Cic FORMS Quick Start Guide



1. Enter Address of Subject and the Comparables



2. Click on Services Menu and Click on "BuildFax Permit History" option

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URAR Page 3 FNMA 1004MC	Thereare 5 comparable of	13	Property /	Analysis		I Report	am \$ 1090	00 6 169	999
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3. Click "Get Permit Data" button and wait for 2-5 minutes while ClickFORMS pulls the data.

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4. When you see BuildFax Report on your screen, you can view all the pages by clicking Next Page button. Now you can transfer BuildFax reports to your appraisal report by clicking "Transfer to Report" button and you will see message "processing page..." while ClickFORMS transfers all the pages. Also you can save the BuildFax reports into a separate PDF file by clicking "Save As" button. Once you are done, Click Close button.

lect	Туре	Street Address	City	State	Zip	Notes	# of Permits	Last Permit	Permit Valuation		
	Subject	2025 Ensign Way	San Jose	CA	95133		2	09/24/2002	0		
v	Comp	2049 Ensign Way	San Jose	CA	95133		0	N/A	0		
7	Comp	2051 BlueJacket Way	San Jose	CA	95133		0	N/A	0		
•	Comp	1875 RIBISI WAY	San Jose	CA	95133		3	01/29/2009	0		
7	Comp	1044 JUNESONG Way	San Jose	CA	95133		2	03/29/2007	\$14,970		
7	Comp	1959 Cape Hilda Pl	San Jose	CA	95133		0	N/A	0		
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5. If you transfer BuildFax reports to your appraisal report, you will see Property Permit Data is automatically added into your appraisal report.

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PROPERTY PROFILE URAR Page 4	File No. 1357								
UKAR Fage 5 Location Map Plat Map Plat Map Sketch Photo Subject Photo Subject Extra	n ess 2025 Ensign Way e <u>County</u> San Jose <u>State CA zip Code</u> 95133 Fremont Bank <u>Address</u> 25151 Clawiter Rd., Hayward, CA 94545								
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