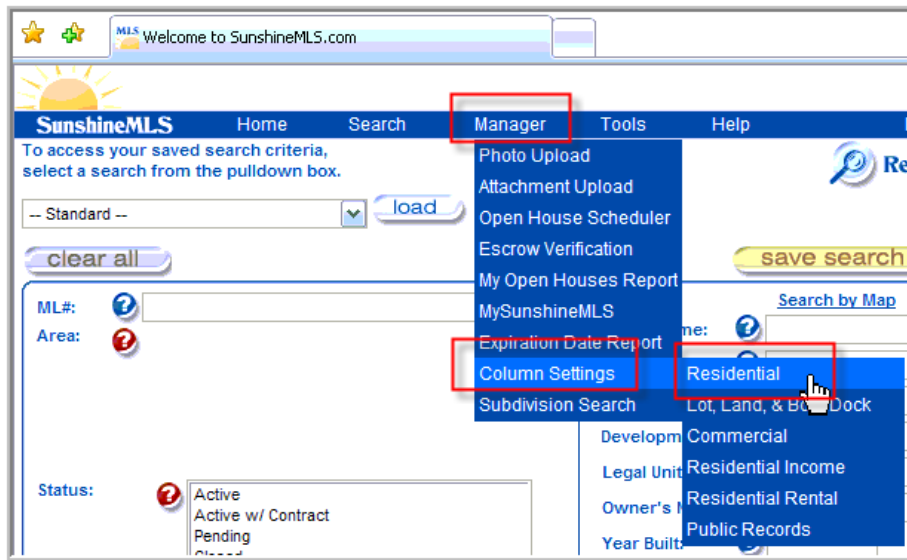


One Time Setup – SunshineMLS

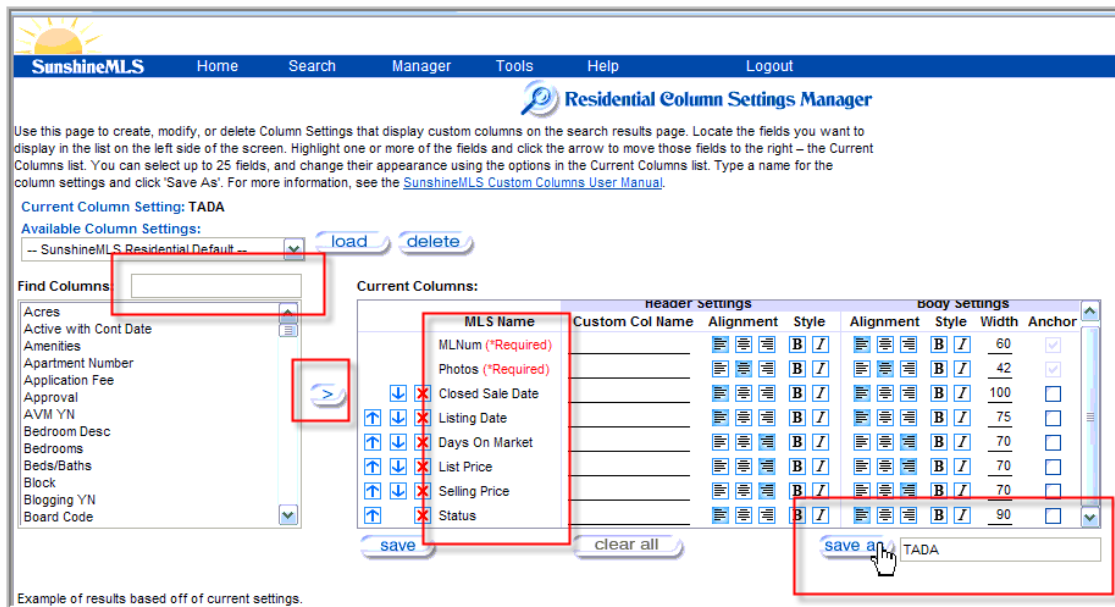
If you have any issues getting setup, please contact us via our website and we can schedule an appointment to walk through the setup together.

Login to your MLS

Click on **MANAGER**, then click on **COLUMN SETTINGS**, then click on **RESIDENTIAL**



Add the **COLUMNS** as shown **BELOW**
Enter **TADA** as the name and then click **SAVE AS**



Your 1 Time Setup is **COMPLETE**
You Can Now Move on to **DOWNLOADING LISTINGS**

Download Your Listings

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.

Set the **STATUS** to all **ACTIVE/PENDING/CLOSED** Listings

Enter a **SOLD DATE** going back **1 year** from the **Effective Date of Appraisal**

Then click **SEARCH**

The screenshot displays the SunshineMLS Residential Search interface. The top navigation bar includes links for Home, Search, Manager, Tools, Help, and Logout. Below the navigation bar, there is a message: "To access your saved search criteria, select a search from the pulldown box." The main search area is titled "Residential Search" and contains several sections of search criteria:

- Area:** A dropdown menu with "No Preference" selected. Other options include "All Bonita-Estero Areas (BN01-ES03)", "All Cape Coral Areas (CC11-CC45)", "All Fort Myers Beach Areas (FB01-FB07)", "All Fort Myers Areas (FE01-GA01)", "All Lehigh Acres Areas (LA01-LA08)", and "All Naples Areas (NA01-NA48)".
- Status:** A dropdown menu with "Active" selected. Other options include "Active w/ Contract", "Pending", "Closed", "Terminated", "Expired", and "Withdrawn".
- List Price:** Fields for "List Price:" and "Sold Price:" with "to" and "from" indicators.
- Sold Date:** A date range field set to "5/12/2008 to 5/12/2009".
- Building Design:** A dropdown menu with "No Preference" selected. Other options include "Single Family", "Low Rise (1-3 Floors)", "Mid Rise (4-7 Floors)", "High Rise (8 or more)", "Villa Attached-Half Duplex", and "Manufactured".
- Column Settings:** A dropdown menu set to "-- SunshineMLS Residential Default --".
- Search by Map:** A section with fields for "Street Name:", "Subdivision #:", "Sub/Condo:", "Development:", "Legal Unit:", "Owner's Name:", "Year Built:", "Living Area:", "Acres:", and "Waterfront Desc:".
- Private Pool:** Radio buttons for "No Preference", "Yes", and "No".
- Bedrooms:** A dropdown menu with "No Preference" selected. Other options include "0 Bed", "1 Bed", and "1+Den".
- Min. Bathrooms:** A dropdown menu set to "0".
- Listing Broker Code:** A dropdown menu with "No Preference" selected. Other options include "4SBO", "AADV", "AAHI", and "AAIM05".
- Listings/Page:** A dropdown menu set to "50".

At the bottom of the form, there are buttons for "clear all", "save search", and "search". A red box highlights the "search" button, which has a mouse cursor over it.

You can include **EXPIRED**, **WITHDRAWN**, and **TERMINATED** listings if you want to them as part of your analysis

Below the Results, Select **TADA** as your **COLUMN SET**, then click **GO**

<input type="checkbox"/>	209003391	2	\$349,900	1513 BERMUDA RD	MARCO BEACH	3 Bed	2	0	1,600	1986	MI01
<input type="checkbox"/>	209015954	8	\$340,000	86 KIRKWOOD ST	MARCO BEACH	3+Den	3	0	1,667	1999	MI01
<input type="checkbox"/>	209004027	8	\$330,000	920 DOLPHIN CT	MARCO BEACH	3 Bed	2	0	1,876	1997	MI01
<input type="checkbox"/>	209012408	1	\$329,000	1331 FREEPORT AVE	MARCO BEACH	3 Bed	2	0	1,554	2001	MI01
<input type="checkbox"/>	208022938	8	\$299,000	135 BAHAMA AVE S	MARCO BEACH	3 Bed	2	0	1,550	2003	MI01
<input type="checkbox"/>	209010113	8	\$298,000	140 LANDMARK ST	MARCO BEACH	2 Bed	2	0	1,618	1979	MI01
<input type="checkbox"/>	209004399	1	\$290,000	1979 SAN MARCO RD	MARCO BEACH	3 Bed	2	0	1,920	2009	MI01
<input type="checkbox"/>	208029045	8	\$235,000	125 BERMUDA RD	MARCO BEACH	3 Bed	2	0	1,686	1986	MI01
<input type="checkbox"/>	208048631	8	\$229,900	1738 DOGWOOD DR	MARCO BEACH	3 Bed	2	0	1,632	1987	MI01
<input type="checkbox"/>	209010771	7	\$214,900	125 BALD EAGLE DR	MARCO BEACH	3 Bed	2	0	1,685	1986	MI01
<input type="checkbox"/>	209015483	6	\$207,100	1742 DOGWOOD DR	MARCO BEACH	3 Bed	2	0	1,707	1985	MI01

(42 results) Page: 1

+ [Display Search Criteria](#)

Column Set: TADA

At the top of the screen select **EXPORT to Excel (CSV)** then click **GO** (don't worry you don't need Excel)

Welcome to SunshineMLS.com

SunshineMLS Home Search Manager Tools Help Logout

(42 results) Page: 1

Email this page

Export to Excel (CSV)

Display Results Map

hide unchecked

Active 42 Active Cont. 3 Pending 5 Closed 35

<input type="checkbox"/>	MLNum	Photos	Closed Sale Date	Listing Date	Days On M...	List Price	Selling Price	Status
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Select **SAVE**

File Download - Security Warning

Do you want to open or save this file?

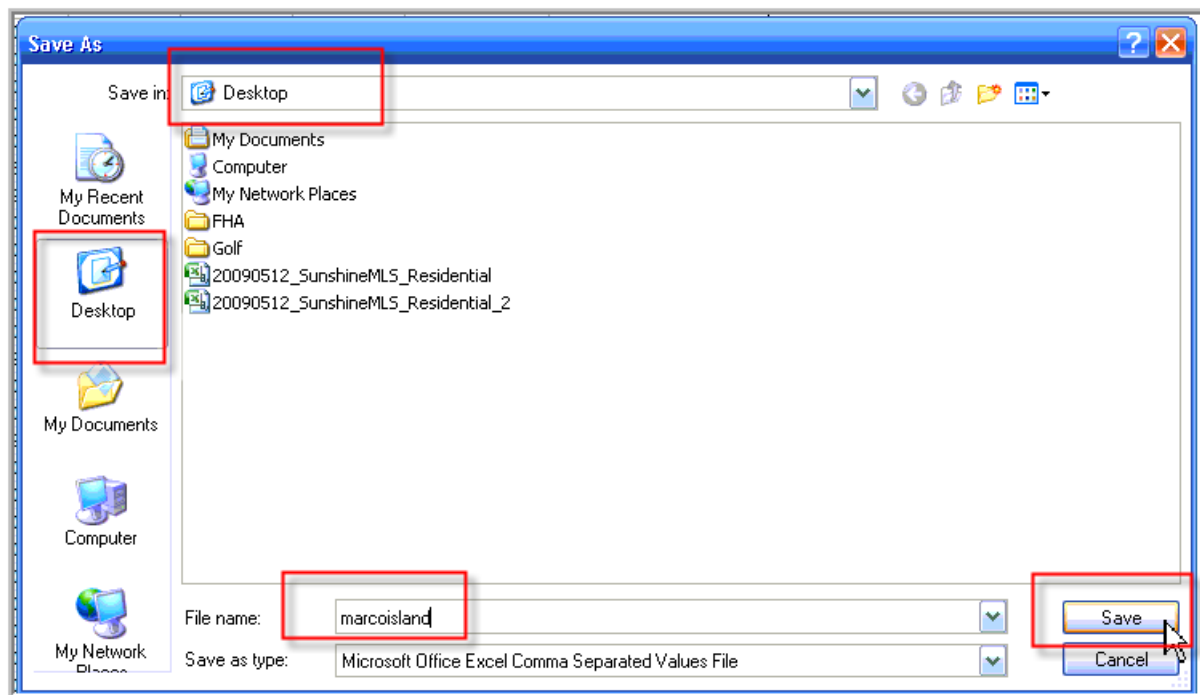
Name: 20090512_SunshineMLS_Residential.csv
Type: Microsoft Office Excel Comma Separated Values File
From: www.sunshinemls.com

Open Save Cancel

While files from the Internet can be useful, this file type can potentially harm your computer. If you do not trust the source, do not open or save this software. [What's the risk?](#)

We recommend saving the file on your desktop so it is easy to find.

Take note of the **file name** and **location** where you save your listings file, then click **SAVE**

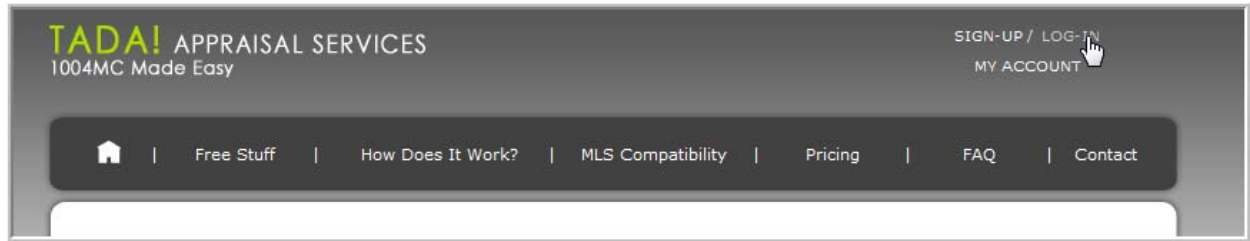


You have downloaded and saved the listings to your computer
You can now upload your listings to the **TADA! 1004MC Analysis Tool**

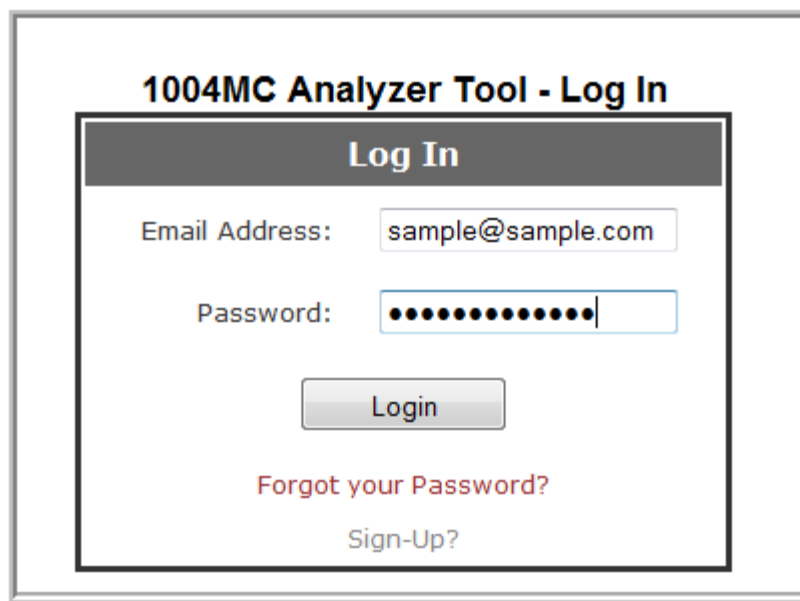
Uploading the Data is EASY

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

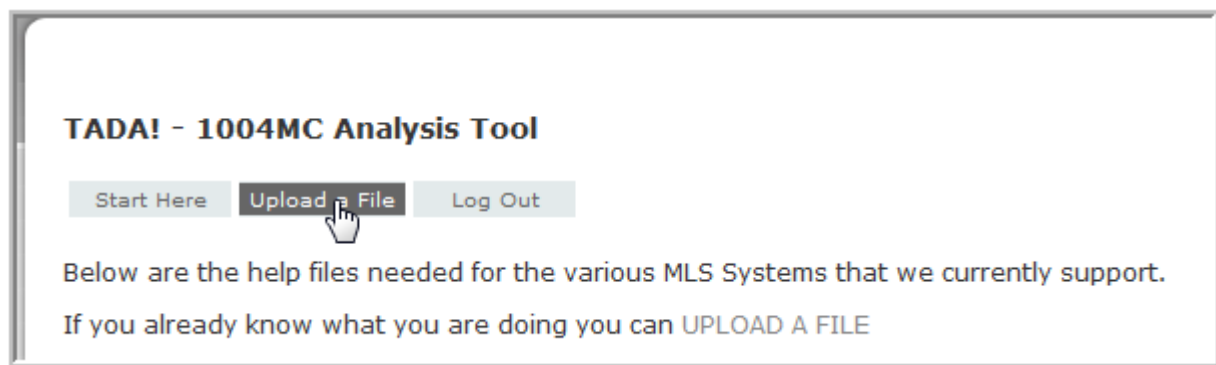
Click on **LOG-IN**



Login



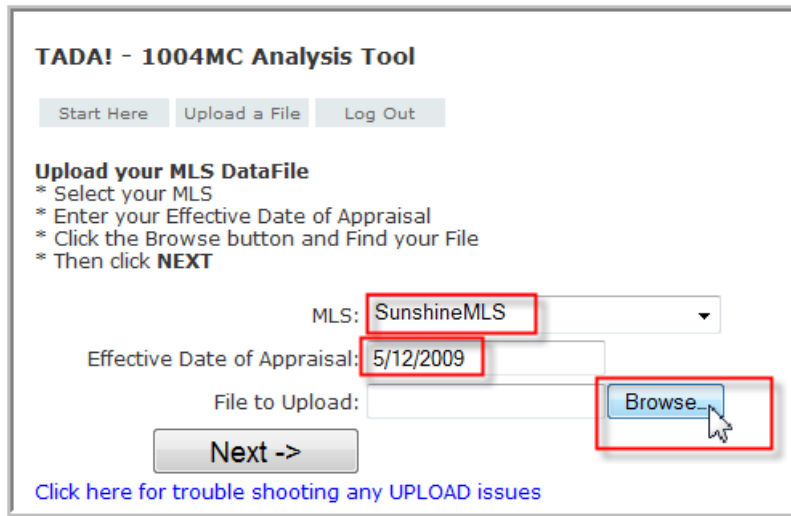
Click on **UPLOAD A FILE**



Verify that your MLS is set to **SunshineMLS**

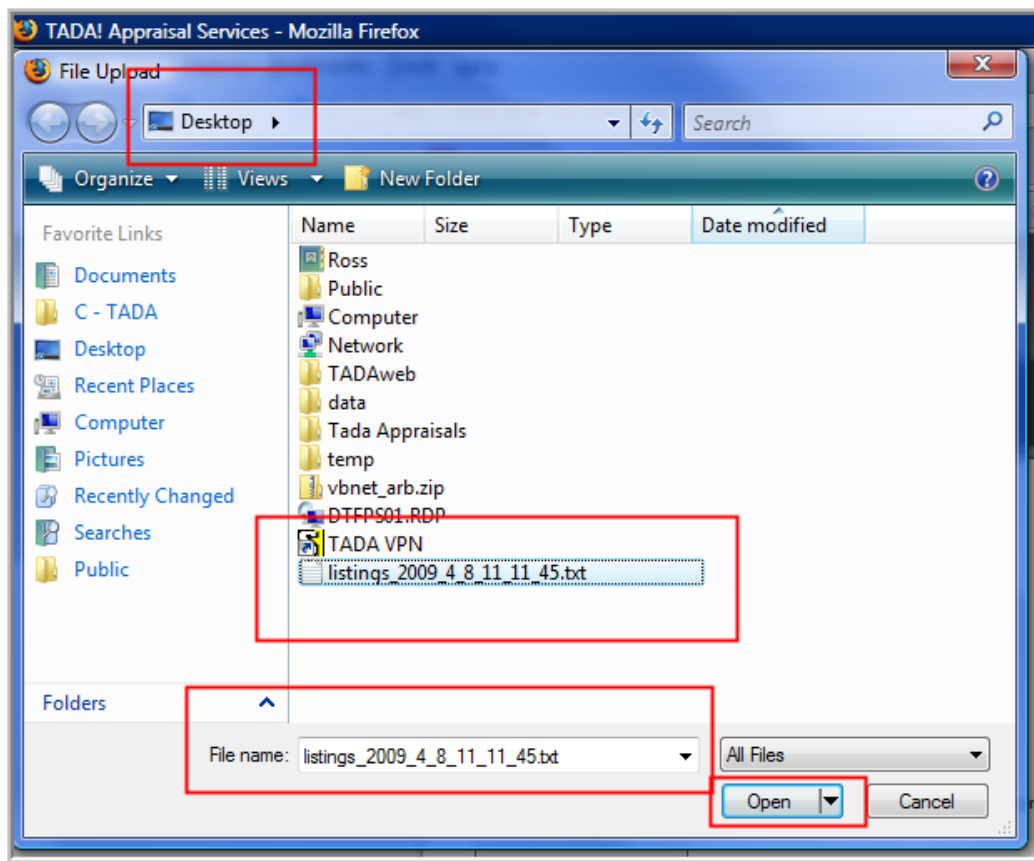
Enter your **Effective Date of Appraisal**

Click on **BROWSE**



Select your listings file and then click **OPEN**

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



Click **NEXT**

TADA! - 1004MC Analysis Tool

[Start Here](#) [Upload a File](#) [Log Out](#)

Upload your MLS DataFile

- * Select your MLS
- * Enter your Effective Date of Appraisal
- * Click the Browse button and Find your File
- * Then click **NEXT**

MLS:

Effective Date of Appraisal:

File to Upload:

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