



# Instructions for the 1004MC Spreadsheet

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Version 1.1

March 17, 2009

## ***Information about the 1004MC Spreadsheet***

The Market Conditions Addendum (Form 1004MC) is designed to enhance the transparency of the market trends and conditions conclusions made by the appraiser. The Market Conditions Addendum is required with all one- to four-unit property appraisals performed on or after April 1, 2009. This requirement applies to loans delivered to Fannie Mae and Freddie Mac.

An in-depth training presentation, FAQ, and the form itself are available at:

<https://www.efanniemae.com/sf/formsdocs/forms/1004mc.jsp>

## ***Version-specific end-user instructions***

### **Tempo 4**

1. Open the CMLS 1004 MC calculator (spreadsheet)
  - i. From the TEMPO™ desktop page click on **CMLS 1004MC Calculator** link.
  - ii. If prompted click on **Save**. (If the file opens automatically then go to the menu **File** and **Save As**.) Save the file to your Desktop or to another folder.
  - iii. **Open** the Calculator (spreadsheet) and **minimize** for later use. Go back to TEMPO™.
2. Create a custom report that will serve as a download template (this is a one time process per property type):
  - i. From the **Search** menu, select **Custom Search/Reports**, and then the appropriate property type.
  - ii. Click the **Create Custom Report** button.
  - iii. Click **1004 MC Template** in the **Saved Report List** to select it.
  - iv. Type "1004 MC" in the **Report Name** box.
  - v. Click the **Save Report** button.
3. Search for comparables and download listings into a spreadsheet file:
  - i. From the **Search** menu, select **Quick Search** then select the appropriate property type. Now **enter all of your criteria** (price, status, dates, area, subdivision, etc) that will return all comparable properties within the past year. *The spreadsheet will calculate statistics for up to 1000 comparables.*
  - ii. Click the **Download** button (on the left side below the search button) to open the download page.
  - iii. Select **\*\*1004 MC** from the download format list.
  - iv. Click **Create Download**. This will download the listing data into the 1004MC TEMPO report format created in step #2.

(You may have a window that says click here to start download. Click on the link to start the download).

- v. When prompted to open or save the file, click **Save**.
- vi. In the Save Dialog box **select a location** on your computer to save the file (Desktop, My Documents, etc), and **add .xls** at the end of your file name; this will save it as an Excel file (You can also change the file name from 1004MCRes to whatever you like)

**Example: 1004MCRes.xls      OR      UptownStats.xls**

- vii. Click **Save**, then **Open** (this will open an Excel spreadsheet with the listing data)
4. Copy the listing data from the spreadsheet to the Calculator spreadsheet.
- i. With the spreadsheet of listing data opened **highlight** all of the listing data starting at cell A1 (**hold left mouse button** on A1 and **drag across** to column letter I and **drag down** to the end of your data then **release the left mouse button**)
  - ii. With all of the information highlighted click on the menu option **Edit** then **Copy**. (**Right Click – Copy** on the highlighted area will also suffice).
  - iii. Bring up the calculator (this spreadsheet should already be opened and minimized from step #1), scroll down to cell A18 (where it shows “**PASTE HERE**”)
  - iv. Click one time in that cell A18 then go to the menu option **Edit** then **Paste** (**Right Click – Paste** on cell A18 will also suffice)
  - v. Once your information is pasted, the calculations can be found in the blue and gray table.
5. The calculations are available so you can copy (or print) the statistical data from the blue table into the Market Conditions Addendum (Form 1004MC) and perform analysis as needed.