way Tucson AZ 85749			
1	11121 E Tanque Verde Road , Tucson AZ 85749	21710278	Active	2.42m

CMA Prepared by BethAnn Neynaber

9292 E Morrill Way Tucson AZ 85749

Subject



Address	9292 E Morrill Way Tucson, AZ 85749
Bedrooms	3
Total Baths	3.00
Combined SqFt	2346.00
Lot Dimensions	Irregular
Lot Acres	5.31
Year Built	1995
Construction Status	Exists
# of Covered Prkng	3.00

Comparable Properties



	Subject	21710278	21713620	21712811
Distance From Subject		2.42	0.84	2.82
List Price		\$265,000	\$275,000	\$339,000
Original List Price		\$265,000	\$275,000	\$339,000
Sold Price				
Status		Active	Active	Active
Status Date		04/13/2017	05/19/2017	05/10/2017
Days on Market		48	12	21
Cumulative Days on Market		48	12	21
Adjustment		+/-	+/-	+/-
Bedrooms	3	3	4	4
Total Baths	3	2	3	2
Combined SqFt	2,346	1,734	2,434	2,482
Lot Dimensions	Irregular	IRREGULAR	0	Unknown
Lot Acres	5.31	1	1.11	1.01
Year Built	1995	1965	1973	1972
Construction	Exists	Existing	Existing	Existing

CMA Prepared by BethAnn Neynabr

9292 E Morrill Way Tucson AZ 85749

Summary of Active Listings

MLS #	Address	Orig. List Price	DOM	CDOM	List Price	Total Adjustments	Adjusted Price
21710278	11121 E Tanque Verde Road, Tucson AZ	\$265,000	48	48	\$265,000	-	\$265,000
21713620	3641 N Bear Canyon Road, Tucson AZ	\$275,000	12	12	\$275,000	-	\$275,000
21712811	2600 N Conestoga Avenue, Tucson AZ	\$339,000	21	21	\$339,000	-	\$339,000

Low, Average, Median, and High Comparisons

	Active	Overall
Low	\$265,000	\$265,000
Average	\$293,000	\$293,000
Median	\$275,000	\$275,000
High	\$339,000	\$339,000

Overall Market Analysis (Unadjusted)

Status	#	List Vol.	Avg. List Price	Sold Vol.	Avg. Sold Price	Avg. Sale/ List Price	Avg. Combined SqFt	Avg. List \$/Combined SqFt	Avg. Sold \$/Combined SqFt	Avg. Dom	Avg. CDOM
Active	3	879,000	293,000	0	0	0.00	2,217	134.13	0.00	27	27
Overall	3	879,000	293,000	0	0	0.00	2,217	134.13	0.00	27	27

Selection Criteria for Comparable Properties

Specified listings from the following search: Property type Residential; Current Price of 250000 and 400000; Combined SqFt between 1600 and 999999; Pers Conv Swim Pool of 'No'; Status of 'Active'; Zip Code of '85749'; Miscellaneous of Horses Allowed of ('Yes').

You will then want to Save the CMA and give it a name.

Save CMA

Full CMA

Save CMA: New Existing

CMA Name:

<< Back

Save >>

Highlight the CMA you wish to E-mail or Download and click **EDIT**.

NOTE: Remember not to E-mail a report with Private (Agent Remarks) Details.

Saved CMAs

Saved CMAs

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