

Matrix 1004MC

1. Run a search using the 1004MC Search template. The template is set up to capture all comparable properties within the past year needed for the reporting. Input your desired search criteria.
2. Click on Results. From the search results grid select all (you can remove any listings you don't want to include). If you are running this for the current period select Print then select the 1004MC Summary report and the report will show the information to complete the form

If you are running this evaluation for dates in the past **MAKE sure to enter the date 1 year back from the Evaluation Date. For example if the evaluation is through 9/1/2015 enter 9/1/2014+.**

3. Select **Export** from the **Action** Bar, rather than Print.
4. From the Data Export Format list, select 1004_MC.
5. Click **Export**.
6. When prompted to open or save the file, click **Open** to view the data.
7. Copy the contents of the data export file (hold down the Ctrl key and press A to select all the data then hold down the Ctrl key and press C to copy).
8. **Open** the Calculator spreadsheet.

9. Change the Evaluation date in cell B3 to the last date of the period you defined.

10. Paste the data into cell A18 of this spreadsheet
Paste Here! (Click on cell A18 then hold down the Ctrl key and press V)

11. Copy the statistical data from the blue table into the Market Conditions Addendum (Form 1004MC).