

# Instructions for the 1004MC Spreadsheet

## Information about the 1004MC Spreadsheet

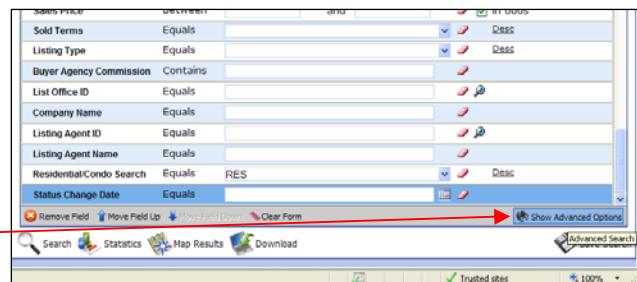
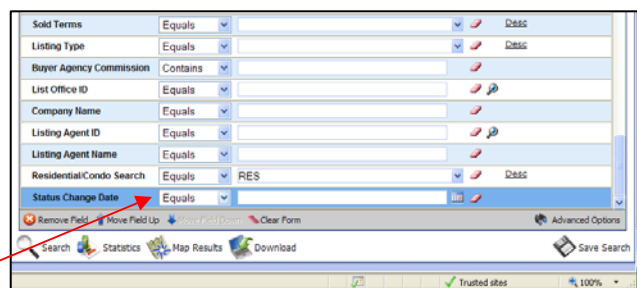
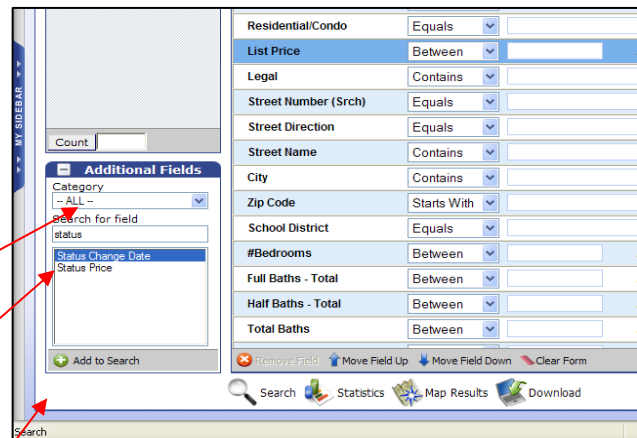
The Market Conditions Addendum (Form 1004MC) is designed to enhance the transparency of the market trends and conditions conclusions made by the appraiser. The Market Conditions Addendum is currently required with all one- to four-unit property appraisals. This requirement applies to loans delivered 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>

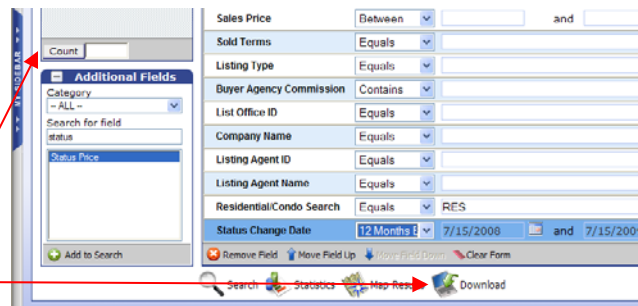
1. Open another Internet Explorer window (Control + N), access the BLC® listing service and log in.
2. Run a search for comparable properties within the past year.

- a. Enter criteria to find comparable properties. Do not use any date fields (list date, pend date, closed date, etc.).
- b. Add Status Change Date field to the search.
  - i. Go to “Additional Fields” in lower left corner.
  - ii. In the “Search For Field” text box type: *status*.
  - iii. With “Status Change Date” highlighted, click the “+ Add to Search” icon.
  - iv. The field “Status Change Date” is now added to the search.
  - v. Click on the drop-down arrow beside the “Equals” box and change the selection to from “Equals to 12 Months Back”.

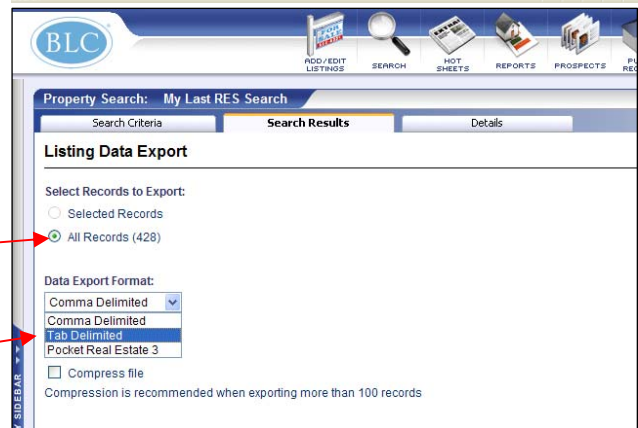


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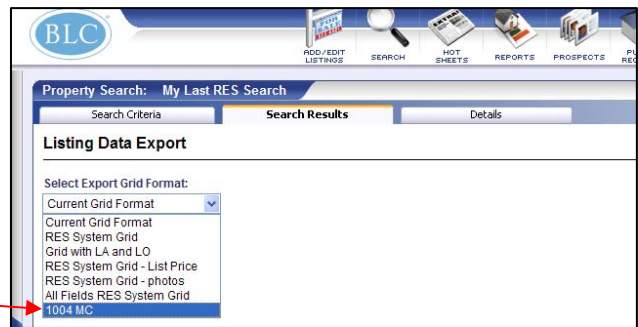
- c. Click the “Count” button in left side panel to ensure there are less than 500 listings. If necessary, adjust criteria to obtain less than 500 listings.
- d. Click the “Download” icon at the bottom. This will open Listing Data Export.



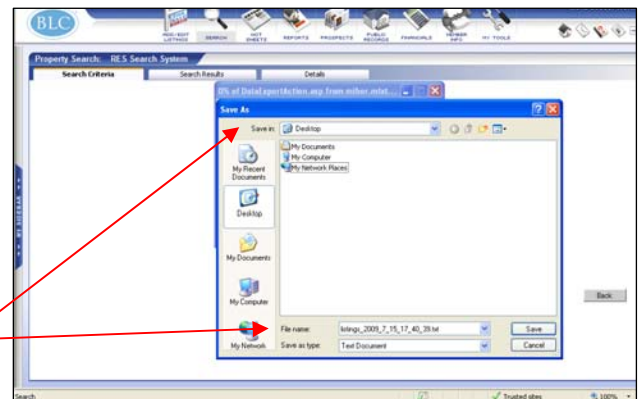
- 3. Ensure that the “All Records” button is selected.
- 4. From the “Data Export Format” list, click on down arrow and select “Tab Delimited”.



- 5. Click the “Next” button.
- 6. From “Select Export Grid Format” click on down arrow and select “1004 MC”.



- 7. Click the “Include Column Headers” check box to select it.
- 8. Click the “Next” button.
- 9. When prompted to open or save the file, click the “Save” button. This will open the “Save As” window.
- 10. Select a location on your computer to save the file where you can easily find it (i.e., My Documents or Desktop), enter the file name.
- 11. Click the “Save” button.

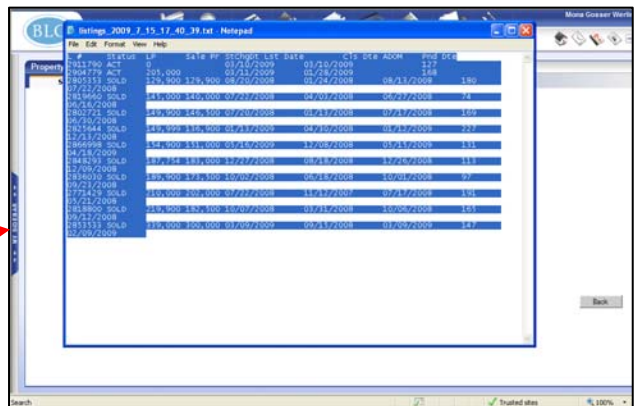


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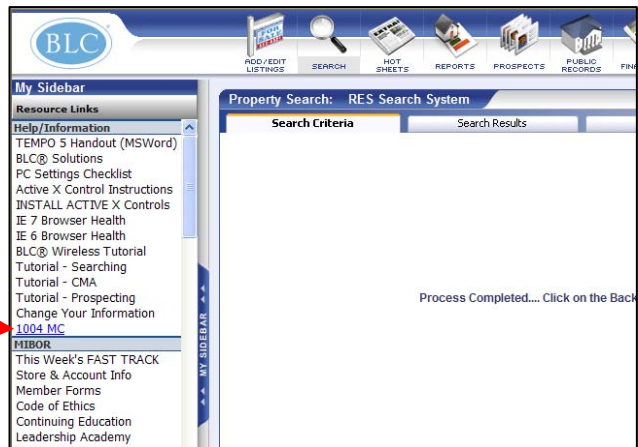
- Click the "Open" button. A Notepad window will open.

L #	Status	LP	Sale Pr	StChgpt	Lst Date	C1s	Dte ADOM	Prd Dte
2915285	ACT	16,900		06/30/2009	03/27/2009			96
2837318	ACT	129,999		06/30/2009	06/23/2008			373
2834062	ACT	84,900		06/30/2009	06/06/2008			390
2888413	ACT	89,900		06/30/2009	12/16/2008			197
2868426	ACT	70,000		06/29/2009	12/15/2008			198
2856507	ACT	328,500		06/30/2009	09/25/2008			279
2914762	ACT	264,900		06/30/2009	03/26/2009			97
2915192	ACT	91,000		06/29/2009	03/30/2009			93
2858610	ACT	99,900		06/29/2009	10/12/2008			262
2922763	ACT	269,900		06/29/2009	05/09/2009			53
2869209	ACT	1,199,000			06/29/2009		12/29/2008	
2931595	ACT	198,900		06/27/2009	06/26/2009			5
2914806	ACT	459,900		06/29/2009	03/25/2009			98
2907995	ACT	240,000		06/29/2009	02/17/2009			134
2901813	ACT	177,900		06/27/2009	01/08/2009			174
2900061	ACT	162,900		06/30/2009	12/28/2008			185
2869123	ACT	84,900		06/30/2009	12/29/2008			184
2911231	ACT	63,200		06/29/2009	03/06/2009			117
2909424	ACT	290,000		06/28/2009	02/26/2009			125
2914962	ACT	379,900		06/29/2009	03/26/2009			97
2853940	ACT	499,000		06/29/2009	09/17/2008			287
2847514	ACT	579,999		06/29/2009	08/13/2008			322
2851764	ACT	129,900		06/30/2009	09/05/2008			299
2847315	ACT	129,900		06/29/2009	08/12/2008			323
2901936	ACT	36,000		06/29/2009	01/09/2009			175
2849798	ACT	154,000		06/29/2009	08/25/2008			310
2929785	ACT	79,500		06/29/2009	06/16/2009			15
2921129	ACT	129,900		06/29/2009	05/01/2009			61
2903127	ACT	280,000		06/27/2009	02/01/2009			130
2900877	ACT	224,900		06/29/2009	12/28/2008			185
2869153	ACT	199,900		06/27/2009	12/26/2008			187
2893460	ACT	138,156		06/29/2009	10/30/2008			244
2920826	ACT	109,900		06/29/2009	04/28/2009			64
2922255	ACT	459,500		06/30/2009	05/12/2009			50
2903499	ACT	126,900		06/30/2009	01/20/2009			162

- Click "Ctrl" + "A" to select all records (or go to top menu bar to "Edit" then "Select All").
- Click "Ctrl" + "C" to copy all records. (or go to top menu bar to "Edit" then "Copy").
- To access the Fannie Mae Market Conditions template, click on "My Sidebar".



- Click on the "1004 MC" link.

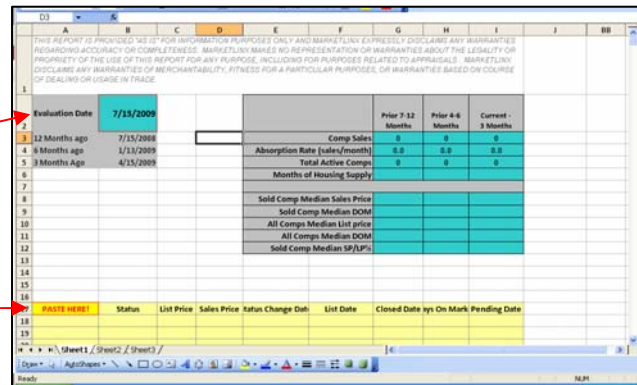


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17. If prompted, click the “Open” button in the File Download window. This opens the spreadsheet template.

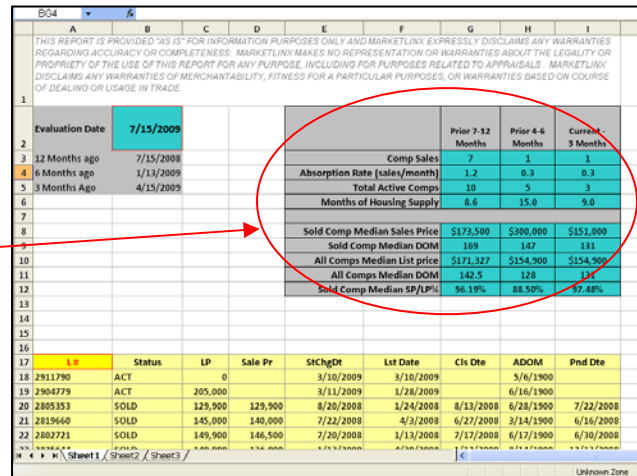
18. Note that today’s date appears in cell B2.

19. Go to cell A18 paste in the data from the Notepad document (“Ctrl” + “V” or “Edit”, “Paste”).

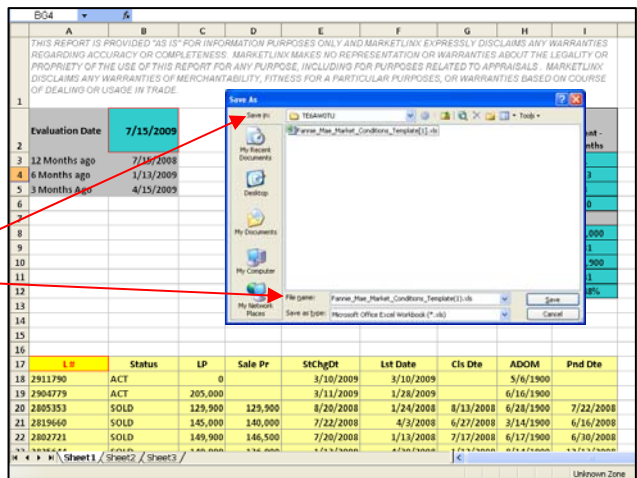


20. The data pastes in and all of the calculations are performed.

21. Write the statistical data from the blue cells onto the Market Conditions Addendum’s (Form 1004MC) “Inventory Analysis” and “Median Sale & List Price, DOM, Sale/List%” sections.



22. To save the spreadsheet, go to the top menu bar and click on “File”, “Save As”. Select a location on your computer to save the file where you can easily find it (i.e., My Documents or Desktop), enter the file name, and click the “Save” button.



NOTE: If you print the entire spreadsheet, it will print approximately 45 (portrait) pages. It is recommended setting printer to landscape orientation (File, Page Setup), delete unused rows at the end of the spreadsheet, and then print the spreadsheet. A spreadsheet containing 500 listings will now print on 16 (landscape) pages.