

One time Setup – MLSListings

Enter some search Criteria (anything you want, doesn't matter)

Click on **SEARCH**

Click on **CREATE NEW FORMAT**

The screenshot shows the MLSListings Professional Edition interface. At the top, there is a navigation bar with tabs for Home, Search, My Clients, Resources, Statistics, Store, and My Info. Below this, there are links for Quick Search, Map Search, and Advanced Search. The main content area shows search results for 'Search Results' with criteria: 'Active, Pending with release, Pending show, Pending, Sold | 1: Single family residential | 236 | 04/21/07-04/21/09'. There are view options for List View, Picture View, and Map View. A toolbar for the selected items includes Printable View, Email, Directions, View Reports, Customize List View, and More Options. A table of search results is displayed with columns: COE Date, DOM, List Date, List Price, Status, Sale Price, and Sale Date. A context menu is open over the table, showing options: Create New Format, Modify Format, Delete Format, Assign Format, MLSListings Default Format, Custom Format (Default), and TADA.

<input type="checkbox"/>	COE Date	DOM	List Date	List Price	Status	Sale Price	Sale Date	
<input type="checkbox"/>	3/17/2009	102	11/19/2008	\$2,695,000	S		3/1/2009	2321
<input type="checkbox"/>	6/11/2007	9	4/18/2007	\$689,000	S	\$723,000	4/27/2007	2130
<input type="checkbox"/>	6/22/2007	39	5/3/2007	\$829,000	S	\$808,000	6/11/2007	2136
<input type="checkbox"/>	3/2/2009	11	1/7/2009	\$890,000	S	\$892,000	1/18/2009	2360
<input type="checkbox"/>	7/29/2008	5	7/9/2008	\$848,000	S	\$892,000	7/14/2008	960
<input type="checkbox"/>	5/25/2009	89	1/22/2009	\$945,000	S	\$900,000	4/21/2009	1621
<input type="checkbox"/>	2/10/2009	63	11/17/2008	\$1,195,000	S	\$900,000	1/19/2009	2326
<input type="checkbox"/>	6/26/2008	21	5/14/2008	\$899,000	S	\$910,000	6/4/2008	851

To be compatible with our system, you need to make your **FIRST 6 COLUMNS** match the screen below. The fields need to be in this **EXACT** order. You can add any additional Columns you want **AFTER SALE DATE**. You need to DRAG and DROP the fields into the correct order. To add a COLUMN to the top, just

CHECK the box next to the COLUMN NAME.

MLSListings[®] Professional Edition PERKS | Trainin

Home Search My Clients Resources Statistics Store My Info

Quick Search Map Search Advanced Search Tax Search

Customize search result columns

Rearrange order: Select columns in the results preview below and drag & drop into preferred ordering.

COE Date	DOM	List Date	List Price	Status	Sale Price	Sale Date	Class	Street Address
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Add/Remove Columns: Click on the + / - icon to expand and contract column options for selection

- Basics
 - Class
 - MLS Number
 - Status
 - City
 - Zip Code
 - Beds
 - Baths
 - Area
 - Street Address
 - Bldg SqFt
 - Lot Size
 - Lot Size Range
- Advanced Categories
 - Dates
 - COE Date
 - Creation Date
 - DOM
 - Expiration Date
 - Off Market Date
 - Orig List Date
 - Pend Date
 - Rev Date
 - Status Change Date
 - List Date
 - Sale Date
 - Financials
 - Listing Information
 - Agreement/Commission
 - Listing Agent/Broker
 - Occupant
 - Photos
 - Selling Agent/Broker
 - Showing/Remarks/Other
 - Tour
 - Location
 - Property Features
 - Schools

Once your COLUMN ORDER matches the above screen shot, click SAVE.

- Bldg SqFt
- Lot Size
- Lot Size Range
- Open House
- City Limits
- Directions
- Other Common Fields
- Status Change Date
- List Date
- Sale Date
- Financials
- Listing Information
 - Agreement/Commission
 - Listing Agent/Broker
 - Occupant
 - Photos
 - Selling Agent/Broker
 - Showing/Remarks/Other
 - Tour
- Location
- Property Features
- Schools

Restore Defaults Save Cancel

You are Now Ready to Run a Search and Download your Data

Download Your Data

Log into the MLS and enter your comparable sales **SEARCH CRITERIA**.

You are creating a SEARCH RESULT that contains COMPARABLE listings for your subject property. You will use ALL The criteria that you normally use to create this SEARCH RESULT. You can use geography, sq. footage, bedrooms, market area, etc. Any criteria that you would normally use to create your COMPARABLE data set.

When you are satisfied with your criteria, **DELETE ALL DATE SEARCH CRITERIA **

Set the **LIST STATUS** to **ACTIVE, PENDING** and **SOLD/CLOSED** only.

Set the **LIST DATE** going back **24 months from the present**.

The screenshot shows the MLSListings Professional Edition search interface. The 'Quick Search' section is highlighted with a red box. The 'Status' dropdown is set to '1-5: Active, Pending, and Sold'. The 'List Date' dropdown is set to '4/1/2007-4/1/2009'. The 'Hot Sheet' dropdown is set to 'Any Change'. The 'Search' button is highlighted with a red box and a mouse cursor.

If you feel that EXPIRED/WITHDRAWN/CANCELLED listings are comparable to your subject property you can include those statuses in your search as well.

Choose the TADA format that you created in the 1 time setup

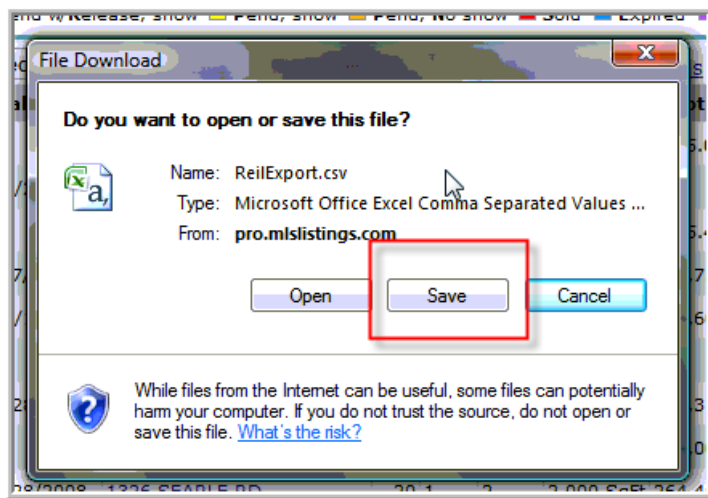
The screenshot shows the MLSListings Professional Edition interface. At the top, there is a navigation bar with 'Home', 'Search', 'My Clients', 'Resources', 'Statistics', 'Store', and 'My Info'. Below this, there are links for 'Quick Search', 'Map Search', and 'Advanced Search'. The main content area shows search results for 'Active, Pending with release, Pending show, Pending, Sold | 1: Single family residential | 236 | 04/21/07-04/21/09'. A table of results is displayed with columns for COE Date, DOM, List Date, List Price, Status, Sale Price, and Sale Date. A dropdown menu titled 'Customize List View' is open, showing options: 'Create New Format', 'Modify Format', 'Delete Format', 'Assign Format', 'MLSListings Default Format', 'Custom Format (Default)', and 'TADA'. A mouse cursor is pointing at 'TADA'.

COE Date	DOM	List Date	List Price	Status	Sale Price	Sale Date
3/17/2009	102	11/19/2008	\$2,695,000	S		3/1/2009
6/11/2007	9	4/18/2007	\$689,000	S	\$723,000	4/27/2007
6/22/2007	39	5/3/2007	\$829,000	S	\$808,000	6/11/2007
3/2/2009	11	1/7/2009	\$890,000	S	\$892,000	1/18/2009
7/29/2008	5	7/9/2008	\$848,000	S	\$892,000	7/14/2008
5/25/2009	89	1/22/2009	\$945,000	S	\$900,000	4/21/2009
2/10/2009	63	11/17/2008	\$1,195,000	S	\$900,000	1/19/2009
6/26/2008	21	5/14/2008	\$899,000	S	\$910,000	6/4/2008

Then click MORE OPTIONS, and then click EXPORT

The screenshot shows the MLSListings Professional Edition interface. At the top, there is a navigation bar with 'Home', 'Search', 'My Clients', 'Resources', 'Statistics', 'Store', and 'My Info'. Below this, there are links for 'Quick Search', 'Map Search', 'Advanced Search', 'Tax Search', and 'Saved Search'. The main content area shows search results for 'Active | 95125'. A table of results is displayed with columns for COE Date, DOM, List Date, List Price, Status, Sale Price, Sale Date, and Class. A dropdown menu titled 'More Options' is open, showing options: 'Export', 'Advanced CMA', 'Advanced Buyer's Tour', 'Hide Marked Listings', 'Hide Unmarked Listings', and 'Show All Listings (0 hidden)'. A mouse cursor is pointing at 'Export'.

COE Date	DOM	List Date	List Price	Status	Sale Price	Sale Date	Class
	15	3/27/2009	\$5,900,000	A			
	2	4/9/2009	\$2,950,000	A			
	59	2/11/2009	\$2,895,000	A			
	45	2/25/2009	\$2,795,000	A			
	327	5/19/2008	\$2,275,000	A			
	51	2/19/2009	\$2,250,950	A			

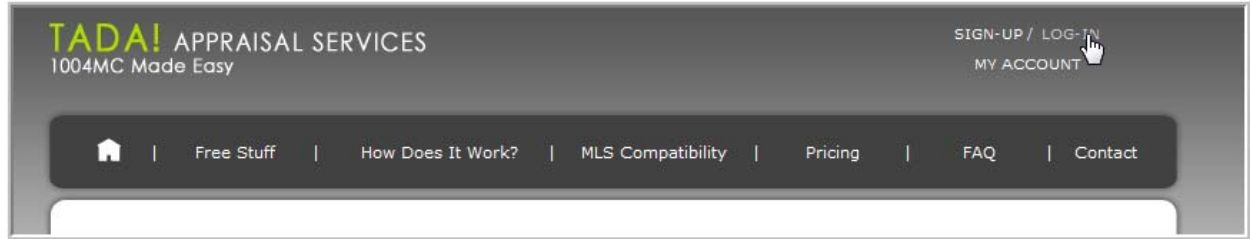
Name the File and Save the file to your DESKTOP

**You've Successfully Downloaded your Search Results
You can UPLOAD your file to the TADA! Analysis Tool**

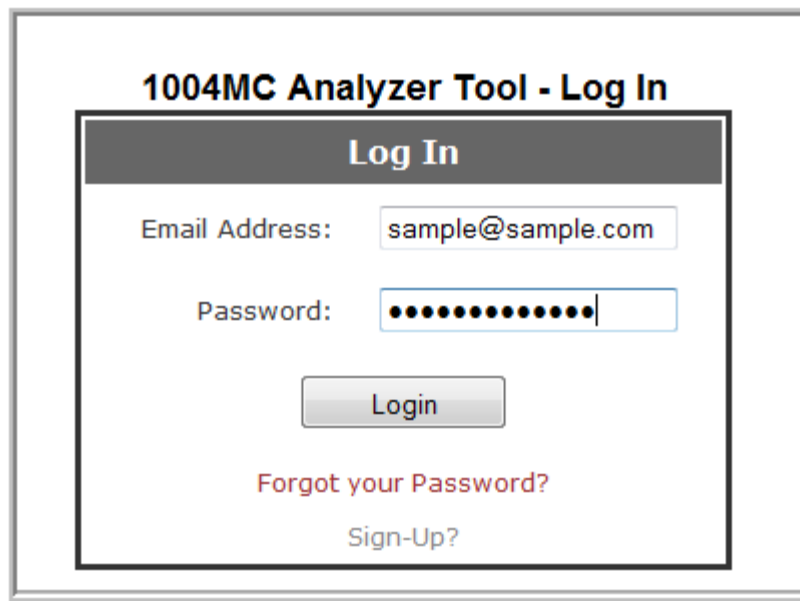
Uploading the Data is EASY

Go to <http://www.1004-mc.com>

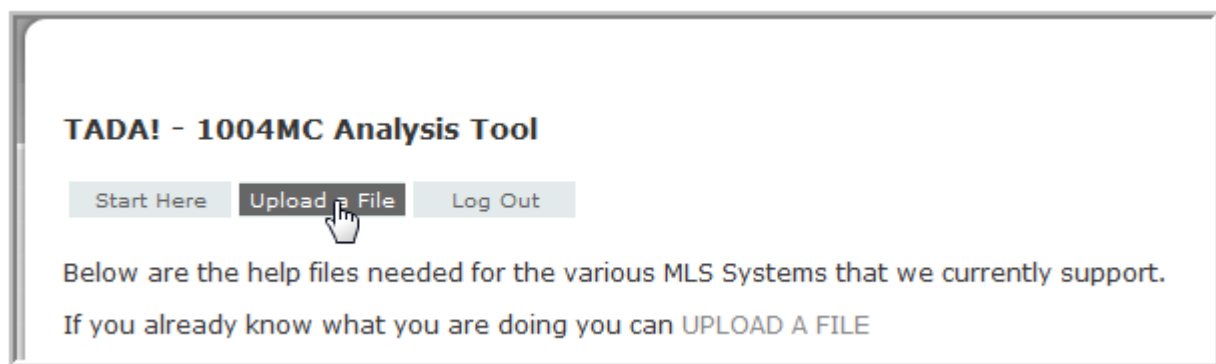
Click on **LOG-IN**



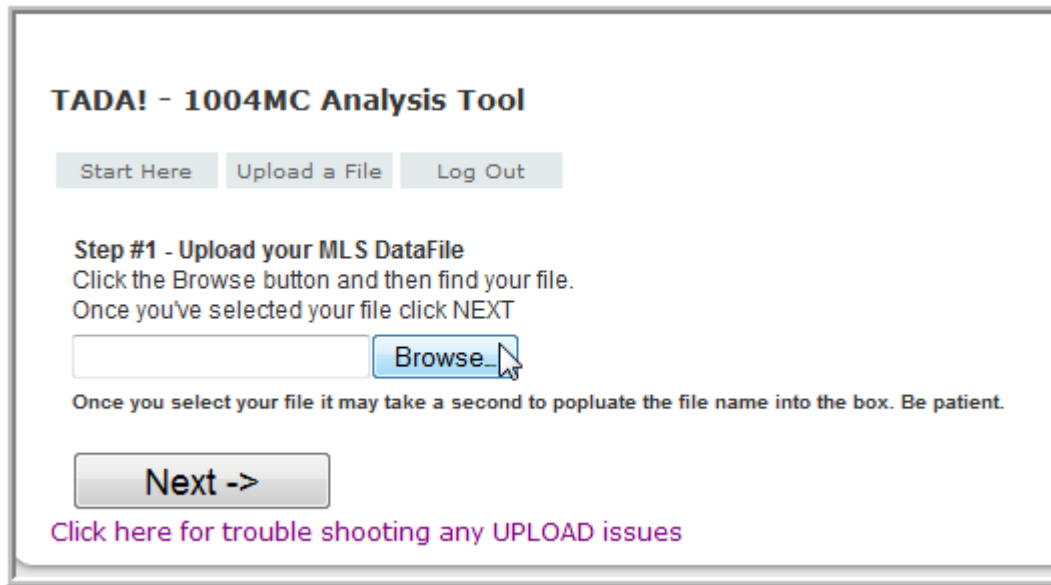
Login



Click on **UPLOAD A FILE**

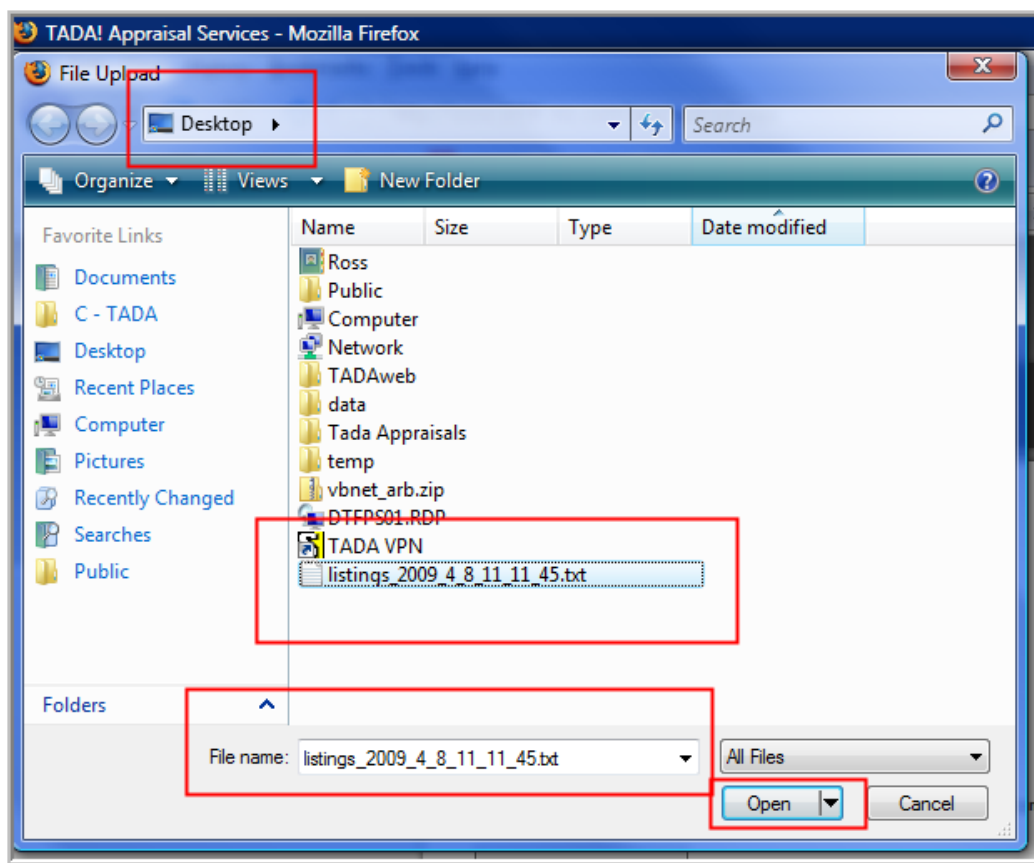


Click on **BROWSE**, find your file. Then click **NEXT**

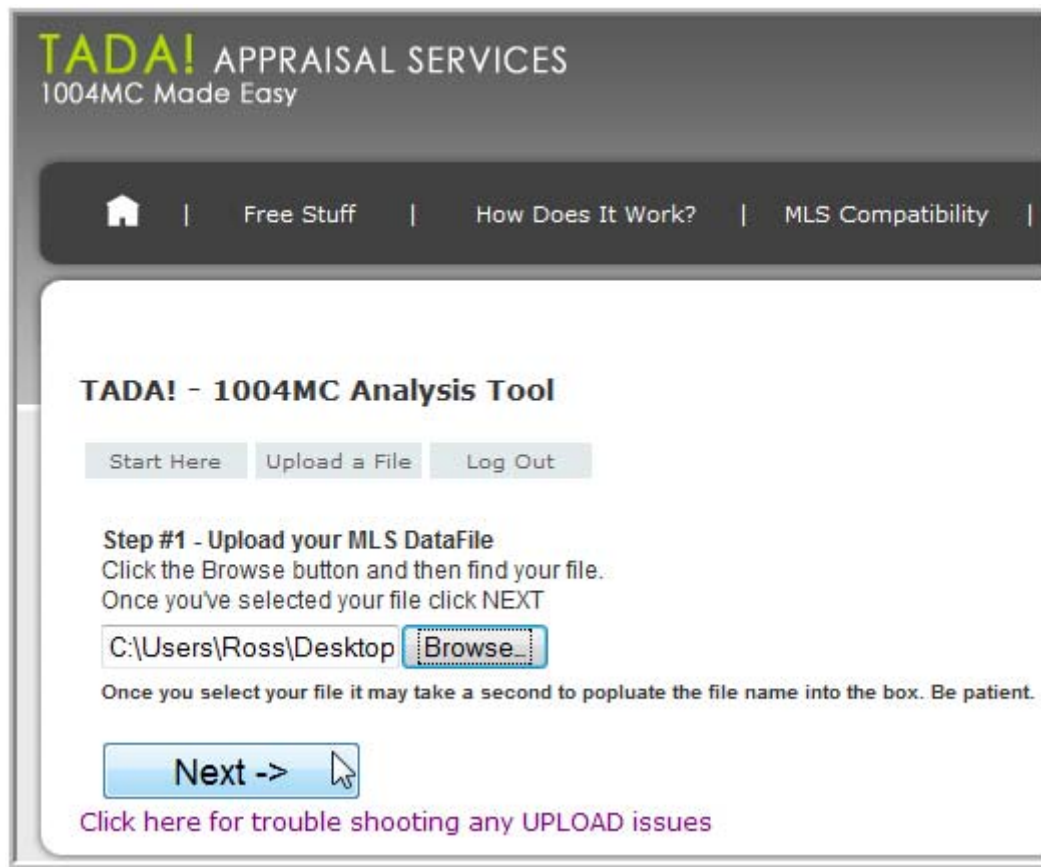


Browse to you file and OPEN it.

Image below is If you saved your MLS file to your **DESKTOP**



That's it! Click NEXT.



TADA! APPRAISAL SERVICES
1004MC Made Easy

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TADA! - 1004MC Analysis Tool

Start Here | Upload a File | Log Out

Step #1 - Upload your MLS DataFile
Click the Browse button and then find your file.
Once you've selected your file click NEXT

C:\Users\Ross\Desktop

Once you select your file it may take a second to populate the file name into the box. Be patient.

[Click here for trouble shooting any UPLOAD issues](#)