

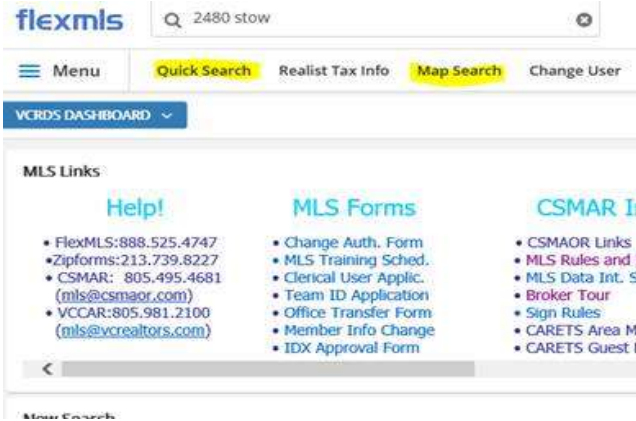


# How do you do that again ?

Quick & Easy, Visual Guides for Flex MLS

## Creating a CMA – 3 ways

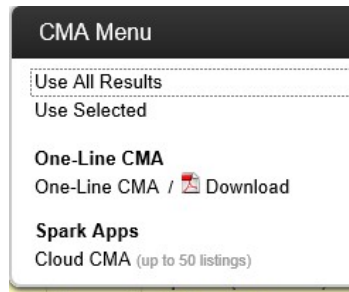
1. Regardless of type of CMA start by doing a quick search or map search to find comps.



2. After getting your results make sure to select all of your listings then click CMA in the upper right hand corner.



2. You are then given 3 options: **Use Selected; One Line CMA, Cloud CMA**



**Option 1: One-Line CMA** will give you a one line summary of the comps you found broken down by status while providing some statistical information.

Listings as of 10/18/18 at 11:55 AM

Ventura County Regional Data Share, CARETS - CRIS, CARETS - CLAW, CARETS - ITECH, CARETS - PALM SPRINGS, CRMLS (historical data), California Desert, Pasadena-Foothills Association of Realtors, CRMLS; Property Sub-Type of 'Single Family Residence'; Status of 'Active', 'Leased', 'Pending', 'Sold', 'Active Under Contract'; Current Price of 0 and 600000; Area of 'SWR - Simi Wood Ranch'; Pending Date between '10/18/2017' and '10/18/2028'; Sold Date between '04/18/2018' and '10/18/2028'; (Selected Listings Only)

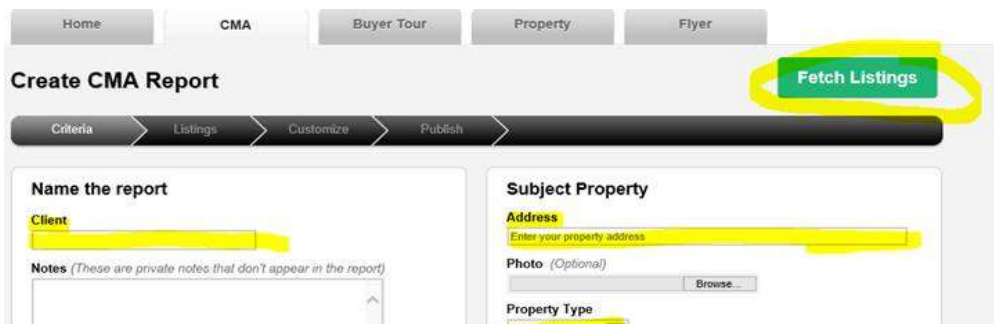
**ACTIVE Properties**

MLS #	Address	City	Status Change	Yr Blt	BD	Bth	Apx SqFt	Lot SqFt	Original LP	List Price	LP/SqFt	CDIM/DIM			
218012003	851 Congressional RD	Simi Valley	09/21/2018	1985	2	2 (2 0 0)	1,386	4,400	\$599,000	\$599,000	\$436.51	27/27			
CV-18189848	48 Valley Crest RD	Simi Valley	08/09/2018	1988	3	2 (1 1)	1,419	6,828	\$598,000	\$400.28	70/70				
218011755	518 Hooper AVE	Simi Valley	09/15/2018	1988	3	3 (2 0 1)	1,743	2,570	\$619,900	\$599,900	\$344.18	33/33			
							<b>Avg</b>	2.67	2.33	1,509.33	4,533	605,633.33	588,966.67	394.32	43.33/43.33
							<b>Min</b>	2	2	1,386	2,570	598,000	598,000	344.18	27/27
							<b>Max</b>	3	3	1,743	6,828	619,900	599,900	436.51	70/70
							<b>Med</b>	3	2	1,419	4,400	599,000	599,000	400.28	33/33
Total # of Listings: 3															

**SOLD Properties**

**Option 2: Cloud CMA** will walk you through creating a CMA packet through Cloud CMA.

1. Click on Cloud CMA from the options box as shown above and it should automatically log you into Cloud CMA. *If it is your first time using CloudCMA you may have to set up your account first. If you have any trouble contact the MLS Department.*
2. Next enter your clients name, subject property address and property type. When done click **Fetch Listings**.





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3. Next Click **Customize Report**

Customize Report

Publish

More actions ▾

(None)  
[Suggested List Price](#)

Average	High
<a href="#">\$464,947</a>	<a href="#">\$484,990</a>
<a href="#">\$464,947</a>	<a href="#">\$484,990</a>

**Summary of Listings**

Active 4

**Summary of Prices**

Low: \$444,900

4. Lastly, you can pick and choose which items to include in your report. If you want to remove it click the minus sign to the left of each item. Then click Publish report.

Home CMA Buyer tour Property Flyer

**Customize your CMA Report**

Publish Report

Criteria Listings Customize Publish

**Additional Report Content**  
Add pages to your report by tapping +

- Introduction section
- Analysis section
- Closing section
- Guidance section
- Testimonials section

**My CMA Report**  
Remove pages from your report by tapping -

- Title page (satellite)
- Cover letter [edit](#)
- Agent resume [edit](#)
- Contact me
- Map of All Listings
- Summary of comparable properties

**Headline**  
Comparative Market Analysis

**Language**  
English (US)

**Theme**  
[Royal Blue & Black](#)

**Layout**  
[Two photos](#)

**Font**  
[Use theme default](#)

**Option 3: Use Selected** will walk you through Flex's version of a CMA packet.

Create CMA Step 1

**CMA Type**

Select CMA Type

There are 8 selected listings.

Full CMA

Quick CMA

Statistical CMA