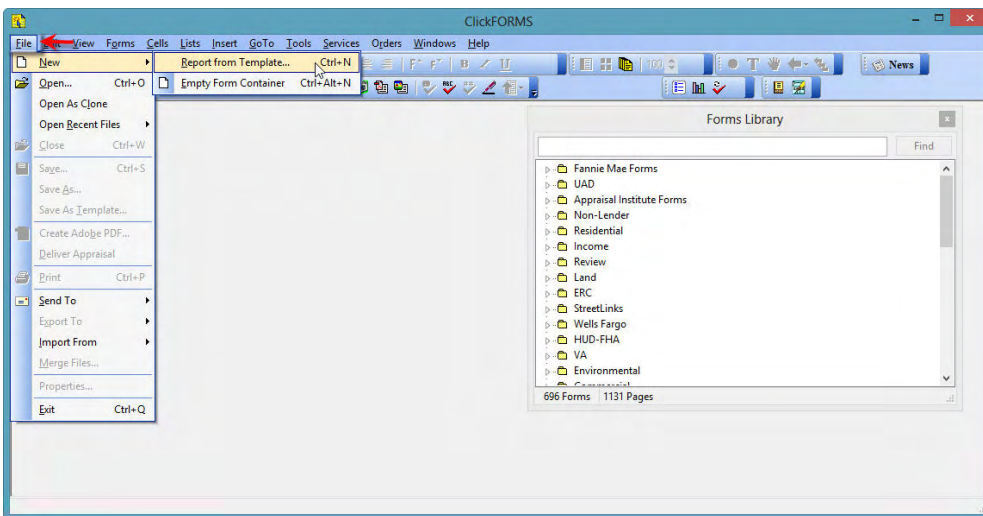


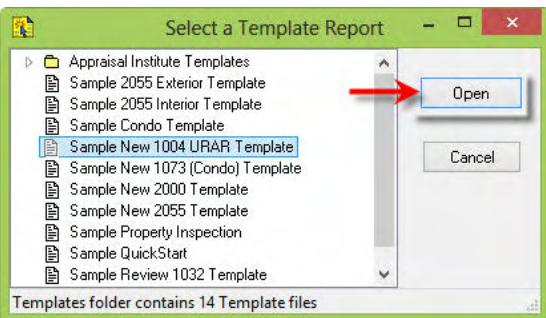
This guide should be used after you have completed your DataMaster training. For training, go to: <http://www.datamasterusa.com/register/>

CREATE A NEW REPORT IN CLICKFORMS

1 Open Click**FORMS**. From the top menu, click **"File"**, select → **N**ew → **R**eport from Template.

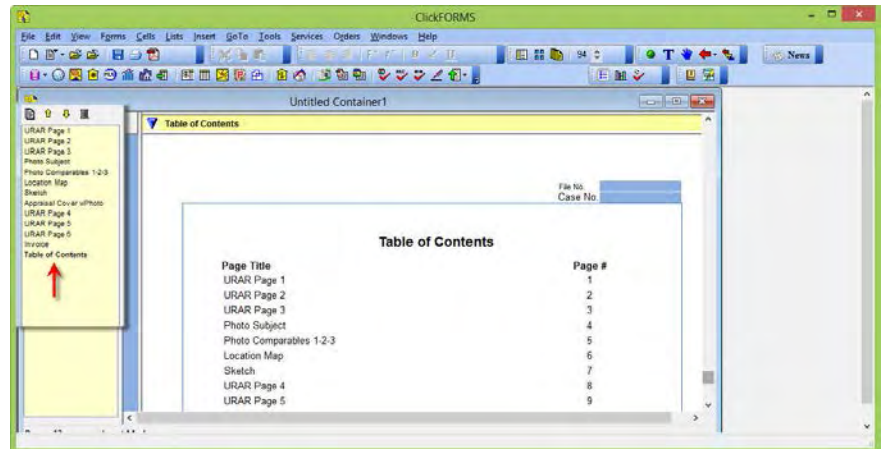
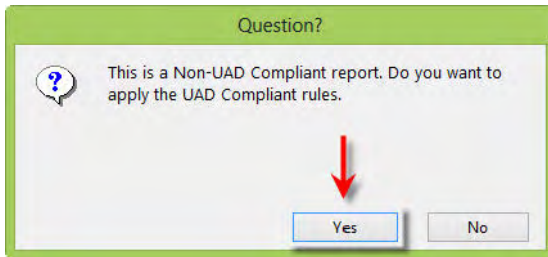


2 Select from the choice of templates in the **"Select a Template Report"** window. Click **Open**.



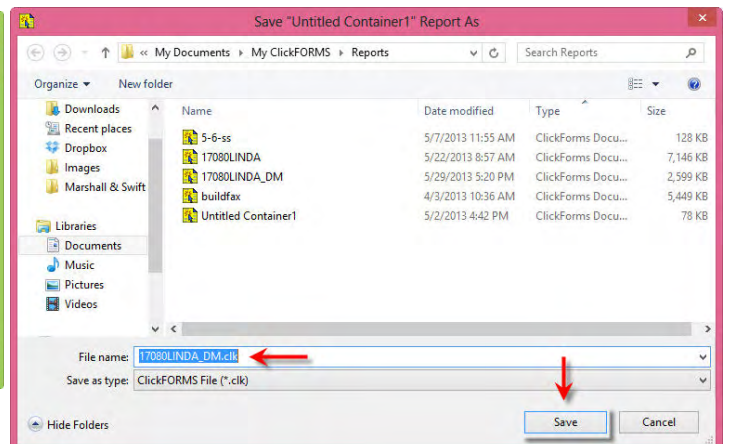
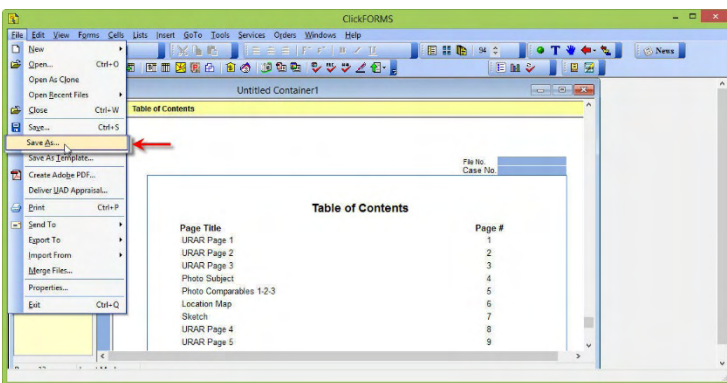
3

From the **"Question?"** window, click the **Yes** button to apply UAD Compliant Rules. Your ClickFORMS window will now display the required forms on the **Left** side panel.



4

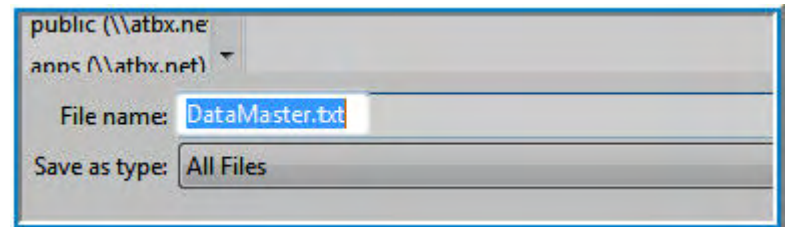
From the **"ClickFORMS"** menu, click **File** and select **"Save As."** Give your report a file name and save it in a memorable location. You will need to find this report file in DataMaster. You can now **Close** ClickFORMS.



EXPORT YOUR MLS DATA

1

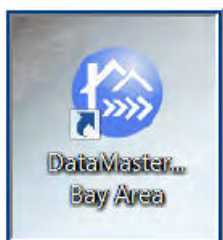
Run a **Residential** search of your market area in your MLS. Search a Listing Date of at least **1 year prior** to the current date. Export your data using the **DataMaster** export template. Verify that the file is saved as a **.txt** file.



LAUNCH DATAMASTER

1

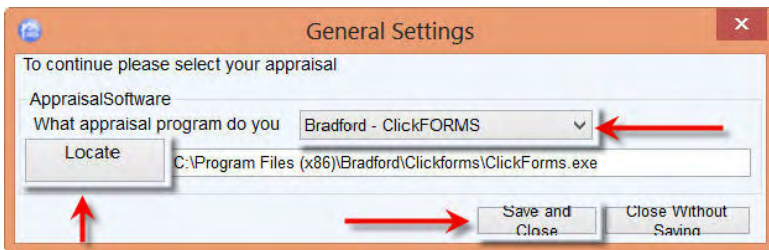
From your desktop, **double-click** on the **DataMaster Icon**.



2

FIRST TIME USERS ONLY: The **General Setting Window** will appear.

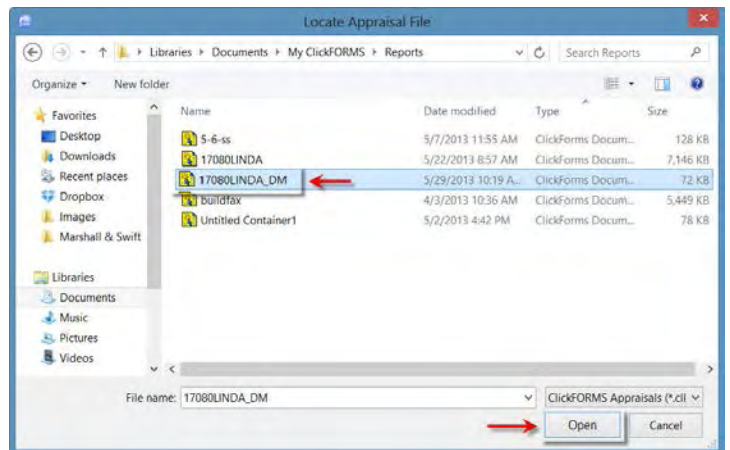
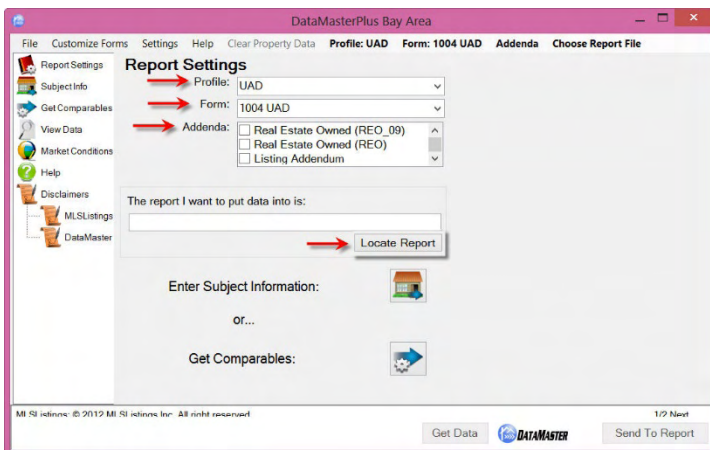
1. Select "**Bradford - ClickFORMS**" from the appraisal program drop-down menu.
2. Click the **Locate** button and DataMaster will automatically find the path to your **ClickForms.exe** program file. Click the **Save and Close** button to save your choices for future use.



3

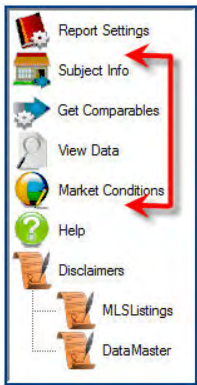
From the **Report Settings** screen, select your **Profile**, **Form** and **Addendums** if applicable. **IMPORTANT:** Click on the **Locate Report** button to find your **ClickFORMS** report. Data will not be able to transfer to your ClickFORMS report until this process is complete.

By default, your ClickFORMS report is located at: → My (Documents) → My ClickFORMS → Reports → your report file name. Once your report is located, Click **Open**.



4

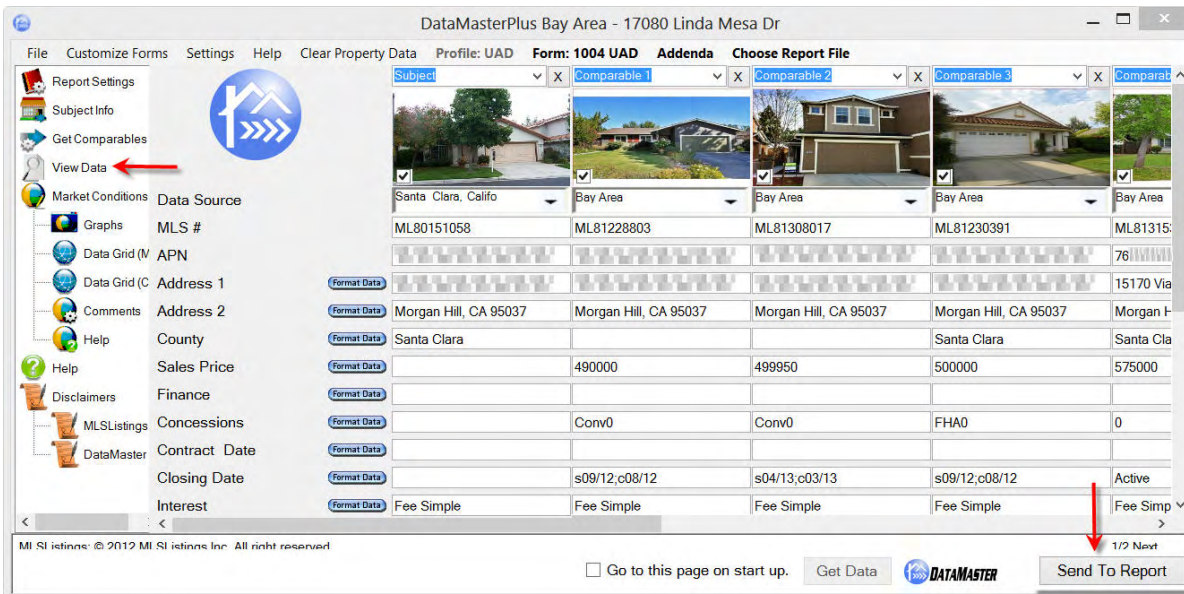
You have completed attaching DataMaster.to your ClickFORMS report. Next, complete the DataMaster processes by clicking the appropriate icon on the Left side of the DataMaster screen.



SEND DATAMASTER DATA TO CLICKFORMS REPORT

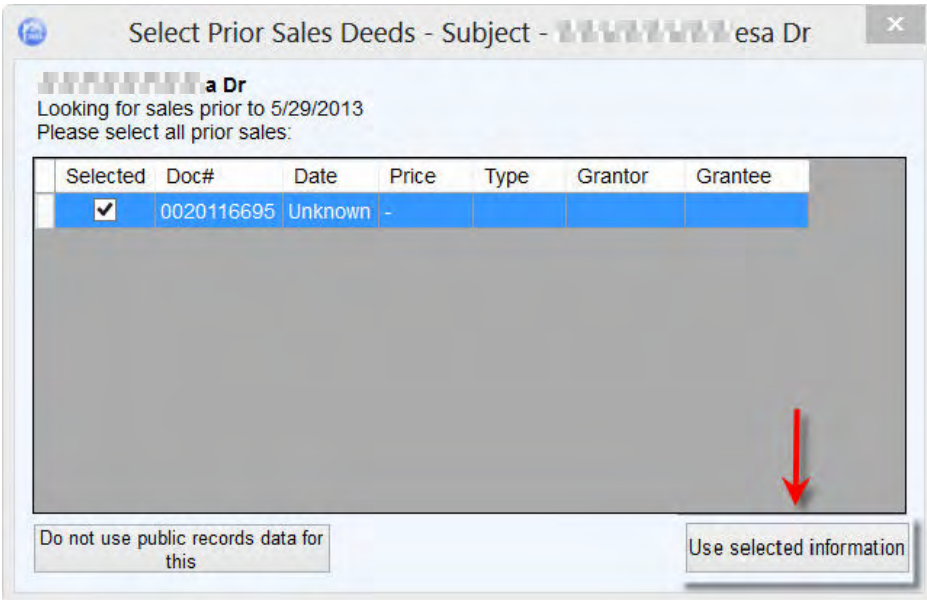
1

Once you have completed the DataMaster processes, from the **View Data**, DataMaster screen, click the **Send to Report** button. **Note:** You may be asked to import exceptions, see step 2.



2

Before your data is transferred to ClickFORMS, DataMaster will search the public records database for prior sales for your subject property and comparable properties. If you desire this information, **check the box** to select the Doc# for the highlighted sales deed. Click the **"Use selected information"** button. Once completed, the **Exceptions Report** will be displayed. Click the **"Continue With Import"** button.

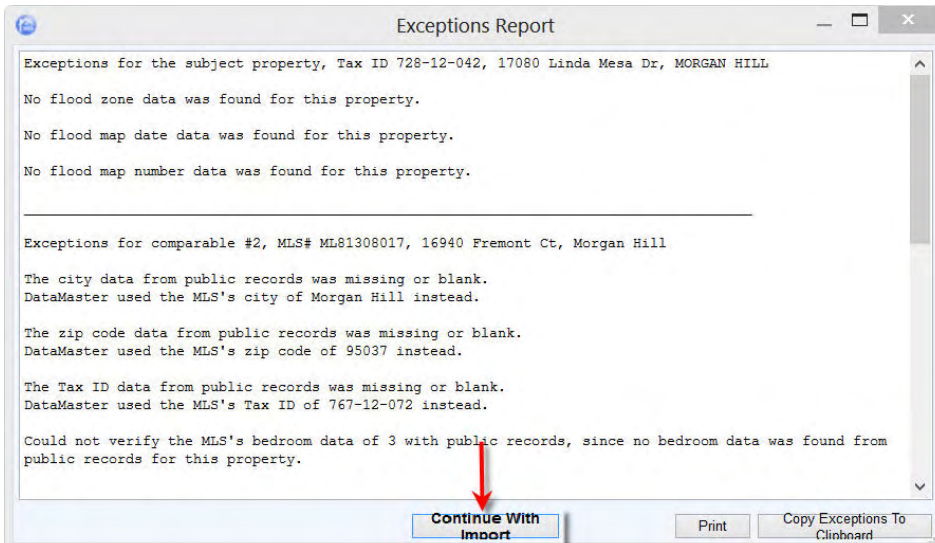


Select Prior Sales Deeds - Subject - [redacted] Mesa Dr

[redacted] a Dr
Looking for sales prior to 5/29/2013
Please select all prior sales:

Selected	Doc#	Date	Price	Type	Grantor	Grantee
<input checked="" type="checkbox"/>	0020116695	Unknown	-			

Do not use public records data for this Use selected information



Exceptions Report

Exceptions for the subject property, Tax ID 728-12-042, 17080 Linda Mesa Dr, MORGAN HILL

No flood zone data was found for this property.
No flood map date data was found for this property.
No flood map number data was found for this property.

Exceptions for comparable #2, MLS# ML81308017, 16940 Fremont Ct, Morgan Hill

The city data from public records was missing or blank.
DataMaster used the MLS's city of Morgan Hill instead.

The zip code data from public records was missing or blank.
DataMaster used the MLS's zip code of 95037 instead.

The Tax ID data from public records was missing or blank.
DataMaster used the MLS's Tax ID of 767-12-072 instead.

Could not verify the MLS's bedroom data of 3 with public records, since no bedroom data was found from public records for this property.

3

ClickFORMS will automatically launch and open the ClickFORMS report that you previously saved and attached to DataMaster.

The four thumbnails below show examples of some of the pages in an auto-populated ClickFORMS report.

FNMA 1004MC

Market Conditions Addendum to the Appraisal Report

The purpose of this addendum is to provide the lender/client with a clear and accurate understanding of the market trends and conditions prevalent in the subject neighborhood. This is a required addendum for all appraisal reports with an effective date on or after April 1, 2009.

Property Address: _____ City: _____ State: _____ ZIP Code: _____

Borrower: _____

Instructions: The appraiser must use the information required on this form as the basis for his/her conclusions and must provide support for those conclusions, regarding housing trends and overall market conditions as reported in the Neighborhood section of the appraisal report form. The appraiser must fill in all the information to the extent it is available and reliable and must provide analysis as indicated below. If any required data is unavailable or is considered unreliable, the appraiser must provide an explanation. It is recognized that not all data sources will be able to provide data for the shaded areas below; if it is available, however, the appraiser must include that data in the analysis. If data sources provide all the required information as an average instead of the median, the appraiser should report the available figure and identify it as an average. Sales and listings must be properties that compete with the subject property, determined by applying the criteria that would be used by a prospective buyer of the subject property. The appraiser must explain any anomalies in the data, such as seasonal markets, new construction, foreclosures, etc.

Inventory Analysis	Prior 7-12 Months	Prior 4-6 Months	Current - 3 Months	Overall Trend		
				Increasing	Stable	Declining
Total # of Comparable Sales (Sold)	49	26	35	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Absorption Rate (Total Sales/Months)	7.67	8.67	11.67	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Total # of Comparable Active Listings	9	8	10	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Months of Housing Supply (Total Listings/Ab. Rate)	1.17	0.92	0.86	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Median Sales & List Price, DOM, Sale/List %	Prior 7-12 Months	Prior 4-6 Months	Current - 3 Months	Overall Trend		
				Increasing	Stable	Declining
Median Comparable Sales Price	\$470,000	\$507,000	\$535,000	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Median Comparable Sales Days on Market	11	12	11	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Median Comparable List Price	\$599,000	\$748,500	\$742,000	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Median Comparable Listing Days on Market	100	86	21	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Median Sale Price as % of List Price	101.02	100.06	102.88	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

SELLER/DEVELOPER, BUILDER, ETC. PAID FINANCIAL ASSISTANCE PREVALENT? Yes No

MARKET RESEARCH & ANALYSIS

Explain in detail seller concessions trends for the past 12 months (e.g. seller contributions increased from 3% to 5%, increasing use of buydowns, closing costs, condo fees, options, etc.)

The data used in the grid above does not indicate there were any concessions associated with the reported transactions. However, this is not a mandatory reporting field for agents and there may be some transactions that do include concessions, but have not been reported. It is beyond the scope of this assignment to confirm each sale used in the Market Conditions Report.

Are foreclosure sales (REO sales) a factor in the market? Yes No. If yes, explain (including the trends in listings and sales of foreclosed properties).

The Bay Area MLS indicates there were 107 closed sales during the past 12 months and 36 of those sales were either foreclosures or short sales which is 34% of the total transactions in this market area. Prior Months 7-12: 46 Sales; 19 foreclosures or short sales; 41% of sales for this period. 4-6: 26 Sales; 7 foreclosures or short sales; 27% of sales for this period. 0-3: 35 Sales; 10 foreclosures or short sales; 29% of sales for this period.

Cite data sources for above information.

The Bay Area MLS was the data source used to complete the Market Conditions Addendum.

Summarize the above information as support for your conclusions in the Neighborhood section of the appraisal report form. If you used any additional information, such as an analysis of pending sales, and/or expired and withdrawn listings, to formulate your conclusions, provide both an explanation and support for your conclusions.

Effective Date: Wednesday, May 29, 2013

If the subject is a unit in a condominium or cooperative project, complete the following:

Special District Data	Prior 7-12 Months	Prior 4-6 Months	Current - 3 Months	Overall Trend		
				Increasing	Stable	Declining
Total # of Comparable Sales/Tenets				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Total # of Comparable Units/Sales/Tenets				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Photo Comparables 1-2-3

COMPARABLES 1-2-3

File No. _____ Case No. _____

Borrower: _____

Property Address: _____

City: _____ County: _____ State: _____ ZIP Code: _____

Lender/Client: _____ Address: _____

COMPARABLE SALE # 1
17740 Del Monte Ave
Morgan Hill, CA 95037

COMPARABLE SALE # 2
950 Via Del Castille
Morgan Hill, CA 95037

DataMaster User Guide

