

# CMA

By clicking CMA from the Navica main menu, you are able to Create and Save a Comparative Market Analysis for your Clients using data that is already stored within the system. The CMA feature within Navica offers additional inserts to be included with your Analysis such as a Resume, Comparable Pricing, Estimated Seller Proceeds and a Comparable Bar Chart. In addition, the fields for the Comparison are Adjustable so that your Client can get a more Accurate Representation of a Suggested List Price for their Property.

# **CREATING A CMA**

When you create a **CMA** you have 3 *Options* for your **Subject Property**. You are able to *Enter Data* for your **Subject Property**, create a **CMA** *Without* a **Subject Property** or create a **CMA** by using a *Listing Currently In The System* for your **Subject Property**. If you *Select* to use an **Existing Listing** as your **Subject Property** the data will display in the **Fields** you have selected.

You also have **Several Search Options** for *Searching* your **Comparables**. The  $1^{st}$  *Option* allows you to **Choose** a **Radius** surrounding the **Subject Property** when **Creating** your **CMA**. You are also able to enter any **Additional Search Criteria** before continuing. The  $2^{nd}$  *Option* uses the **Fields** you have entered as your **Search Criteria**.

📄 Add Listing	Home / CMA			😡 Hide Menu 🛛 🔢 Loopust 🔒 cha	t 🚑 orint	() help
My Listings	My CMAs	Create CMA	CMA Settings			
Search	Cres	te CMA				
🔚 Saved Listings	Gerea					
Reports/Invoices			CMA Na	ne: Required field		
Roster			Prepared	or		
L Contacts			(1)	Required Field		
CMA			Use Conti			
News & Events			Prepared	By: Tester1, Navica *		
Resources			Add Subj	et: * Yes O No		
Home			Subject MI	#: Enter MLS Number to Use an Existing Listing as a Subject		
- Mutti Task			Subject Addre	88.		
			,	Required Field		
			Subject Addres	2:		
			City/State	Zip		
			Property Ty	pe: Residential •		
		If you	wish to apply a radius	search to your CMA you can do so by selecting your desired radius below.		
			Choose Rad	us:      No Radius      0 1 mile      0 2 miles      0 5 miles      0 10 miles      0 15 miles		
						Next

### To Create A CMA, follow these steps:

- 1. Click CMA from the Navica main menu.
- 2. Click Create CMA tab.
- 3. Enter the Required Fields.
- 4. If you are using an **Existing Listing** for the **Subject Property** enter the **Subject MLS Number**.
- 5. If you are using the Radius Search please select the desired Radius.
- 6. Click Next.

To Create A CMA With a Subject Property, follow these steps:

- **1.** Follow Steps 1 6 Above.
- 2. To Add a Subject Photo Click the Plus Sign in the Upload Subject Photo Box. Once you have selected your photo Click Upload Subject Photo.
- 3. The First Time you Create a CMA you will be prompted to Select the Fields you wish to include. Drag and Drop Desired Fields from the Available Fields Box to the Selected Options Box. You have the Option to Save As Template or Use Selected Fields. If you Save As Template you will be able to Set as your Default.



- 4. If you need to make Changes to the Create CMA Page (*ie Such As Adding/Changing a Radius*) click on Edit CMA Setup.
- 5. If you need to Change your Search Settings click Edit Default Search. Once there you will be able to Set Fields as an Exact Match or Change the Default Search Criteria. By Default Bedrooms and Baths are set to =/+1 and Square Footage to +/-200.

	Add Listing	Home / Enter Subject Data			~	😡 Hide Menu 👩 lopout 🤽 chat 🚊 print 🕢 beir
	My Listings		Edit Default Search		-0	
	C Search		Search Settings		~	
	🔚 Saved Listings	Upload Subject Photo	5	Save	a	
	Reports/Invoices	To add Subject Photo drag photo into hox or click the blue	Data Field	Search Value(s)		Continue
	Se Roster			All Property Types	edrooms	Baths
	Contacts		Street P	Exact Match		
	CMA		Street Name	Exact Match		
	News & Events		City	Exact Match		
	Resources		Schools	Exact Match		
	A Home		Bedrooms			
	Multi Task		Baths			
			Closing Date	= +- h		
			Area	Exact Match		
mch 20	<b>n</b>		Apx # Acres	+- <b>v</b> 0		
IICII 20,	4		Apx Total SqFt	+. T 200		
	1		County Name	Exact Match		
			Owner's Name	Exact Match		
			# Rooms	** * 0		
			Seller Concessions	Exact Match		
			Year Built from County	+- <b>*</b> 0		

- 6. Enter your Subject Property Details and Click Continue. If you entered an Existing MLS Number for your Subject Property these Fields will be Populated.
- 7. Prior to getting the Search Results you may Choose to Add Saved Listings or Add Comps By The MLS Number or Select Additional Comp Criteria.

Add Listing	Home / Edit CMA Criteria	😡 Hide Menu	Ell logout	Le chat	print	() help
My Listings	Search Results Add Saved Listings Add Comps By Mis Number					
Search S	Total Search Results: 20       Street R:       Bedrooms: Detween 3 and 4       Arras:       Part Total Search Estiven 2 and 3       Arras:       Apart Total Search Estiven 2 and 3       Fireplace:       Misc Interior:       Misc Interior:       Extras:					
News & Events	Seller Concessions:     Year Built from County:       Closing Date:     3/22/2016 3/22/2018       Selling Price:					
Resources	Property Status: Sold/Closed Radius: 2 miles					
🐴 Home ᢇ Multi Task	Select Additional Comp Criteria				Get R	sults
	Back to Edit Subject Property Details					

- 8. Click Get Results.
- 9. Place a Check in the Box for the Comps you wish to use and Click Use Selected Listings.

Add Listing	Home / Search Result	ts												😡 Hid	le Menu		ut 🤽 chat 🚑 (	xint 🕜 help
My Listings										Search Criteria								
Search																_	Use Sel	ected Listings
🔚 Saved Listings	Showing 1 to 20 of	f 20 entries											s	earch:			Prev	ious 1 Next
Reports/Invoices	Click to View	MLS#	List Pr	Str#	Dir	Str Nm	Bd	в	нв	Style	Area		LA	DOM	so	SA	Clsg Dt	Selg Pr
😻 Roster		2800	£185.000	2404		Toplas		2	0	Dearth	National Ditabut	40	165	04	60		10/16/2017	\$172.000
L. Contacts	ALC: NO.	005	\$105,000	2404	0	TUCKer	4	3	0	Ranch	wormeast Prosburg	42	105	0.4	00	1	10/16/2017	\$175,000
СМА		D1176499	\$299.000	1202		Codar Crost Drive	4	3	4	2 Storios	Southoast Ditteburg	4	174	43	68	3	9/21/2017	\$294.000
Resources			0233,000	1202		Cedal Creat Drive				2 0101168	counterst r matury	2	114	45	22	*	512 112011	02.04,000
Home		R117467S	\$132,500	1708	s	Walnut	4	3	0	1 1/2 Story	Southwest Pittsburg	4	<u>173</u>	63	4	183	9/12/2017	\$132,500
🔩 Multi Task		e 19																
	Carles C	R117507S	\$194,900	2209	s	Taylor	4	3	0	2 Stories	Southeast Pittsburg	<u>65</u>	2	46	4	<u>21</u>	9/12/2017	\$190,000
	1 AL 10	9 TS																
		R117289S	\$192,500	2603		Omaha St	3	3	0	Ranch	Southeast Pittsburg	5	23	101	<u>65</u>	198	8/23/2017	\$190,000
		2 TS																
		R117358S	\$155,000	211		Crestwood Lane	4	3	1	Ranch	Southwest Pittsburg	<u>60</u>	6	65	<u>60</u>	<u>46</u>	8/11/2017	\$135,000
		<b>9</b> 79																
	TANKI B	R115471S	\$132,500	1403	S	Homer	4	2	1	Ranch	Southeast Pittsburg	<u>65</u>	2	132	<u>68</u>	4	5/12/2017	\$125,000
		R117086S	\$219,900	301	w	Crestview Ave	3	3	0	2 Stories	Southwest Pittsburg	5	<u>183</u>	49	4	<u>167</u>	4/4/2017	\$204,500

10. You will be able to do the following:
 Add/Edit: Subject Data, Custom Remarks, Non MLS Listings
 Search Additional Comps

Add/Remove Fields Edit Default Adjustments Sort Comp Order

Add Listing	Home / CMA Side by Side						😡 Hide Menu 🛛 🕅 logout	👥 chat 🚔 print 🕜 help
					A A	G 🖬		
My Listings		Add/	Edit Add/Edit Data Custom Remarks Non	Add/View Search More	Add/Remove Undo Fields Remove Listing	Edit Default Sort		
🔍 Search		Utilipatet		mea caunga compa	Trans Tremore coming	Najasinenis Comporta	N.	N
📑 Saved Listings						S		
Reports/Invoices		South Baseline	I I H	Part and a second	A A A A A A A A A A A A A A A A A A A	E LOME		THI MAR
Ster Roster					TITLING	AND IN THE OWNER OF THE OWNER OF	The second of th	
L Contacts		Contract of the second		Contraction of the second	Contraction of the second			
CTT CMA		Subject	Comparable 1	Comparable 2	Comparable 3	Comparable 4	Comparable 5	Comparable 6
		Misc Adjustments	Misc Adjustments	Misc Adjustments	Misc Adjustments	Misc Adjustments	Misc Adjustments	Misc Adjustments
News & Events	Overall Adjustments	Add Comments	Add Comments	Add Comments	Add Comments	Add Comments	Add Comments	Add Comments
Resources			Adjust Comp 1	Adjust Comp 2	Adjust Comp 3	Adjust Comp 4	(Adjust Comp 5)	Adjust Comp 6
	MLS Number	117557	R114734S	R115348S	R117047S	R117289S	R117498S	R117507S
🝈 Home	Address	1506 Woodland Terrace	637 530th	721 Chestnut	607 Pesavento Ave	2603 Omaha St	2404 Tucker	2209 Taylor
💷 Multi Task	City	Pittsburg	Pittsburg	Pittsburg	Pittsburg	Pittsburg	Pittsburg	Pittsburg
Contraction of the later	State	KS	KS	KS	KS	KS	KS	KS
	Zip Code	66762	66762	66762	66762	66762	66762	66762
	Suggested List Price	\$186,666.67						
	Adjusted Price		\$179,000.00	\$195,000.00	\$193,000.00	\$190,000.00	\$173,000.00	\$190,000.00
	List/Sell Price		\$179,000.00	\$195,000.00	\$193,000.00	\$190,000.00	\$173,000.00	\$190,000.00
	Misc Adjustments							
	List Price	242500	\$189,900.00	\$195,000.00	\$193,000.00	\$192,500.00	\$185,000.00	\$194,900.00
1	Original List Price	242500	189900	195000	193000	195000	185000	194900
4	Area	Southwest Pittsburg	Rural Residential	Southwest Pittsburg	Pittsburg Suburban	Southeast Pittsburg	Northeast Pittsburg	Southeast Pittsburg
	Bedrooms	3	4	4	4	3	4	4
	Baths	2	2	3	2	3	3	3
	1/2 Baths	1	1	1	1	0	0	0
	Apx Total SqFt	2104	2329	2210	2270	2484	2162	2162
	Basement ?	True	False	False	False	True	False	True
	Year Built from County		1935	1970	1993	1969	1973	1987
	Basement	Walkout, Finished	Other-See Remarks	None	Storm Shelter	Full, Partially Finished	None	Full, Sump Pump, Unfinished
	Garage	2 Cars, Attached, Garage Door Opener	2 Cars, Attached	2 Cars, Attached	2 Cars, Attached, Garage Door Opener	2 Cars, Attached, Garage Door Opener	2 Cars, Attached, Garage Door Opener	2 Cars, Attached
	Fireplace	1 Fireplace, Gas Logs	1 Fireplace, Insert	1 Fireplace	2+ Fireplace, Wood Burning, Other-See Remarks	2+ Fireplace, Insert, Other-See Remarks	1 Fireplace, Wood Burning, Built In, Insert	1 Fireplace
	Appliances	Range/Oven, Dishwasher, Garbage Disposal, Refrigerator, Microwave	Range/Oven, Dishwasher, Garbage Disposal	Range/Oven, Dishwasher, Refrigerator	Range/Oven, Dishwasher, Garbage Disposal	Range/Oven, Dishwasher, Garbage Disposal, Refrigerator	Range/Oven, Dishwasher, Garbage Disposal, Refrigerator	Range/Oven, Dishwasher, Garbage Disposal, Refrigerator, Microwave, Washer, Dryer

- 11. You have 3 Types of Adjustments Available: Overall Adjustments Miscellaneous Adjustments Individual Comp Adjustments
- 12. If using Multiple Statuses for your Comps you are also able to Select to Only Use Sold Prices In The Comparison.

Add Listing	Home / CMA Side by Side						Hide Menu 🔠 logout	👥 chat 🚔 print 🕡 he
-						3		
My Listings			Add/Edit Add/View	Search More Add/Rem	ove Undo Edit De	fault Sort		
Search	Only include sold properties in ave	rage?	Subject Data Non-MES LISU	gs Comps Tretus	Remove Listing Aujustine	inis Comp Order		
Saved Listings			American St. Statements	A-842	Mark de Caff			
Reports/Invoices				A AND	N. ARAZ		State and an	
Roster		ATT TO AND A	THE REAL	A DESCRIPTION OF		A REAL A		
Contacts		A THE REAL	Manual St. Maximum L			ar Incine	B. Therefore the second	
CMA	' I	Subject	Contraction of the local	-		La Carton Carton	and the second second	The state of the s
			Comparable 1 🔀	Comparable 2 🔀	Comparable 3 🐹	Comparable 4 🔀	Comparable 5 🔀	Comparable 6 🔰
News & Events		Misc Adjustments	Misc Adjustments	Misc Adjustments	Misc Adjustments	Misc Adjustments	Misc Adjustments	Misc Adjustments
Resources	Overall Adjustments	Add Comments	Add Comments	Add Comments	Add Comments	Add Comments	Add Comments	(Add Comments)
Home	Care and the second sec		Adjust Comp	Adjust Comp 2	Adjust Comp 3	Adjust Comp 4	Adjust Comp 5	Adjust Comp o
	MLS Number	11/557	R117498S	R117507S	R117289S	R117047S	R115348S	R114734S
lulti Task	Address	1506 Woodland terrace	2404 Tucker	2209 Taylor	2603 Omaha St	607 Pesavento Ave	721 Chestnut	637 530th
	City	Pittsburg	Pritsburg	Prinsburg	Pinsburg	Pittsburg	Prisourg	Prinsburg
	State	KS 00760	KS	KS	KS	KS	KS	KS
	Zip Code	00102	00/02	00/02	00/02	00/02	00702	00/02
	Adjusted Drice	3100,000.01	5173 000 00	5100 000 00	\$100.000.00	\$103.000.00	\$105,000,00	5170.0001
	Adjusted Price		6173,000.00	5190,000.00	5190,000,00	5193,000.00	5195,000.00	\$179,000.0
	List/Sell Price		8173,000.00	3130,000.00	3130,000.00	3193,000.00	8193,000.00	0113,000,
	Misc Adjustments	242500	\$195 000 00	\$104,000,00	\$103 500 00	\$103,000,00	\$105,000,00	£120.000.0
	Original List Brice	242500	196000	104000	195000	103000	106000	19000
	área	Southwest Pittsburg	Northeast Pittsburg	Southeast Pittsburg	Southeast Pittsburg	Pittsburg Suburban	Southwest Pittsburg	Bural Residentic
	Bedroome	3	4	4	3	4	4	4
	Betha	2				-		2
	12 Daths			0				
	Ann Tetel OrFA	2104	2462	0	2404	2220	2240	2220
	Apx lotal Sqrt	2104	2102	2012	2409	2210	2210	2323
	Basement ?	True	Faise	Irue	True	Faise	Faise	Fais
	Year Built from County		1975	1967	1909	1995	1970	1930
	Basement	Walkout, Finished	None	Full, Sump Pump, Untinisned	Full, Partially Finished	Storm Shelter	None	Other-See Remarks
	Garage	2 Cars, Attached, Garage Door Opener	2 Cars, Attached, Garage Door Opener	2 Cars, Attached	2 Cars, Attached, Garage Door Opener	2 Cars, Attached, Garage Door Opener	2 Cars, Attached	2 Cars, Attached
	Fireplace	1 Fireplace, Gas Logs	1 Fireplace, Wood Burning, Built In, Insert	1 Fireplace	2+ Fireplace, Insert, Other-See Remarks	2+ Fireplace, Wood Burning, Other-See Remarks	1 Fireplace	1 Fireplace, Insert
	Appliances	Range/Oven, Dishwasher, Garbage Disposal, Refrigerator,	Range/Oven, Dishwasher, Garbage Disposal, Refrigerator	Range/Oven, Dishwasher, Garbage Disposal, Refrigerator, Microwawa, Washer, Droor	Range/Oven, Dishwasher, Garbage Disposal, Refrigerator	Range/Oven, Dishwasher, Garbage Disposal	Range/Oven, Dishwasher, Refrigerator	Range/Oven, Dishwasher, Garbage Disposal

- 13. Click Complete CMA.
- 14. You will be able to do the following: Email Add/View Non MLS Listings Search More Comps Add/Remove Fields Add/Remove Pages Edit Subject Data View/Adjust Comps Print Save as PDF



- To Create A CMA Without A Subject Property, follow these steps:
  - 1. Enter CMA Name and Add Subject Check No.

📃 Add Listing	Home / CMA	😡 Hide Menu 📲 Logaut 🔒 chat	anint 🕡 help
My Listings	My CMAs Create CMA CMA Settings		
C Search	Create CMA		
🔚 Saved Listings			
Reports/Invoices	CMA Name:	Woodland Subdivision Required Field	
😻 Roster	Prepared For:		
L Contacts		Required Field	
CMA	Use Contact		
To News & Events	Prepared By:	Tester1, Navica	
Resources	Add Subject:	⊛ Yes <sup>©</sup> No	
A Home	Subject MIs #:	Enter MLS Number to Use an Existing Listing as a Subject	
Multi Task	Cubicat Address		
	Subject Address.	Required Field	
	Subject Address 2:		
	City/State/Zip		
		Required Field	
	Property Type:	Residential	
	If you wish to apply a radius search	h to your CMA you can do so by selecting your desired radius below.	
	Choose Radius:	No Radius      O 1 mile      O 2 miles      O 5 miles      O 10 miles      O 15 miles     O 15 miles     O	
			Next

- 2. Click Next.
- 3. You may Add/Edit Fields or Select a Different Template and Search Comps or you may Click on Full Search Screen where you can enter your Search Criteria.

	-				
dd Listing	Home / No Subject CMA				
ings				Add/Rem	ove Fields
rch					
und Lintings	Enter Search Criteria				
ived Liaunga					Search Comps
oorts/invoices	Original List Price	Area H	Bedrooms	Baths	
oster		Exclude Selected	То	To	
ntacts		Northwest Pittsburg			
MA		Southeast Pittsburg Southwest Pittsburg	1/2 Baths	Apx Total SqFt	
ws & Events		Pittsburg Suburban -		10	
lesources	Property Status N/				
lome	Exclude Selected				
Multi Task	UC - Take Back Up				
nulu lusk	Contract Pending				
	Sold/Closed				
	Full Paarah Paraan				
	Full Search Screen				

4. Place a Check in the Box for the Comps you wish to use and Click Use Selected Listings.

Add Listing	Home / CMA Side by Side					😡 Hide Menu 🛛 🚺 Logout	👥 chat 🔜 print 🕡 help
-				a a	6		
My Listings		Add/Edit Subject Data Add/	View Search More Add	Remove Undo E	dit Default Sort		
Search		NOTENICO	Lisunga Compa in	Kenas realitione clissing A	jusancins comp oraci		
							Complete CMA
Saved Listings							
Reports/Invoices	CMA Side by Side	-					
😻 Roster	Only include sold properties in average?						
L Contacts	, , , , ,						
CIMA .					and the second	San Article	Market weeklar No
L CMA					Vara Strate		the second second
News & Events				No. do. a	-	10 m m	AND DESCRIPTION OF
C Resources			· FIME	E THE REAL			
💰 Home		Charles and		COLUMN PLAN MARK		A CONTRACTOR OF THE OWNER	
💶 Multi Task		Comparable 1	Comparable 2	Comparable 3	Comparable 4	Comparable 5	Comparable 6
		Misc Adjustments	Misc Adjustments	Misc Adjustments	Misc Adjustments	Misc Adjustments	Misc Adjustments
		Add Comments	Add Comments	Add Comments	Add Comments	Add Comments	Add Comments
	MI & Number	Regular Comp T	Dat 78540	Dat 70650	D1177050	Rujuat comp 3	Dis77100
	MLS Number	R11/4435	K11/004S	K117000S	R1177055	R11/706S	R11//18S
	City	Girard	Girard	Diffeburg	Pitteburg	Ditteburg	Diffeburg
	State	KS	KS	KS	KS	KS	KS
	Zin Code	66743	66743	66762	66762	66762	66762
	Adjusted Price	\$77,000,00	\$129,000,00	\$230,000,00	\$17.051.00	\$143,000,00	587 000 00
	List/Sell Price	\$77,000,00	\$129,000,00	\$230,000,00	\$17.051.00	\$143,000,00	\$87,000,00
	Misc Adjustments						
	List Price	\$79.500.00	\$135,000,00	\$235,000,00	\$14,900,00	\$137,500.00	\$89,500.00
	Original List Price	79500	135000	235000	14900	137500	89500
	Area	Girard	Girard	Southeast Pittsburg	Southeast Pittsburg	Northwest Pittsburg	Southwest Pittsburg
	Bedrooms	3	3	4	4	4	4
	Baths	2	2	3	2	2	3
	1/2 Baths	0	0	0	0	1	0
	Apx Total SgFt	1456	1936	3138	1598	1764	2065
							Complete CMA

5. Click Complete CMA. At any time you may Edit your CMA and Add A Subject Property.

# **CREATING A CMA FROM A SEARCH**

You may also Create a CMA from a Search, a Saved Search or from your Saved Listings.

### To Create A CMA From Searching, follow these steps:

- 1. Click Search from the Navica menu.
- 2. Choose your Property Type, enter your Search Criteria, click Start Search.
- 3. Place a Check in the Box for the Comps you wish to use and Click Use Selected Listings.
- 4. Click Comparison on the Toolbar.

Add Listing	Home / Search Res	ults											Find on p	ago 😡 Hide N	lenu []] logout	Lt chat	tning 🚌	🕜 helo
My Listings				View	Мар	Directions Email Slide Show A		Remove Filter S	tats i	Repor		mparison Export	t Save Listings No	ew Search Reorder				
Search						Content: Sold Display	▼ Lay	out: Traditional 🔻	Per Pa	ge: 50	0 <b>*</b> SI	no Photos: 🗷 Sho	w All Results:					
Saved Listings	Y Property Type	¥ Badroome: 3 ¥	Property St	atur <b>V</b> Bat	he- 2	Retur	n to Sear	ch) (Show Crit	eria	Save	e Sear	ch Criteria						
Reports/Invoices	Showing 1 to 6 o	of 6 entries	rioperty st	A Day		<b>X</b> Alter						-		Search:		F	Previous	1 Next
Se Roster	Click to View	MLS#	Striff	Dir S	tr Nm	Area	DOM	List Pr	Bd	в	нв	Selg Pr	Selr Conc	Clsg Dt	Ttl SqFt	Lot Sz		# Acres
Contacts														-				
CMA	- I may	R117121S	121	W	25th	Northwest Pittsburg	75	\$122,950	3	2	0	\$124,000	3709.94	5/12/2017	1970	100 x 13	0	0
m News & Events			- 4 0															
CRESOURCES		R 117 131S	2111	W	4th	Northwest Pittsburg	102	\$77,500	3	2	0	\$74,500	1500	6/16/2017	1294	85x948		1.8
🕍 Home		🖉 🥶 👔 📼 🕫	40															
📲 Multi Task		R117241S	408	N	Olive	Northwest Pittsburg	45	\$20,000	3	2	0	\$19,000	None	5/31/2017	1249	40X171		0
		1 C + 6 10 11	40															
		R117497S	205	W	19th	Northwest Pittsburg	52	\$89,900	4	2	0	\$89,350	4350	9/13/2017	2051	80x142		
			4.0															
1	11	R117538S	705	w	9th	Northwest Pittsburg	66	\$85.000	3	3	0	\$80.000	0	10/12/2017	2102	50 X 14;	2	
	(Filler)																	
		<b>2 2 4</b> 6 10 1	2 <b>4</b> 🕘 🗉															
	ALC: NO DE CONTRACTOR	R117706S	926	N	Main	Northwest Pittsburg	39	\$137,500	4	2	1	\$143,000	None	12/15/2017	1764	6.9 acres	9	6.9
	Constantine Co	🕫 🖸 🛹 🔒 📼 🕫	. 20															_
																F	Previous	1 Next
								Return t	о Тор	)								

- 5. Select Full CMA, enter Your Information and click Submit.
- 6. To Add a Subject Photo Click the Plus Sign in the Upload Subject Photo Box. Once you have selected your photo Click Upload Subject Photo.
- 7. The First Time you Create a CMA you will be prompted to Select the Fields you wish to include. Drag and Drop Desired Fields from the Available Fields Box to the Selected Options Box. You have the Option to Save As Template or Use Selected Fields. If you Save As Template you will be able to Set as your Default.
- 8. Enter your Subject Property Details and Click Continue. If you entered an Existing MLS Number for your Subject Property these Fields will be Populated.
- 9. You will be able to do the following: Add/Edit: Subject Data, Custom Remarks, Non MLS Listings Search Additional Comps Add/Remove Fields Edit Default Adjustments Sort Comp Order
- **10.** You have 3 Types of Adjustments Available: Overall Adjustments Miscellaneous Adjustments
  - Individual Comp Adjustments

11. If using Multiple Statuses for your Comps you are also able to Select to Only Use Sold Prices In The Comparison.

Add Listing	Home / CMA Side by Side						Hide Menu	Le chat 🚔 print 🕡
				M 🔒				
My Listings			Add/Edit Add/View Subject Data Non-MLS Listin	Search More Add/Rem hos Comos Fields	eve Undo Edit De Remove Listion Adjustme	fault Sort ents Como Order		
Search	Only include sold properties in two	v 3062						
	A conjunction solo propenses in are	ange i						
Saved Listings				100 K	Sala alter inter	CONTRACTOR OF A	1000-16	
Reports/Invoices			and the the	State and	State of the second second	2	Station Aller	
		And the second se		THE REAL PROPERTY OF	E PARA LE PARA	distant and a	A CONTRACT OF THE OWNER OF	L L L
toster		The second second second		Della grantenta i	AND THE REAL PROPERTY AND ADDRESS OF THE PARTY OF THE PAR	AT A DESCRIPTION OF	The state of the s	THE TRUE
ontacts	-			ALL MILLON				
				The second second		A CONTRACT OF A CONTRACT	Contraction of the second	And the second se
:MA		Subject	Carlo Month - alkan		· · · · · · · · · · · · · · · · · · ·	and the second starting of		The second s
lews & Events			Comparable 1 🔀	Comparable 2	Comparable 3 🔀	Comparable 4	Comparable 5 🔀	Comparable 6
		Misc Adjustments	Misc Adjustments	Misc Adjustments	Misc Adjustments	Misc Adjustments	Misc Adjustments	Misc Adjustments
tesources	Overall Adjustments	(Add Comments )	Add Comments	Add Comments	Add Comments	Add Comments	Add Comments	Add Comments
larese			Adjust Comp 1	Adjust Comp 2	Adjust Comp 3	Adjust Comp 4	Adjust Comp 5	Adjust Comp 6
ome	MLS Number	117557	R117498S	R117507S	R117289S	R117047S	R115348S	R114734S
Multi Task	Address	1506 Woodland Terrace	2404 Tucker	2209 Taylor	2603 Omaha St	607 Pesavento Ave	721 Chestnut	637 530th
	City	Pittsburg	Pittsburg	Pittsburg	Pittsburg	Pittsburg	Pittsburg	Pittsburg
	State	KS	KS	KS	KS	KS	KS	KS
	Zip Code	66762	66762	66762	66762	66762	66762	66762
	Suggested List Price	\$186,666.67						
	Adjusted Price		\$173,000.00	\$190,000.00	\$190,000.00	\$193,000.00	\$195,000.00	\$179,00
	LisUSell Price		\$173,000.00	\$190,000.00	\$190,000.00	\$193,000.00	\$195,000.00	\$179,00
	Misc Adjustments							
	List Price	242500	\$185,000.00	\$194,900.00	\$192,500.00	\$193,000.00	\$195,000.00	\$189,900
	Original List Price	242509 Reathered Ditchurg	105000	Foutboast Dittaburg	Foutboast Dittaburg	Dillahurn Suburban	Footbood Oilleburg	Rural Desides
	Redressme	3 autometri Presoury	A A	autoreast Prosoury	2 2	Plastory socorbail	a and a southwest Prasoury	Kurai Nesiden
	Bedrooms	3	-		3			
	Bauis				5			
	1/2 Baths	1	0	0	0	1	1	1
	Apx Iotal SqFt	2104	2102	2102	2404	2210	2210	150
	Basement /	True	Faise	Inue	Inte	Faise	False	Fa
	Tear Built from County		1973	1987	1909	1993	1970	1935
	Garage	2 Cars, Attached, Garage Door Opener	2 Cars, Attached, Garage Door Opener	2 Cars, Attached	2 Cars, Attached, Garage Door Opener	2 Cars, Attached, Garage Door Opener	2 Cars, Attached	2 Cars, Attached
	Fireplace	1 Fireplace, Gas Logs	1 Fireplace, Wood Burning, Built In, Insert	1 Fireplace	2+ Fireplace, Insert, Other-See Remarks	2+ Fireplace, Wood Burning, Other-See Remarks	1 Fireplace	1 Fireplace, Insert
	Appliances	Range(Oven, Distrivasher, Garbage Disposal, Refrigerator,	Range/Oven, Dishwasher, Garbage Disposal, Refrigerator	Range/Oven, Dishwasher, Garbage Disposal, Refrigerator,	Range/Oven, Dishwasher, Garbage Disposal, Refrigerator	Range-Oven, Dishwasher, Garbage Disposal	Range/Oven, Distrwasher, Refrigerator	Range/Oven, Distrwasher, Garbage Disposal

- 12. Click Complete CMA.
- **13.** You will be able to do the following:

Email Add/View Non MLS Listings Search More Comps Add/Remove Fields Add/Remove Pages Edit Subject Data View/Adjust Comps Print Save As PDF



### To Create A CMA From A Saved Search, follow these steps:

- 1. Click Search from the Navica menu.
- 2. Beside the Property Type click the Button Saved Searches.
- 3. Click on the Saved Search and click Get Results.
- 4. Follow Steps 4 12 in Creating A CMA From Searching.

### To Create A CMA From Saved Listings, follow these steps:

- 1. Click Saved Listings from the Navica menu.
- 2. Click on the Name of the Folder you created and Saved your Listings for the CMA.
- 3. Follow Steps 4 12 in Creating A CMA From Searching.

# CMA SETTINGS

CMA SETTINGS provides the Options to Edit Default Settings, Edit Default Search Settings, Create a Resume and Change the Name of the Suggested List Price Field.

Home / CMA	😡 Hide Menu	Ell logout	Le chat	aprint	() help
My CMAs Create CMA CMA Settings					
CMA Settings					
Source or angle					
Edit Default Adjustment Values					
Filir Default Search Settions					
Datima					
inseams Channe Name of Connected List Deles Rold					
sunning same sa angesten san angesten same					
	Home / CMA My CMAs Create CMA CMA Settings  CMA Settings  Edit Default Adjustment Values  Edit Default Search Settings  Resume Change Name of Supprested List Price field	Home / CMA Create CMA CMA Settings	Home / CMA Create CMA CMA Settings  CMA Settings  Edit Default Adjustment Values  Edit Default Search Settings  Edit Default Search Settings  Change Name of Suppreted List Price field	Home / CMA Create CMA CMA Settings  CMA Settings  Edit Default Adjustment Values  Edit Default Search Settings  Edit Default Search Settings  Change Name of Suggested List Price field	Hener CMA Create CMA Cettings

#### EDIT DEFAULT ADJUSTMENT VALUES

Choose the Format you wish to Edit. You will have All of the Fields Available for you to enter Adjustment Values. You will need to Enter the Dollar Amount for Each Field that you wish to Adjust. Some Fields provide you with the Option to Set a Per Feature or an Individual Adjustment. To Use a Per Feature Adjustment enter the Dollar Amount in the Category Name and Select Per Feature. By Selecting this Option the Adjustment will be made on all of the Fields within this Category. To Use an Individual Adjustment enter the Dollar Amount beside each Field you wish to Adjust and Select Individual Adjustment. By using this Feature you are applying an Across Comp Adjustment. Entering a Value here will ensure that the Value is Added or Subtracted to each applicable Comp within your CMA.

📄 Add Listing	Home / Default Adjustment Values			😡 Hide Menu []]	logout .	te chat	erint	() help
My Listings	Field Description	Dollar Value per Item	Adjustment Option					
Search	All Property Types Bedrooms	0						
Saved Listings	Baths	0						
	Apx # Acres	0						
Reports/invoices	Apx Total SqFt	0						
😻 Roster	# Rooms	0						
L Contacts	Year Built from County	0						
CMA	Residential, Condo							
	Style	0	Per Feature Individual					
News & Events	Ranch Deised Dersch	0						
C Resources	Kalsed Kanch	0						
🛃 Home	2 Stories	0						
💶 Multi Task	3+ or More Stories	0						
	Bungalow	0						
	Split Foyer	0						
	Bi Level	0						
	Manufactured Home	0						
	Camp Style	0						
4	Other-See Remarks	0						
A	Approximate Age	0	Per Feature Individual					
	New-Never Occupied	0						
	1-3 Years	0						
	3-5 Years	0						
	6-10 Years	0						
	11-15 Years	0						
	16-20 Years	0						
	21-30 Years	0						
	31-40 Years	0						

### EDIT DEFAULT SEARCH SETTINGS

When **Searching Comps** for your **CMA** you have the **Option** of entering **Specific Criteria** for your **Searches**. This **Option** allows you to place **Value** on **Certain Fields** by requiring that the system on **Search Comps** that have the **Exact Features** as the *Subject*, or have **Features** that **Closely Resemble** the **Subject** within a **Specified Range**. For example, if your **Subject Property** has 4 Bedrooms you can set your **Search Settings** to only **Retrieve Comps** that have 3, 4 or 5 Bedrooms.

Add Listing	Home / EditDefaultSearch		😡 Hide M	anu 🔝 logout	Le chat	arint 🚑	() help
	All Property Types						
My Listings	Street #	Exact Match					
Search	Direction	Exact Match					
Saved Listings	Street Name	Exact Match					
ouveu Lioungo	City	Exact Match					
Reports/Invoices	Schools	Exact Match					
Roster	Bedrooms						
0	Baths						
Contacts	Closing Date	Jet Match					
CMA	Area	Exact Match					
News & Events	Apx # Acres	+= <b>T</b> 0					
	Apx Total SqFt	+- ¥ 200					
Resources	County Name	Exact Match					
Home	Owner's Name	Exact Match					
Multi Teek	# Rooms	+= * 0					
Mulu Task	Seller Concessions	Exact Match					
	Year Built from County	+= * 0					
	Escrow Check	Exact Match					
	Residential						
	Style	Exact Match					
	Approximate Age	Exact Match					
	Basement	Exact Match					
	Foundation	Exact Match					
	Walls	Exact Match					
	Roof	Exact Match					
	Exterior	Exact Match					
	Heating	Exact Match					
	Cooling	Exact Match					
	Garage	Exact Match					
	Fireplace	Exact Match					
	Appliances	Exact Match					
	Misc Interior	Exact Match					

Place a Check beside the Fields that you want the Comps to be Exact Matches of the Subject.

For **Fields** such as **Bedrooms** and **Baths** you may assign a **Range Value**. You may then determine whether your **Range** will be =/+, -/=, +/-, =/= to your **Subject**. For Example, if you assign a range of 1 beside Bedrooms and **Select** +/- and your **Subject Property** has 4 Bedrooms the **System** will **Search** for **Comps** that have 3, 4 or 5 Bedrooms only.

#### EDIT RESUME SETTINGS

Under the **Resume Settings Option** you are able to add your **Personal Information** to Navica in order to compile a **Resume** to be included with your **CMA**. To do so **Click** on **Resume**. The **Fields** of **Information** to include when entering a **Resume** are: **Resume Heading, Objective, Education, Experience, Personal Association** and **Personal Information**. When you add your **Resume** you may **Select** it as the **Default Resume** that will automatically be placed in the **CMA** when you choose to include the **Resume** as an insert.

Add Listing	Home / New Resume	😡 Hide Menu [	logout 👥 chat	erint 🕡 help
My Listings	Back			Save
C Search	Resume Heading	 Resume Details	1	
Saved Listings				
Reports/Invoices	Title			
👷 Roster				
Contacts				
CMA	Objective			
📑 News & Events			d	
📋 Resources				
🕍 Home	Experience			
Task Multi Task		,		
	Education			
NT	Personal Association		4	
	Personal Information		é	
	Back			Save

### CHANGE NAME OF SUGGESTED LIST PRICE FIELD

When creating your **CMA** you may wish to **Change** the **Name** of the **Suggested List Price Field**. To do so **Click** the link and then enter the **New Name, Select Yes** or **No** to use and **Click Save**.

Add Listing	Home / CMA	😡 Hide Menu 📗	iogout	Le chat	print	() help
My Listings	My CMAs Create CMA CMA Settings					
Search	@ CMA Settione					
🔚 Saved Listings	S one ocurry					
Reports/Invoices	Edit Default Adjustment Values					
👷 Roster	Edit Default Search Settings					
L Contacts	Resume					
CMA	Change Name of Suggested List Price field					
News & Events	Edit Suggested List Price					
Kesources	New Name					
💁 Home 🏣 Multi Task	Use New Name					
	Yes *					
	Close Save					
					homelp	rint I logout

# **ADDITIONAL OPTIONS AND FEATURES**

From the CMA Side By Side Screen you are able to Add/Edit Subject Data, Add/View Non-MLS Listings, Search More Comps, Add/Remove Fields, Edit Default Adjustments and Sort Comp Order.



# ADD/EDIT SUBJECT DATA

To Add/Edit your Subject Property Data click Add/Edit Subject Data on the Toolbar. Click Submit.

Add Listing	Home / CMA Side by Side						Q	Hide Menu 🔠 1000ut	22 chat	a print	() helo
My Listings					Add/Remove Un	ido Edit Default	Sort				
Search			Subject Data Non	-MLS Listings Comps	Fields Remove	Listing Adjustments C	omp Order				
		Edit Subject							- 0	Comple	te CMA
Reports/Invoices	CMA Side by Side										
Poster	E e i i i i i i i i i i i i i i i i i i	Edit Subject Data							1 H.		
TO SIGN	Univ include sold propertie	Submit									
Contacts		Original List Price	Area		Bedrooms		Baths	1	• I 6	have	
CMA		242500	Southwe	ist Pittsburg	• 3		2		18	4	Sec. 1
News & Events		2.12000		or randong			-		- 18	- A THE	<u></u>
Resources		1/2 Baths	Apx Total So	Ft	Basement ?		Year Built from County		18		BE
Home		1	2104		● Yes ○ No ○ n/a						
Task Multi Task		Recommend of the								Comparable 6	
	Overall Adjustments	Partial Walkout Urfnished		Full Finished Storm Shelter		Sump Pump Partially Finished None			or	nments Comp 6	
	MLS Number	Cther-See Remarks							- 11	R1147348	
	Address	Garage (6) Ny									
	State	1 Car		2 Cars		3 Cars					
	Zip Code	4+ Cars		Attached		Detached					
	Suggested List Price	No Carport		No Garage		Other-See Rema	rks				
	Adjusted Price									\$183,	00.00
	List/Sell Price	Fireplace (6) N/								\$179,	00.000
	Misc Adjustments	1 Fireplace		2+ Fireplace		Gas Logs					
	List Price	Electric Log		Wood Burning		Built in				\$189,9	00.00
	Original List Price	Glass Doors		Soreen		Wood Stove				Dural David	19900
	Dedreeme	None		Cther-See Remarks						A Reside	211041
	Baths	Appliances (M) R						Required Field		2	
	1/2 Baths	Representation		Dabaashar		Garbara Discord				1	
	Apx Total SgFt	10 martine		His accession of the second se		and a category				2329	
	Basement ?	True		False	True	True	False	False			False

# ADD/VIEW NON-MLS LISTINGS

If there is a **Property** you would like to use within your **CMA** that was not in the **MLS** such as a **FSBO** you may enter the Listing to **Add/View Non-MLS Listings** by clicking the feature on the **Toolbar**. This **Listing** becomes part of your **CMA's** only. The **Data Fields** for the **Non-MLS Listing** will be the same as the **Template** or **Default** you are using.

hoose Your Account	K CMA Side by Side X						
C   https://dev.	.navicamls.net/494/Cma/AdjustValues						
Pittsbur	g Board of REALTOF	RS (Dev PLUS)				Tester1, Navica (999	ei) Pho
dd Listing	Home / CMA Side by Side				😡 Hide Me	nu 🖽 logout 🤰	👷 chat 🚔 print 🕡 l
y Listings			Add/Edit Add/View Search More	<ul> <li>Add/Remove Undo Edit 1</li> <li>Debte Demove Listing Adjust</li> </ul>	Default Sort		
earch		0.	operional norme compo	Tienes remove coming sugest	inclus completion	<b>1</b>	
und Lindiana		Non-MLS Listings					Complete
in the closenge						A	
ports/Invoices	CMA Side by Side				Submit		
ster	Columnation of a sold properties in supra-	List Price	Original List Price	Street #	Street Name		
	citiy include sold properties in avera-			Contains .	Contains 1		
ntacts				Use semicorons for manuples	ose semicorons for multiples	1000	
A		Ama	Bedroome	Bathe	1/2 Baths	C. C. C. C.	
and the second second		Ales	Diatoonia	Cours	The Duting		
ws & Events			×			L DI	DATE INTRODUCTION
sources			U	JI.			State of the local division of the local div
		Apx Total SqFt	Basement	Year Built from County	Basement	A CHARLES IN	and the second
me					Partial	15	Comparable 6
Iti Task					Sump Pump		disc Adjustments
	Overall Adjustments				Walkout	1	Add Comments
					Finished v		djust Comp 6 ]
	MLS Number						R1147348
	Address	Garage	Fireplace	Appliances	Misc Interior	0	37 530th
	City	1 Car	1 Ekenlane	RannelOven ^	Dranes/Curtains/All	P	ttsburg
112	Zin Code	2 Cars	2+ Fireplace	Dishwasher	Drapes/Curtains/Part		9 8782
	Suggested List Price	3 Cars	Gas Logs	Garbage Disposal	All Window Covers Stay		
	Adjusted Price	Attached	<ul> <li>Viood Burning</li> </ul>	Microwave -	Shade/Blind/Part +	\$199,000.00	\$183,00
	List/Sell Price					\$195,000.00	\$179,00
	Misc Adjustments			JI		105 020 02	F400.000
	Original List Price	Extras	Seller Concessions Contains •	Closing Date	Selling Price	195000	1899
	Area	Fence	<ul> <li>Use semicolons for multiples</li> </ul>			at Pittsburg	Rural Resident
	Bedrooms	Covered Patio					4
	Baths	Storm Windows	Property Status Hy	Property Type N/			2
	1/2 Baths	Insulated Windows	Enclude Selected     Active	Exclude Selected			1
	Apx lotal SqFt		UC - Take Back Up	Condo		Caller	2329
	Basement ?		Under Contract	Multi-Family		Faise	Fa
	rear bane nonr county		Sold/Closed	Commercial			
	Basement		15 Mile demonstra	Ciente Camito un'A sessore			ther-See Remarks (4000)

**SEARCH MORE COMPS** 

If you need to Add Additional Comps you can Search for more from the CMA Side By Side Screen. Click Search More Comps on the Toolbar. You may Add Additional Comp Criteria, Add Comps By MLS Number and Add Comps from your Saved Listings Folders.

Add Listing	Home / CMA Side by Side				Find More Comparables
My Listings				Search More Ad	Table Search Beaulter 20
Search			Subject Data Non-MLS Listin	ngs Comps I	Iotal Search Results: 28
Saved Listings				-	Bedrooms: Between 3 and 4 Baths: Between 2 and 3
Reports/Invoices	CMA Side by Side				Closing Date: 3/27/2016 3/27/2018 Area:
餐 Roster	Only include sold properties in average	?			Garage: Fireplace:
Contacts				2003	Appliances: Misc Interior:
CMA				H H L	Extras: Seller Concessions:
🔚 News & Events				Billion Statistica	Property Status: Sold/Closed
Resources			- Charles		Relact Additional Comp Criteria
🕍 Home		Subject	Comparable 1	Comparable 2	
Task Multi Task		Misc Adjustments	Misc Adjustments	Misc Adjustments	
	Overall Adjustments	(Add Comments	Add Comments Adjust Comp 1	Add Comments Adjust Comp 2	Add Comps By Mis Number Add Saved Listings
	MLS Number	117557	R117498S	R117507S	Add Compa by MI & Number
	Address	1505 Woodland Terrace	2404 Tucker	2209 Taylor	Add comps by MES Namber
	City	Pittsburg	Pittsburg	Pittsburg	
	State	KS	KS	KS	
1	Zip Code	66762	65762	66762	
1	Suggested List Price	\$187,250.00			
	Adjusted Price		\$177,000.00	\$188,	83,000.00
	List/Sell Price		\$173,000.00	\$190,	79,000.00
	Misc Adjustments				
	List Price	242500	\$185,000.00	5194,9	Get MLS Numbers
	Area	Southward Diffehum	Northcast Ditteburg	Fourthoast Ditte	idential
	Redroome	2	A	A A	storita
	Detho	3	4		
	Baths	2	3	3	
	1/2 Ballis	2101	0	0	
	Apx Iotal SqFt	2104	2162	2162	
7 X	Basement ?	True	False		False

# ADD/REMOVE FIELDS

If you wish to **Change** the **Fields** that are currently being used on your **CMA Click Add/Remove Fields** on the **Toolbar**. To **Add Fields Drag** and **Drop** the **Fields** from the **Available Options Box** to the **Selected Options Box**. To **Remove Fields Drag** and **Drop** the **Fields** from the **Selected Options Box** to the **Available Options Box**. You may also **Adjust** the **Fields Up** or **Down** in the **Selected Options Box**.

Add Listing	Home / CMA S	Side by Side					Hide Menu	👱 chat 🛁 print 🕜
My Listings			A		ave Uodo Edit Dr	fault Sort		
		Add/Remove Fields		s Fields				
Search								Complete
Saved Listings	-	Select from list of CMA Templates:						Compieto
		Drag and drop fields for your	CMA					
reports/invoices	CIMA							
Roster	Only	Save As Template	Use Selected Fields					
ontacte		Available Options	Selected Ontions		1			
onuicta					the sta			10 million
A		Listing Office	List Price	MIN ALARA	100 A 60 A 60	- Alexander	Steak and Sta	
ws & Events		Listing Agent	Original List Price	and a r		P The A	7 Paralla	- The state
ino di Literito		List Date	Street #		The second s	OT LABORATION		' ( Tre
sources		Expire Date	Street Name				aller de la la constance	
me		Direction	Area	- The second	Contraction of the second second second second	- A Contraction		Strategic and
		City	Bedrooms	parable 2 🐹	Comparable 3	Comparable 4	Comparable 5	Comparable 6
iti Task		State	Baths	nents	Misc Adjustments	Misc Adjustments	Misc Adjustments	Misc Adjustments
	Over	Zip Code	1/2 Baths	ots	Add Comments	Add Comments	Add Comments	Add Comments
		County Name	Apx Total SgFt	2	(Adjust Comp 3)	Adjust Comp 4	Adjust Comp 5	Adjust Comp 6
	MLS NU	Schools	Basement ?	7507S	R117289S	R117047S	R115348S	R114734S
	Address	Lot Size	Year Built from County		2603 Omaha St	607 Pesavento Ave	721 Chestnut	637 530th
	City	Apx # Acres	Basement		Pittsburg	Pittsburg	Pittsburg	Pittsburg
	State Zin Cod	# Rooms	Garage		65762	KS 60762	KS 6767	KS 65757
	Sugges	SoFt Measured	Fireplace					
	Adjuste	SoFt From County	Appliances	\$188,000.00	\$184,500.00	\$197,000.00	\$199,000.00	\$183,01
	List/\$el	Sewer	Misc Interior	\$190,000.00	\$190,000.00	\$193,000.00	\$195,000.00	\$179,01
	Misc Ac	Water	Extras	£404.000.00	\$103.500.00	8163 600 00	2105 020 20	P400.05
	Original	Gas	Seller Concessions	194900	195000	183000	195000	189
	Area	General Taxes	Closing Date	theast Pittsburg	Southeast Pittsburg	Pittsburg Suburban	Southwest Pittsburg	Rural Resider
	Bedr	Total Taxes	Selling Price	4	3	4	4	4
	Bath	Specials	Property Status	3	3	2	3	2
	1/2 Batt			0	0	1	1	1
	Apx		Use Astrony Fields	2162	2484	2270	2210	2329
	Parame		Use Selected Fields	True	True	False	False	E

### **ADJUSTMENTS**

There are **3 Types** of **Adjustments Available**; **Overall Adjustments**, **Miscellaneous Adjustments**, and **Individual Comp Adjustments**.

#### **OVERALL ADJUSTMENTS**

You will have All of the Fields Available for you to enter Adjustment Values. You will need to Enter the Dollar Amount for Each Field that you wish to Adjust. Some Fields provide you with the Option to Set a Per Feature or an Individual Adjustment. To Use a Per Feature Adjustment enter the Dollar Amount in the Category Name and Select Per Feature. By Selecting this Option the Adjustment will be made on all of the Fields within this Category. To Use an Individual Adjustment enter the Dollar Amount beside each Field you wish to Adjust and Select Individual Adjustment. By using this Feature you are applying an Across Comp Adjustment. Entering a Value here will ensure that the Value is Added or Subtracted to each applicable Comp within your CMA.

🚉 Add Listing	Home / Default Adjustment Values			😡 Hide Menu	Ell logout	Lt chat	and print	() help	
My Listings	Field Description	Dollar Value per Item	Adjustment Option						
Search	All Property Types Bedrooms	0					_		
Saved Lietinge	Baths	0							
aveu Liaunga	Apx # Acres	0							
Reports/Invoices	Apx Total SqFt	0							
😻 Roster	# Rooms	0							
L Contacts	Year Built from County	0							
CMA	Residential, Condo								
	Style	0	Per Feature Undividual						
News & Events	Ranch Relead Parch	0							
📋 Resources	1 1/2 Sion	0							
🛃 Home	2 Stories	0							
🔜 Multi Task	3+ or More Stories	0							
	Bungalow	0							
	Split Foyer	0							
	Bi Level	0							
	Manufactured Home	0							
	Camp Style	0							
	Other-See Remarks	0							
	Approximate Age	0	Per Feature						
	New-Never Occupied	0							
	1-3 Years	0							
	3-5 Years	0							
	6-10 Years	0							
	11-15 Years	0							
	16-20 Years	0							
	21-du Years	0							
	31-40 fears	0							

Overall Adjustments can be Preset In CMA Settings, Edit Default Adjustment Settings.

You are also able to make **Adjustments** on each **CMA** by clicking on the **Overall Adjustments Button** or on **Edit Default Adjustments** in the **Toolbar**.

You may also **Adjust** each Individual **Comp** by clicking on **Adjust Comp** underneath each **Comp Photo**. If you are **Subtracting Value** for a **Field** you **MUST** put the **Minus (-) Sign** in front of the **Dollar Amount.** 

	Home / CMA Side by Side						Hide Menu III logout	👽 chat 🖂 print 🕢 belo
Add Listing						R 8	Contraction (Contraction)	Server of the Card
My Listings				w Search More Add/R		f Delault Sort		
Search			Subject Data Non-MLS Lis	sangs Comps Hex	is Remove Listing Adji	isiments comp Order		(a) a all
Saved Listings								Complete CM
Reports/Invoices	CMA Side by Side							
Roster	Only include sold properties in ave	rage?						
Gontacts			ALLER ALL STREET	2 2-24-2	State of the State			-
CMA		Constant	CONTRACTOR OF CONTRACTOR				Barton Aller	
		A CONTRACTOR OF	Enter Adjustment Value	es for Comp 1			president and	I L H Warsh
News & Events			List Price:	Original List Price:	Area:	Bedrooms:		n nietzł
Resources			\$0	\$0	\$0	\$0	and the second s	- AND BEARING
		and the second second second	Enter Dollar Value For Adjustment	and the second second second	and the second of the second of			
Home		Subject	Baths:	1/2 Baths:	Apx Total SqFt:	Basement ?:	Comparable 5	Comparable 6
Multi Task		Misc Adjustments	\$0	\$0	\$0	\$0	Mise Adjustments	Mise Adjustments
	Overall Adjustments	Add Comments	Enter Dollar Value For Adjustment	Add Comments	Add Commente			
	Overan Hajustinents		Year Built from County:	Basement:	Garage:	Fireplace:	Adjust Comp 5	Adjust Comp 6
	MI S Nomber	117557	\$0	\$0	\$0	\$0	R1153A1S	R1147349
	Address	1506 Woodland Terrace	Enter Dollar Value For Adjustment	721 Chestrul	637 530th			
	City	Pittsburg	Appliances:	Misc Interior:	Extras:	Seller Concessions:	Pittsburg	Pitsburg
	State	KS	\$0	\$0	en	\$0	KS	KS
	Zip Code	66762	Enter Dollar Value For Adjustment	66762	68762			
	Suppested List Price	\$188,083.3						
	Adjusted Price		Closing Date:	Selling Price:	Property Status:	Property Type:	\$199,000.00	\$183,000.00
	LisuSell Price		\$0	\$0	\$0	\$0	\$195,000.00	\$179,000.00
	Misc Adjustments		Enter Dollar Value For Adjustment	4407 010 00	A 400 000 00			
	Dist Price	242500					\$195,000.00	\$129,900.00
	Original Cist Price	242300 Postbuort Ditchurs					fourthunget Ditteburg	Peral Desidential
	Redrooms	2				Submit	A A A A A A A A A A A A A A A A A A A	A
	Dethe	2		3		2		-
	Dauls	-			3			
	Ann Tatal Corta	1	0	0	0	1	1	1
	Apx Iotal SdFt	2104	2162	2102	2484	2270	2210	2329
	Basement ?	True	Faise	2 Iru	0 1	De Faise	Faise	Faise

You also have the ability to make **Miscellaneous Adjustments** to **Each Individual Comp** as well as the **Subject Property**. You may enter up to **5 Miscellaneous Adjustments**. If you are **Subtracting Value** for a **Field** you **MUST** put the **Minus (-) Sign** in front of the **Dollar Amount**.



### SORT COMP ORDER

To Change the Order the Comps are Displaying, Click Sort Comp Order on the Toolbar. Drag and Drop to your Desired Order and Click Submit.

Add Listing	Home / CMA Side by Side	😡 Hide Menu 🛛 Logout	👥 chat 📃 print 🕢 help
	<u>E. I. 10 E. 5 E. E.</u>		
My Listings	Additati Addriverw Search More Addriverwe Undo Edit Udrauit Sont Subject Data Non-MUS Listings Comps Fields Remove Listing Adjustments Comp Order		
C Search			Complete CMA
🔚 Saved Listings	· · · · · · · · · · · · · · · · · · ·		
Reports/Invoices	CMA Side by Side	0	
M Denter		<b>9</b>	
Roster			
L Contacts		1000.4	
CMA	Drag listings to reorder them	Save Reorder	
📷 News & Events	MI 8 # Address		nin minima
📋 Resources	114734 637 E 530th Pittsburg, KS 66762		
💰 Home	115148 721 5 Chestnut Pittshura, K5 60762	State of the second	The second s
Multi Task	4907 CELEBRA	omparable 5	Comparable 6
	11/04/ 00/ 5 PR5478100 AVE P115561(), 75 70/162	iments	Add Comments
	117289 2803 Omaha \$I Pittsburg, K\$ 66762	pmp 5	Adjust Comp 6
	117498 2404 \$ Tucker Pittsburg, K\$ 68762	R115348S	R114734S
	117507 2209 S Tavlor Pittsburg, KS 66762	put	Pittsburg
			KS
			66762
		Save Reorder \$199,000.00	\$183,000.00
		\$195,000.00	\$179,000.00
		\$195,000,00	\$189,900.00
		195000	189900
		Southwest Pittsburg	Rural Residential
		4	4
		3	2
		1	1
		2210	2329
		False	False
		1970	1935

Once you **Click Complete CMA** you will have further **Additional Options** and **Features** such as: Email, Add/Edit Custom Remarks, Add/View Non-MLS Listings, Add/Remove Fields, Add/Remove Pages, View/Adjust Comps, Upload Subject Photo, Print and Save as PDF.

Add Listing	Home / CMA	😡 Hide Menu	EUT Logout	Le chat	print (	() help
My Listings	E-Mail Add/Edit Add/View Search Add/Remove Add/Remove Edit View/Adjust Upload Print	Save PDF	-			
Search	Custom Remarks Non-MLS Listings More Comps Fields Pages Subject Data Comps Subject Photo					_
🔚 Saved Listings	Operation and the Manhat America					
Reports/Invoices	Comparative Market Analysis					
👷 Roster	1506 Woodland Terrace Pittsburg KS 66762					
E Contacts						
CMA						
Tows & Events	Prepared For: Craig and Deb Smith					
C Resources	Prepared By:					
🖆 Home	Navica Testeri					
🃲 Multi Task						
	Date Prepared: 3/22/015					
4						

### EMAIL CMA

To Email your CMA Click Email on the Toolbar. Enter your information and Click Send With N-Mail. This will convert the CMA to a PDF file and Email it from you to your customer thru the Navica Email Server. NOTE: If you want to use your Email Signature within Navica please be sure to place a Check in the box. If you do not have and Email Signature it can be Added by clicking either on your Photo in the Top Right Corner of the Screen or the Gear directly beneath it.

📄 Add Listing	Home / CMA	😡 Hide Menu	Elli logout	Lt chat	print	() help
My Listings	E-Mail Add/Edit Add/View Search Add/Remove Add/Remove Edit View/Adjust Upload Print \$	Save PDF				
Search	Custom Remarks Non-MLS Listings More Comps Fields Pages Subject Data Comps Subject Photo					
Saved Listings						
Reports/Invoices	Comparative Market Analysis					
👷 Roster	ADD No dived Turner Difference VA 6720					
L. Contacts	1506 Woodiana Terrace Priciburg, KS 66762					
CMA						
Rews & Events	Prepared For: Craig and Deb Smith					
📋 Resources	File: Prepared By:					
🕍 Home	1506 Woodland Terrace pdf Navica Tester1					
📲 Multi Task	From:					
	To:					
	Subject					
	Message:					
4						
	Conditudity I Mail					
	Send wild werkan					

### **ADD/EDIT CUSTOM REMARKS**

On the **Toolbar Click** on **Add/Edit Custom Remarks**. These **Remarks** will appear on the **Cover Page** of your **CMA**.



### ADD/REMOVE PAGES

This feature allows you to determine which **Pages** you wish to Include in **Each CMA**. To **Enter a Seller's Proceeds Sheet Click Edit** beside **Proceeds**.

Add Listing	Home / CMA
My Listings	E-Mait Add/Edit Add/View Search Add/Remove Add/Remove Edit View/Adjust Upboad Pint Save PDF
Search	Custom Remarks. Non-MLS Listings More Comps Field's Pages Subject Data Comps Subject Photo
Saved Listings	1506 Woodland Terrace Pittsburg, KS 66762
Reports/Invoices	
👷 Roster	
L. Contacts	Prepared Port: Craig and Leb Smith
CMA	Prepared By:
To News & Events	Navica Tester1
📋 Resources	Cma Pages
🕍 Home	Cover
🖳 Multi Task	Subject     Visual For
	di biology Side
	i Map ♂ Barchart
	Graph
TIM	
1 X X	Things For A Quick Sale
	Clean Garage and Trim Strubs.

# SAVE PDF

Once you have **Completed** the **CMA** you may choose to **Save** as a **PDF** file. Click **Save PDF** and then you may choose the location where you **Save** the **File**. You may then **Print** as a **PDF** or **Send** as an **Attachment** in your **Personal Email Package**.



Once your **CMA** has been **Completed** you will have the **Options** to **Edit**, **Clone** or **Delete** your **CMA**. You will also be able to **View** any **Custom Notes** you have entered.

P	Add Listing	Home / CMA								😡 Hide Menu	Elli logout	Le chat	print	() hels
	My Listings	My CMAs	Create CMA	CMA Settings										
	Search													
	Saved Listings	CMA												
	Reports/Invoices												Create C	MA ]
8	Roster	СМА		Subject Address	s	Date Created	Date Modified	Tools						
	Contrata	1506 Woodland Terrace #2		1506 Woodland	d Terrace	3/22/2018 11:10:18 AM	3/22/2018 11:46:42	AM 📴 Edit CMA	🗐 Edit CMA 🎯 Delete 😕 Clone					
-	Contacts	1506 Woor	dland Terrace	1506 Woodland	d Terrace	3/22/2018 10:23:54 AM	3/22/2018 10:23:54	AM B Edit CMA	🗊 Edit CMA 🎯 Delete 🛞 Clone 💿 Agent Notes 🛛 🛶 💼 💼					
	CMA													
1.0	News & Events													
Ľ	Resources													
â	Home													
٦	Multi Task													

### **CLONE CMA**

If you choose to **Clone** an **Existing CMA** you will be prompted to **Name** it and you will have the **Option** to **Use** the **Comps** for the **New CMA**. Place a **Check** in the box for **Use Comps**.

Add Listing	Home / CMA				😡 Hide	Menu Ell logout	Le chat	a print	() help
My Listings	My CMAs Create CMA CMA	A Settings							
C Search									
🔚 Saved Listings	CMA								
🖬 Reports/Invoices								Create CI	MA
💓 Roster	СМА	Subject Address	Date Created	Date Modified	Tools				
Contacta	1506 Woodland Terrace #2	1506 Woodland Terrace	3/22/2018 11:10:18 AM	3/22/2018 11:46:42 AM	Edit CMA 🥥 Delete 📴 Clone				
Contacto	1506 Woodland Terrace	1506 Woodland Terrace	3/22/2018 10:23:54 AM	3/22/2018 10:23:54 AM	🕞 Edit CMA 🎲 Delete 📴 Clone 💿 Agent	lotes			
Resources			Cloned CMA Name	. <b>P</b>	- T				
A Home									
📲 Multi Task			Use comps Clone CMA						

# AGENT NOTES

You will be able to **View** any **Custom Remarks** you have entered by clicking on **Agent Notes**.

Add Listing	Home / CMA											😡 Hide Menu	[ logout	Le chat	print	() help
My Listings	My CMAs	Create CMA	CMA Settings													
C Search																
Saved Listings	CMA															
Reports/Invoices															Create C	MA
💓 Roster	CMA		Subje	ct Address	 Date Created		Date Modified		Tools							
LE Contacta	1506 Woodland Terrace #2		1506	Woodland Terrace	3/22/2018 11:10:18	AM	3/22/2018 11:46:42	2 AM	Edit CMA	g Delete	Clone					
Contacts	1506 Wood	lland Terrace	1506	Woodland Terrace	3/22/2018 10:23:54	AM	3/22/2018 10:23:5	4 AM	Edit CMA	Delete	Clone	Agent Notes				
CMA	Things For	A Quick Sale														
News & Events	Clean Cara	A and this offices.														
📋 Resources		1										11				
삼 Home																
🔩 Multi Task																