

# Creating a Comparative Market Analysis Report (CMA)

## Getting started

Click the CMA icon  on any property.



Or from the Activities panel on the 'Home' page. If you click the CMA icon from a specific property you can skip the first step of selecting the target property.

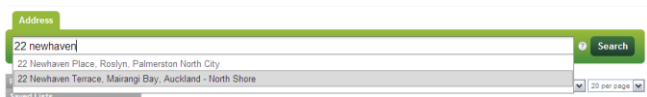


To create a CMA you need to follow the step by step instructions at the top of the page.



## Search for a target property

Start typing the address into the one line address search and select the correct property from the dropdown list of suggestions and click 'Search'.



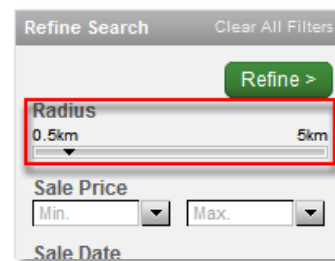
## Select 'Sold Properties'



This section allows you to select comparable properties that have been sold. Use the following steps to complete the process.

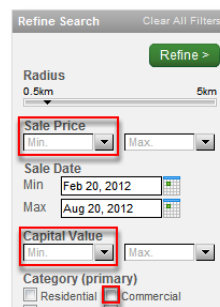
## 1. Set radius

You can search for properties within a radius of the target property. Drag the slider to the left or right to change the radius of the search.



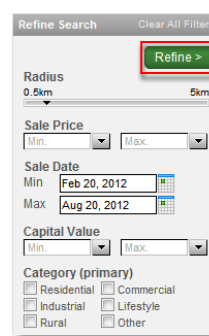
## 2. Set filters

Use the 'Refine Search' panel on the left hand side to quickly reduce your list of properties to the ones that exactly match your comparable criteria.



## 3. Refine search

Once you have chosen the criteria to filter your search by, click 'Refine'. If you wish to clear all filters and start again, click 'Clear All Filters'.



You can view the properties that you and RPNZ.co.nz have selected by clicking the 'Selected' button at the top of the search results list.

Once you're happy with the properties that you've selected click 'Select On the Market Properties' at the top of the page.



## Select 'On The Market Properties'

This section is similar to the 'Sold Properties' section, but for properties which are currently being advertised for sale. Select filters to match your criteria, and select comparable properties the same as in 'Sold Properties'.

## Select 'Market Comparison'

This section is your chance to select properties that show what is happening with sold and on the market properties in terms of changes in the

advertised price, number of days on the market, as well as the percentage change in the sale price compared to the Capital Value.

First Ad \$	Last Ad \$	Sale Price	Sale Date	Days On Market	% First \$ to Last Ad \$	% Last \$ to Actual Sale	% Total Change	% Sale \$ to Capital Value Change
\$136,000	\$136,000	\$130,000		23	0.0%	-4.41%	-4.41%	0.0%

## ‘Preview My Report’



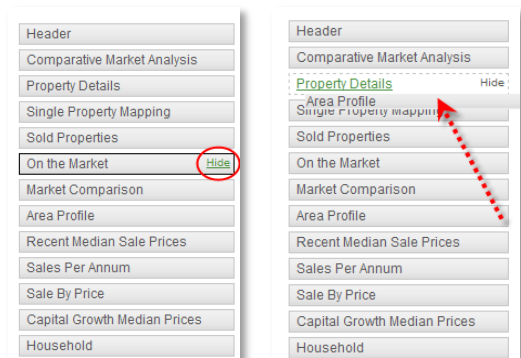
This is where you can preview your CMA Report, and customise it to suit you.

Use the scroll bar on the right to move up and down your report, or click the section headings on the left hand menu to jump to a specific section of your report.

*Branding has been automatically added to your CMA. The information used (and report template) have been referenced from your personal profile. If you need to change any of your details, open the ‘Work Details’ menu located under ‘Admin’ in the top navigation.*

## Hiding and moving pages

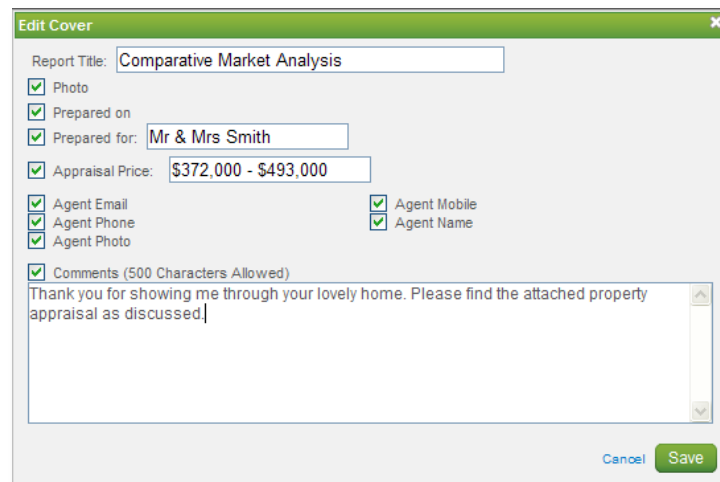
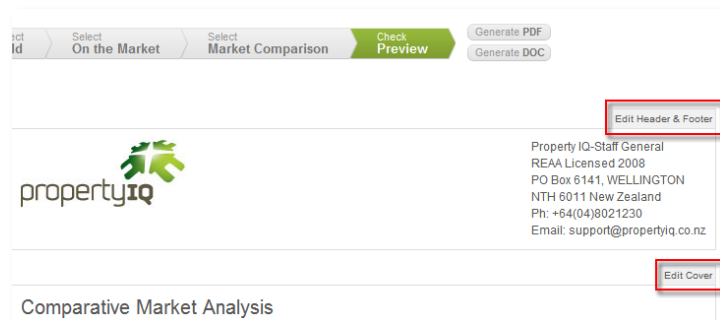
You can hide entire sections of your CMA simply by hovering over the section heading in the left hand menu and clicking ‘Hide’. Or you can shuffle the order of the sections by clicking the section heading and dragging it to a new position.



## Editing each section of your CMA

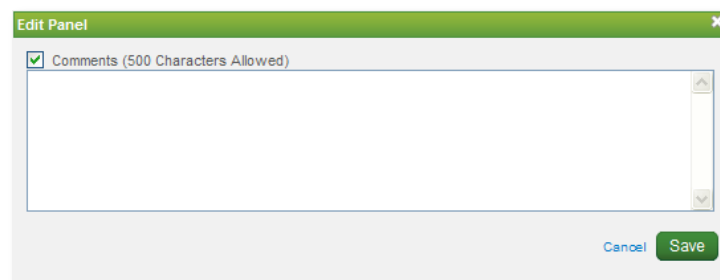
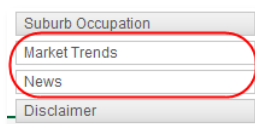
Every section in your CMA can be edited. This is your opportunity to decide what information you want to include on each page as well as what information you would like to remove.

You can also apply personal comments to each page. Simply click the ‘Edit’ link which appears near the top right of each panel.



## Add my own market trends information

You can enter free text about market trends, property news, or newsletters.



## Save Your Report as a PDF or Word Doc

When you are happy with your report personalisation, click the ‘Generate PDF’ or ‘Generate DOC’ button.



It will take around 20 seconds for your PDF or Word Doc to generate.

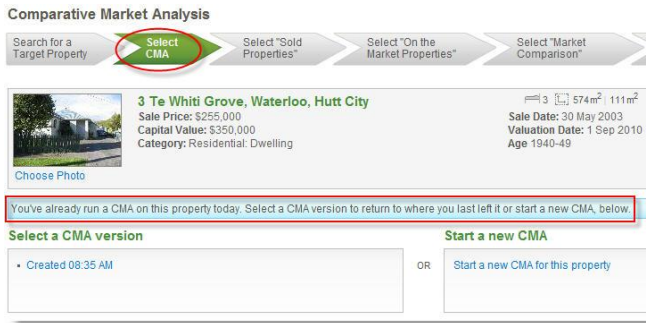
Save your PDF to your desktop using the Save option in your PDF reader software.

Alternatively if you selected 'Generate DOC' you can now edit your CMA in Word and then save the document to your desktop.

### Your CMA is saved as you create it

Your CMA will automatically be saved while you are creating it, so that you can return to it later and continue the process. CMA's are saved for 24 hours.

When a CMA has been created and you reselect the property a pop up window will display so that you have the option to select an existing version or to commence a new CMA.



For more information about creating CMA's, see the tutorial video "Build a CMA Report" or Quick Start Guide "CMA Customised Templates"

