

Listingbook Services

Listing Call CMA

Quickstart Guide

Volume 13

Introduction

Listingbook offers you a new way of servicing your buyers and sellers. The Quickstart Guides are designed to introduce you to what you will see when you use Listingbook. Though not designed to take you through every step of the service, the goal of the guides is to familiarize you with the most common operations in Listingbook.

Covered in this Guide

- 1) Describing the CMA Property (page 3)
- 2) Location, Location, Location (page 5)
- 3) Providing Property Details (page 7)
- 4) Selecting Comparable Properties (page 10)
- 5) Quick Searching for Comps (page 14)
- 6) Giving Sellers a Web Account (page 17)

How to Use This Guide

Follow each numbered step in the order presented. While performing a step, use the illustration beneath the step to guide you. Each numbered instruction has a numbered arrow pointing to the item being discussed. The notes next to the illustrations give quick tips and useful information.

We hope you enjoy using the Quickstart Guides as a valuable Listingbook service. If you have any questions regarding the guides, please contact the Help Desk at helpdesk@listingbook.com.


Describing The CMA Property

Preparing a Listing Call CMA in Listingbook is surprisingly easy if you take a minute or two to properly describe the CMA property. To begin, click on the CMA Services link on your Frontpage (1).



The screenshot shows the Listingbook Frontpage. At the top, there is a navigation bar with links: Frontpage, Buyer Services, CMA Services, Quick Search, Message Box, Calendar, and Profile. Below the navigation bar, there is a section for 'Jean M. Man' with user code A00027 and last login on Oct 4, 2001. A box labeled '1' points to the 'CMA Services' link in the navigation bar. The main content area includes a 'Welcome to Listingbook!' message, a list of services (Buyer Services, CMA Services, Quick Search, Message Box, Calendar, Profile), and a 'Need Help?' section with a phone number 336-722-3456.

When your CMA List appears, click on the **New CMA** link (2).



The screenshot shows the Listingbook CMA List page. At the top, there is a navigation bar with links: Frontpage, Buyer Services, CMA Services, Quick Search, Message Box, Calendar, and Profile. Below the navigation bar, there is a section for 'CMA List' with a 'New CMA' link. A box labeled '2' points to the 'New CMA' link. Below the link, there is a table with the following data:

Property	Area Activity	Seller Account	Last Login
2706 Bardwell	93 [12-11-2001]	Bob Masterman	07:28pm 01-24-2002

At the bottom of the page, there is a 'Back to Top' link and a copyright notice: © 1998-2001 Listingbook Services. All Rights Reserved.

When the Property Description form appears, fill in the seller's first and last names (3). The names will be used to personalize the CyberCMA™ cover page.

The screenshot shows the 'New Property' form on the CyberCMA website. The form is titled 'Property Description' and includes a 'Save' button. A callout box on the left explains that if a property has an MLS#, it can be entered in the 'MLS#' field and 'Auto-Load' clicked. Another callout box on the right states that personalizing the cover page with the seller's name will help the CMA make a fantastic impression. A box with the number '3' has an arrow pointing to the 'First Name' and 'Last Name' input fields, which are circled in red. The 'Description' section includes fields for 'Street Number', 'Street Name', 'Unit', 'Zip Code', and 'Property Type'.

If the property has an MLS#, you can enter it in the MLS# space and click Auto-Load to fill-in the property description. If you do not know the MLS# (but know the property was listed in the past two years), you can use Quick Search to find and load the description.

Personalizing the CyberCMA™ cover page with the seller's name will help your CMA make a fantastic impression on the owners.

Fill in the property's address information (Street Number and Name, and Zip Code (4), then click on the Property Type menu (5).

This screenshot shows the same 'New Property' form, but with the 'Seller Name' fields filled in: 'First Name' is 'John and Mary' and 'Last Name' is 'Owners'. A callout box with the number '4' has an arrow pointing to the 'Street Number', 'Street Name', and 'Zip Code' input fields, which are circled in red. Another callout box with the number '5' has an arrow pointing to the 'Property Type' dropdown menu.

Choose the appropriate property type from the Property Type list (6), then scroll down to fill in more of the description form.

Frontpage | Buyer Services | CMA Services | Quick Search | Message Box | Calendar | Profile

Send Messages | Address Book | Tell us what you think... comments? suggestions? We're listening. | Click to comment. | Listingbook.com

CMA List → New Property | Logout

To add a new property to your CMA List, fill out the following form. Click **Save** when you're done.

Property Description

Has this property been listed?
If so, enter the MLS# below to quickly Auto-Load this form.
MLS#

Seller Name Optional
First Name Last Name

Description Required
Street Number
Street Name
Unit
Zip Code
Property Type

The Listingbook assistant ONLY looks for comparable properties that are the same property type as the CMA property.

6

Location, Location, Location

If the CMA property is NOT located on the default grid map, select the grid map you will be using (7). Find the grid coordinates for the CMA property on the appropriate grid map or click on the **Grid Finder** link if you do not have a grid map available (8).

Location Required
Use the selectors below to indicate the grid coordinates of the property.

Using [Grid Finder](#)

Coordinates -

Sub-Division Recommended, Not Required

Property Details Required
Levels
Basement
Bedrooms
Full Bathrooms
Half Bathrooms
Heated Space SqFt (approximate)
Age years (approximate)
Acreage Not Required

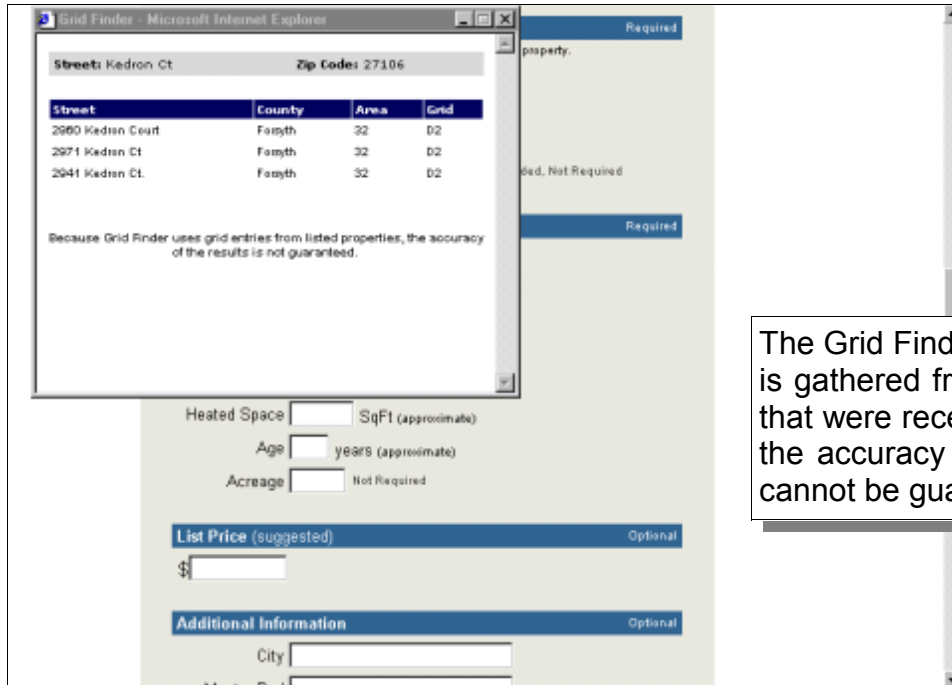
List Price (suggested) Optional
\$

Additional Information Optional
City
Master Bed

7

8

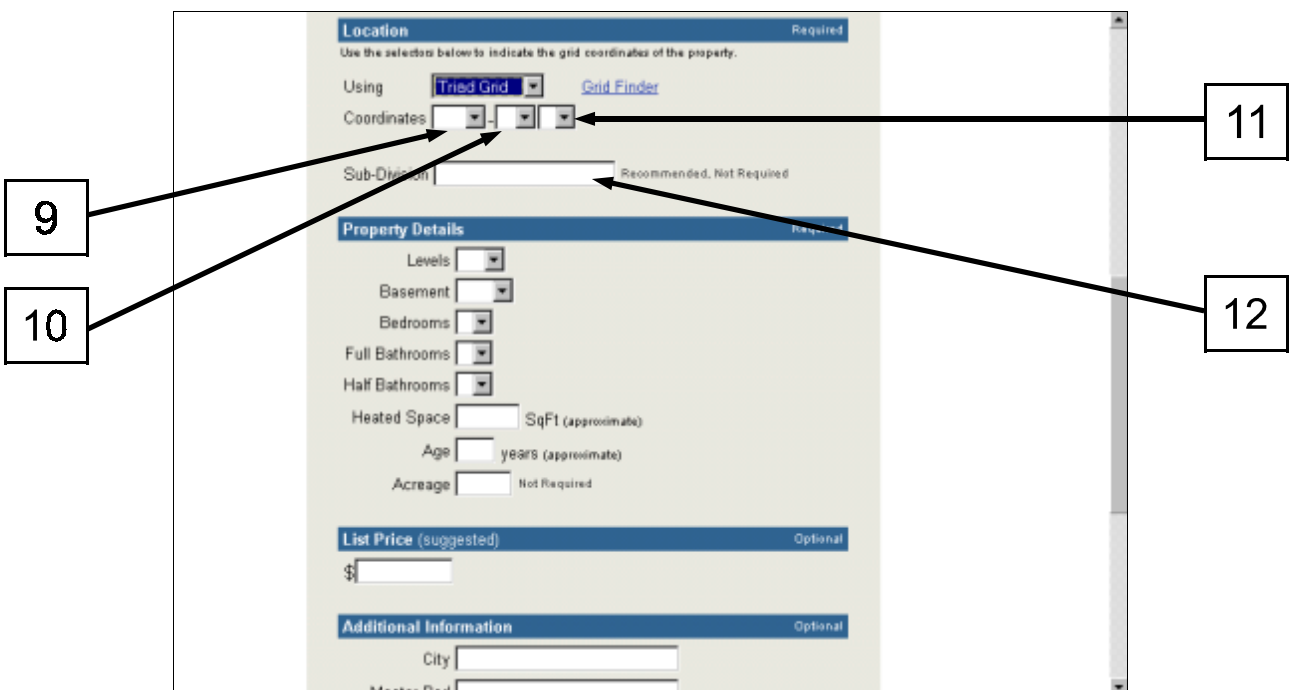
The Grid Finder shows the property in our example is in area 32 grid D2.



The Grid Finder information is gathered from properties that were recently listed, so the accuracy of the results cannot be guaranteed.



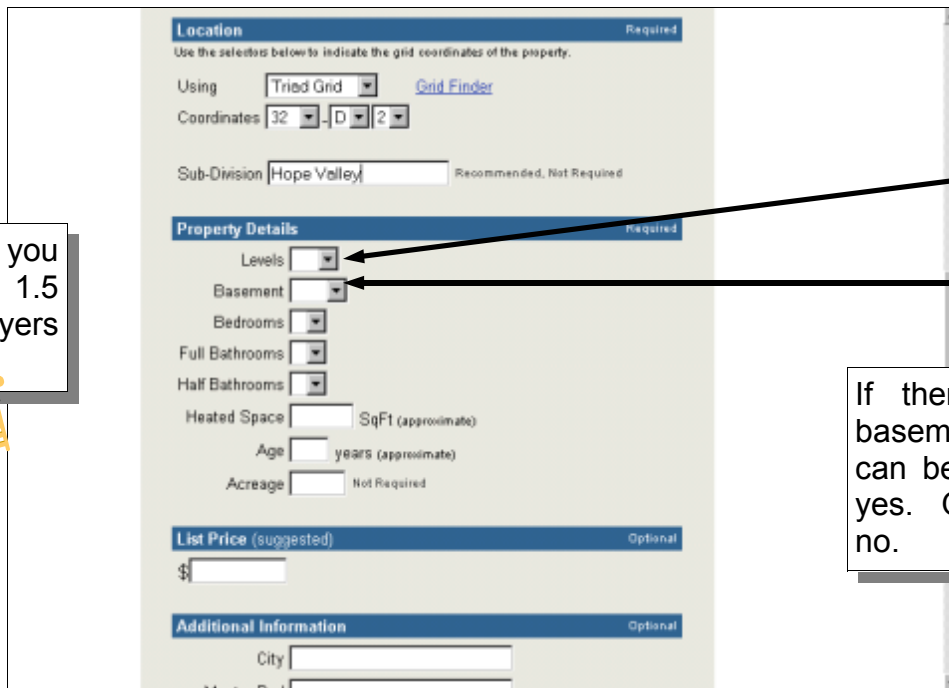
Indicate the area coordinate by selecting 32 from the first pull-down menu (9). Indicate the first grid coordinate by selecting D from the second pull-down menu (10). Indicate the second grid coordinate, 2, from the third pull-down menu (11). Finally, complete the location information by entering the Sub-Division name (12).



Providing Property Details

Select the number of heated levels in the CMA property from the Levels pull-down menu (13). Next, indicate if the CMA property has a basement using the Basement pull-down menu (14).

We suggest that you make Split Levels 1.5 levels and Split Foyers 2 levels.

A screenshot of a web form for property details. The 'Location' section includes 'Using' (Tried Grid), 'Coordinates' (32, D, 2), and 'Sub-Division' (Hope Valley). The 'Property Details' section includes 'Levels' (dropdown), 'Basement' (dropdown), 'Bedrooms' (dropdown), 'Full Bathrooms' (dropdown), 'Half Bathrooms' (dropdown), 'Heated Space' (input), 'Age' (input), and 'Acreage' (input). The 'List Price' and 'Additional Information' sections are also visible.

13

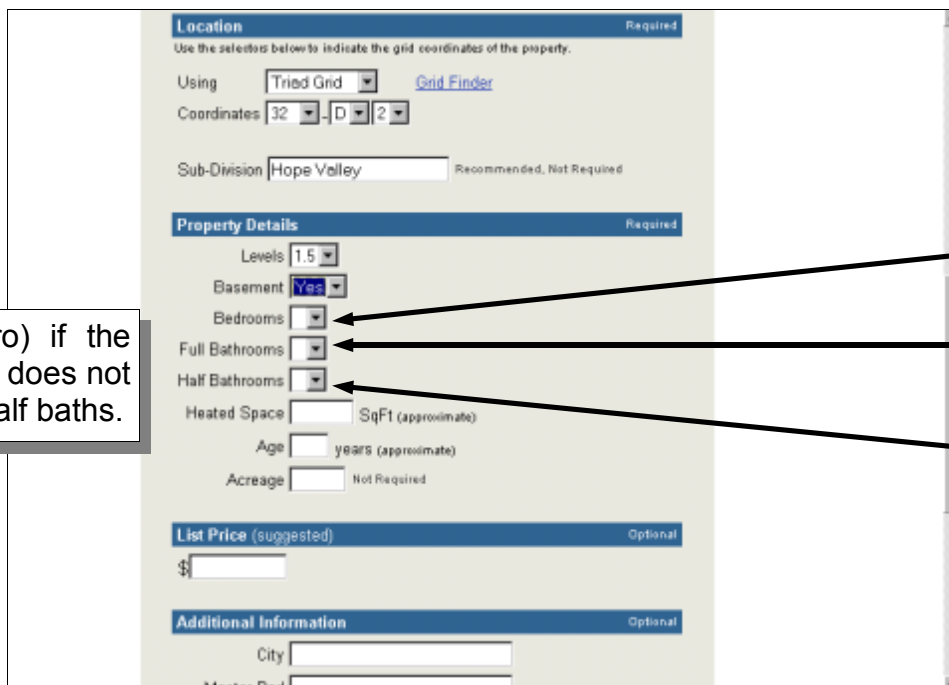
14

If there is a finished basement or one that can be finished, answer yes. Otherwise, answer no.



Continue describing the CMA property by indicating the Bedrooms (15), Full Bathrooms (16) and Half Bathrooms (17).

Select 0 (zero) if the CMA property does not have any half baths.

A screenshot of a web form for property details. The 'Property Details' section shows 'Levels' set to 1.5, 'Basement' set to Yes, 'Bedrooms' (dropdown), 'Full Bathrooms' (dropdown), and 'Half Bathrooms' (dropdown). The 'List Price' and 'Additional Information' sections are also visible.

15

16

17

Enter the heated space available in the CMA property (18). Also enter the age (19) and approximate acreage (20).

Location Required

Use the selectors below to indicate the grid coordinates of the property.

Using [Grid Finder](#)

Coordinates

Sub-Division Recommended, Not Required

Property Details Required

Levels

Basement

Bedrooms

Full Bathrooms

Half Bathrooms

Heated Space SqFt (approximate)

Age years (approximate)

Acreage Not Required

List Price (suggested) Optional

\$

Additional Information Optional

City

Master Bed

Try to determine from the owner(s) the price at which they think their property should be put on the market. Enter that price in the List Price space (21). Scroll down to reveal the remainder of the form.

Location Required

Use the selectors below to indicate the grid coordinates of the property.

Using [Grid Finder](#)

Coordinates

Sub-Division Recommended, Not Required

Property Details Required

Levels

Basement

Bedrooms

Full Bathrooms

Half Bathrooms

Heated Space SqFt (approximate)

Age years (approximate)

Acreage Not Required

List Price (suggested) Optional


\$

Additional Information Optional

City

Master Bed

Providing the suggested list price makes it easier for the owner(s) to see how their property compares to comparable properties in the CyberCMA™ Report.



Fill in the items in the Additional Information section (circled), then click on the **Save** button (22).

Age years (approximate)

Acreage Not Required

List Price (suggested) Optional

Additional Information Optional

City

Master Bed

Finished SqFt

Basement

Parking

Heating

Fuel

Cooling

Annual Taxes

To add a new property to your CMA List, fill out the above form. Click **Save** when you're done.

[Save](#)

The additional information items are used to describe the owner's property in the comparison section of the CyberCMA™ Report.

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When the profile confirmation appears, the property has been added to your CMA list. Click on the **Continue** button (23) to view the property's menu page.

Frontpage | Buyer Services | CMA Services | Quick Search | Message Box | Calendar | Profile

Send Message | Address Book | Tell us what you think... comments? suggestions? We're listening. | Click to comment. | Listingbook.com

CMA List → New Property | Logout

CMA profile created successfully

[Continue](#)

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[Back to Top](#) © 1998-2001 Listingbook Services. All Rights Reserved.

Selecting Comparable Properties

When the property's menu page displays, click on the **Suggested Active Comps** link (24) to view the comps suggested by the Listingbook assistant.

Frontpage | Buyer Services | CMA Services | Quick Search | Message Box | Calendar | Profile

Tell us what you think...
comments? suggestions? We're listening. Click to comment. Listingbook.com

CMA List → CMA [2976 Kedron Ct] Logout

2976 Kedron Ct
Entered 12:39pm Mar 4, 2002
Last Edited None Yet

Suggested Active Comps ← 24
View and select recommended active comps from the subject property's area.

Suggested Sold Comps
View and select recommended sold comps from the subject property's area.

Quick Search for Comps
Find and select comps using Quick Search.

CyberCMA Report
View the CyberCMA generated from the comparable listings that you have selected.

Give Seller a Web Account
Click here to give the seller a Listingbook web account.

Area Activity
View the recent market activity around this property.

Edit this Property
Click here to edit the CMA property description

Transfer this Property
Click here to transfer this property to an agent in your address book

Remove this Property

From the Suggested Active Comps list, select the active/pending properties you want in the CyberCMA™ Report by clicking on the tag boxes (circled).

Frontpage | Buyer Services | CMA Services | Quick Search | Message Box | Calendar | Profile

Tell us what you think...
comments? suggestions? We're listening. Click to comment. Listingbook.com

CMA List → CMA [2976 Kedron Ct] → Suggested Active Comps Logout

Subject Property

Address	Sub-Division	Lvls	Bed	Bath	Prk	Bst	Age	SqFt	Price	Date	\$/SqFt
2976 Kedron Ct	Hope Valley	1.5	3	2.1	N/A	Y	32	2200	\$150,000	N/A	68.18

Suggested Comps: 28 properties View: One Line | Thumbnail Order by: Comp Order

Print

Active Contingent Pending
Sold Withdrawn Expired

Tag Selected
Untag Selected

Address	Sub-Division	Lvls	Bed	Bath	Prk	Bst	Age	SqFt	Price	Date	\$/SqFt
2110 Ormond Drive	Hope Valley	1.0	3	3.0	1	Y	34	2331	\$167,500	02-15-02	71.86
3090 Ormond Dr	Hope Valley	1.0	4	2.0	1	Y	35	2405	\$167,900	02-20-02	69.11
197 Merimont Drive	Brambleton	1.5	3	2.0	0	N	23	1764	\$124,900	01-03-02	70.80
1127 Miller St	N/A	1.5	3	2.0	2	Y	60	2286	\$169,900	02-19-02	74.32
921 Ransom Road	Polo/Wake Forest	1.0	3	2.0	1	Y	30	1865	\$133,900	02-12-02	71.80
4211 Withers Road	Town And Country	1.0	3	2.0	2	Y	33	2253	\$164,900	01-23-02	73.19
1121 Partidge Lane	Merimont Hills	1.0	3	2.1	2	Y	33	2441	\$149,900	01-31-02	61.41
2805 Wesleyan Lane	Cummings Court	1.5	4	2.1	2	N	25	2410	\$179,900	12-12-01	74.65
941 Ransom Rd	Wake Forest Area	1.0	3	2.1	2	Y	40	1942	\$145,900	01-25-02	75.13
1282 Millenrod Drive	N/A	2.0	3	1.1	0	N	23	1892	\$124,500	09-18-01	65.80

The Suggested Active Comps list is in Comp order with the properties most likely to be comps at the top of the list.

When you finish selecting the active and pending comps you want included in the CyberCMA™ report (circled), save your selections by clicking on the **Tag Selected** link (25).

Frontpage | Buyer Services | CMA Services | Quick Search | Message Box | Calendar | Profile

Tell us what you think...
comments? suggestions? We're listening.

CMA List → CMA [2976 Kedron Ct] → Suggested Active Comps

Subject Property

Address	Sub-Division	Lvls	Bed	Bath	Prk	Bst	Age	SqFt	Price	Date	\$/SqFt
2976 Kedron Ct	Hope Valley	1.5	3	2.1	N/A	Y	32	2200	\$150,000	N/A	68.18

Suggested Comps: 28 properties

View: One Line | Thumbnail

Order by: Comp Order

Active Contingent Pending
Sold Withdrawn Expired

Tag Selected
Untag Selected

Address	Sub-Division	Lvls	Bed	Bath	Prk	Bst	Age	SqFt	Price	Date	\$/SqFt	
2110 Ormond Drive	Hope Valley	1.0	3	3.0	1	Y	34	2331	\$167,500	02-15-02	71.86	<input checked="" type="checkbox"/>
3090 Ormond Dr	Hope Valley	1.0	4	2.0	1	Y	35	2465	\$167,900	02-20-02	68.11	<input checked="" type="checkbox"/>
197 Menimont Drive	Brambleton	1.5	3	2.0	0	N	23	1764	\$124,900	01-03-02	70.80	<input type="checkbox"/>
1127 Miller St	N/A	1.5	3	2.0	2	Y	60	2286	\$169,900	02-19-02	74.32	<input type="checkbox"/>
921 Ransom Road	Polo/Wake Forest	1.0	3	2.0	1	Y	30	1865	\$133,900	02-12-02	71.80	<input type="checkbox"/>
4211 Witherow Road	Teem And Country	1.0	3	2.0	2	Y	33	2253	\$164,900	01-23-02	73.19	<input type="checkbox"/>
1131 Partidge Lane	Menimont Hills	1.0	3	2.1	2	Y	33	2441	\$149,900	01-31-02	61.41	<input type="checkbox"/>
2805 Wesleyan Lane	Cummings Court	1.5	4	2.1	2	N	25	2410	\$179,900	12-12-01	74.65	<input type="checkbox"/>
941 Ransom Rd	Wake Forest Area	1.0	3	2.1	2	Y	40	1942	\$145,900	01-25-02	75.13	<input type="checkbox"/>
1282 Milledge Dr	N/A	2.0	3	1.1	0	N	23	1892	\$124,500	09-18-01	65.80	<input type="checkbox"/>

If you change your mind about the comps you choose, you can make changes when you review the CyberCMA™.

The red circles with the check marks (circled) confirm that the properties you selected were added to the CyberCMA™ report. Return to the property's menu page by clicking on the property address on the Navigation bar (26).

Frontpage | Buyer Services | CMA Services | Quick Search | Message Box | Calendar | Profile

Tell us what you think...
comments? suggestions? We're listening.

CMA List → CMA [2976 Kedron Ct] → Suggested Active Comps

Subject Property

2110 Kedron Ct

Suggested Comps: 28 properties

View: One Line | Thumbnail

Order by: Comp Order

Active Contingent Pending
Sold Withdrawn Expired

Tag Selected
Untag Selected

Address	Sub-Division	Lvls	Bed	Bath	Prk	Bst	Age	SqFt	Price	Date	\$/SqFt	
2110 Ormond Drive	Hope Valley	1.0	3	3.0	1	Y	34	2331	\$167,500	02-15-02	71.86	<input checked="" type="checkbox"/>
3090 Ormond Dr	Hope Valley	1.0	4	2.0	1	Y	35	2465	\$167,900	02-20-02	68.11	<input checked="" type="checkbox"/>
197 Menimont Drive	Brambleton	1.5	3	2.0	0	N	23	1764	\$124,900	01-03-02	70.80	<input type="checkbox"/>
1127 Miller St	N/A	1.5	3	2.0	2	Y	60	2286	\$169,900	02-19-02	74.32	<input type="checkbox"/>
921 Ransom Road	Polo/Wake Forest	1.0	3	2.0	1	Y	30	1865	\$133,900	02-12-02	71.80	<input type="checkbox"/>
4211 Witherow Road	Teem And Country	1.0	3	2.0	2	Y	33	2253	\$164,900	01-23-02	73.19	<input type="checkbox"/>
1131 Partidge Lane	Menimont Hills	1.0	3	2.1	2	Y	33	2441	\$149,900	01-31-02	61.41	<input type="checkbox"/>
2805 Wesleyan Lane	Cummings Court	1.5	4	2.1	2	N	25	2410	\$179,900	12-12-01	74.65	<input type="checkbox"/>
941 Ransom Rd	Wake Forest Area	1.0	3	2.1	2	Y	40	1942	\$145,900	01-25-02	75.13	<input type="checkbox"/>
1282 Milledge Dr	N/A	2.0	3	1.1	0	N	23	1892	\$124,500	09-18-01	65.80	<input type="checkbox"/>

If Listingbook fails to find good comps, you can find comps yourself by using Quick Search for Comps.

When the property's menu page displays, click on the **Suggested Sold Comps** link (27).

Frontpage | Buyer Services | CMA Services | Quick Search | Message Box | Calendar | Profile

Tell us what you think...
comments? suggestions? We're listening. Click to comment. Listingbook.com

■ CMA List → CMA [2976 Kedron Ct] Logout

2976 Kedron Ct
Entered 12:39pm Mar 4, 2002
Last Edited None Yet

Suggested Active Comps
View and select recommended active comps from the subject property's area.

Suggested Sold Comps ← 27
View and select recommended sold comps from the subject property's area.

Quick Search for Comps
Find and select comps using Quick Search.

CyberCMA Report
View the CyberCMA generated from the comparable listings that you have selected.

Give Seller a Web Account
Click here to give the seller a Listingbook web account.

Area Activity
View the recent market activity around this property.

Edit this Property
Click here to edit the CMA property description

Transfer this Property
Click here to transfer this property to an agent in your address book

Remove this Property

From the Suggested Sold Comps list, select the sold properties you want in the CyberCMA™ report by clicking on the tag boxes (circled).

Frontpage | Buyer Services | CMA Services | Quick Search | Message Box | Calendar | Profile

Tell us what you think...
comments? suggestions? We're listening. Click to comment. Listingbook.com

■ CMA List → CMA [2976 Kedron Ct] → Suggested Sold Comps Logout

Subject Property

Address	Sub-Division	Lvls	Bed	Bath	Prk	Bas	Age	SqFt	Price	Date	\$/SqFt
2976 Kedron Ct	Hope Valley	1.5	3	2.1	N/A	Y	32	2200	\$150,000	N/A	68.18

Suggested Comps: 77 properties View: One Line | Thumbnail Order by: Comp Order

Active Contingent Pending Tag Selected Untag Selected
Sold Withdrawn Expired

Address	Sub-Division	Lvls	Bed	Bath	Prk	Bas	Age	SqFt	Price	Date	\$/SqFt
2920 Hope Valley Rd	Hope Valley	1.0	3	2.1	2	Y	35	2242	\$150,000	06-06-01	71.36
2941 Kedron Ct	Hope Valley	1.5	4	2.0	2	N	34	2290	\$154,800	05-08-00	71.97
2920 Ormond Dr	Hope Valley	1.0	3	2.0	2	N	35	2070	\$150,000	06-15-00	72.46
2940 Hope Valley Rd	Hope Valley	1.0	3	2.1	2	Y	35	2143	\$152,900	08-13-01	76.01
2960 Kedron Court	Hope Valley	1.0	4	2.0	2	Y	33	2421	\$165,000	12-12-00	68.15
3070 Protasia Rd	Hope Valley	1.0	4	3.0	1	Y	33	2421	\$165,000	04-17-00	68.15
3050 Magazine Dr	Hope Valley	1.0	4	3.0	2	Y	33	2448	\$165,500	04-17-00	68.01
3041 Ormond Dr	Hope Valley	1.0	4	3.0	2	Y	32	2511	\$173,500	04-20-00	68.45
3051 Ormond Drive	Hope Valley	1.0	4	3.0	2	Y	33	2555	\$155,000	03-15-00	60.43
1090 Foxhall	Foxhall	1.5	3	2.0	0	N	33	2200	\$149,500	01-04-01	68.00

You can use **Quick Search for Comps** if you are not happy with the suggested comps.

When you finish selecting the sold comps (circled), click on the **Tag Selected** link (28) to add the sold comps to the CyberCMA™ Report.

Frontpage | Buyer Services | CMA Services | Quick Search | Message Box | Calendar | Profile

Tell us what you think...
comments? suggestions? We're listening.

CMA List → CMA | 2976 Kedron Ct → Suggested Sold Comps

Subject Property

Address	Sub-Division	Lvls	Bed	Bath	Prk	Bst	Age	SqFt	Price	Date	\$/SqFt
2976 Kedron Ct	Hope Valley	1.5	3	2.1	N/A	Y	32	2200	\$150,000	N/A	68.18

Suggested Comps: 77 properties

View: One Line | Thumbnail

Order by: Comp Order

Active | Contingent | Pending | Sold | Withdrawn | Expired

Tag Selected
Untag Selected

Address	Sub-Division	Lvls	Bed	Bath	Prk	Bst	Age	SqFt	Price	Date	\$/SqFt
2920 Hope Valley Rd	Hope Valley	1.0	3	2.1	2	Y	35	2242	\$150,000	06-06-01	71.36
2941 Kedron Ct	Hope Valley	1.5	4	2.0	2	N	34	2290	\$154,800	06-08-00	71.97
2930 Ormond Dr	Hope Valley	1.0	3	2.0	2	N	35	2070	\$150,000	06-15-00	72.46
2940 Hope Valley Rd	Hope Valley	1.0	3	2.1	2	Y	35	2143	\$152,900	08-13-01	76.01
2960 Kedron Court	Hope Valley	1.0	4	2.0	2	Y	33	2421	\$165,000	12-12-00	68.15
3070 Poyasia Rd	Hope Valley	1.0	4	3.0	1	Y	33	2421	\$165,000	04-17-00	68.15
3050 Magazine Dr	Hope Valley	1.0	4	3.0	2	Y	33	2448	\$155,500	04-17-00	68.01
3041 Ormond Dr	Hope Valley	1.0	4	3.0	2	Y	32	2611	\$173,500	04-20-00	66.45
3051 Ormond Drive	Hope Valley	1.0	4	3.0	2	Y	33	2565	\$155,000	03-15-00	60.43
1090 Fishall	Foxhall	1.5	3	2.0	0	N	33	2200	\$149,500	01-04-01	68.00

The red circles with the check marks (circled) confirm that the sold properties were added to the report. To return to the property's menu page, click on the property address on the Navigation bar (29).

Frontpage | Buyer Services | CMA Services | Quick Search | Message Box | Calendar | Profile

Tell us what you think...
comments? suggestions? We're listening.

CMA List → CMA | 2976 Kedron Ct → Suggested Sold Comps

Subject Property

Address	Sub-Division	Lvls	Bed	Bath	Prk	Bst	Age	SqFt	Price	Date	\$/SqFt
2976 Kedron Ct	Hope Valley	1.5	3	2.1	N/A	Y	32	2200	\$150,000	N/A	68.18

Suggested Comps: 77 properties

View: One Line | Thumbnail

Order by: Comp Order

Active | Contingent | Pending | Sold | Withdrawn | Expired

Tag Selected
Untag Selected

Address	Sub-Division	Lvls	Bed	Bath	Prk	Bst	Age	SqFt	Price	Date	\$/SqFt
2920 Hope Valley Rd	Hope Valley	1.0	3	2.1	2	Y	35	2242	\$150,000	06-06-01	71.36
2941 Kedron Ct	Hope Valley	1.5	4	2.0	2	N	34	2290	\$154,800	06-08-00	71.97
2930 Ormond Dr	Hope Valley	1.0	3	2.0	2	N	35	2070	\$150,000	06-15-00	72.46
2940 Hope Valley Rd	Hope Valley	1.0	3	2.1	2	Y	35	2143	\$152,900	08-13-01	76.01
2960 Kedron Court	Hope Valley	1.0	4	2.0	2	Y	33	2421	\$165,000	12-12-00	68.15
3070 Poyasia Rd	Hope Valley	1.0	4	3.0	1	Y	33	2421	\$165,000	04-17-00	68.15
3050 Magazine Dr	Hope Valley	1.0	4	3.0	2	Y	33	2448	\$155,500	04-17-00	68.01
3041 Ormond Dr	Hope Valley	1.0	4	3.0	2	Y	32	2611	\$173,500	04-20-00	66.45
3051 Ormond Drive	Hope Valley	1.0	4	3.0	2	Y	33	2565	\$155,000	03-15-00	60.43
1090 Fishall	Foxhall	1.5	3	2.0	0	N	33	2200	\$149,500	01-04-01	68.00

You can search for additional comps by clicking on the **Quick Search for Comps** link (30).

Frontpage | Buyer Services | CMA Services | Quick Search | Message Box | Calendar | Profile

Tell us what you think...
comments? suggestions? We're listening. Click to comment. Listingbook.com

CMA List → CMA [2976 Kedron Ct] Logout

2976 Kedron Ct
Entered 12:39pm Mar 4, 2002
Last Edited None Yet

Suggested Active Comps
View and select recommended active comps from the subject property's area.

Suggested Sold Comps
View and select recommended sold comps from the subject property's area.

Quick Search for Comps ← 30
Find and select comps using Quick Search.

CyberCMA Report
View the CyberCMA generated from the comparable listings that you have selected.

Give Seller a Web Account
Click here to give the seller a Listingbook web account.

Area Activity
View the recent market activity around this property.

Edit this Property
Click here to edit the CMA property description

Transfer this Property
Click here to transfer this property to an agent in your address book

Remove this Property

Unless you want to include Withdrawn and Expired properties in your report, skip Status (it's auto-loaded) and use the Area menu to indicate the county where your CMA property is located (31).

Frontpage | Buyer Services | CMA Services | Quick Search | Message Box | Calendar | Profile

Tell us what you think...
comments? suggestions? We're listening. Click to comment. Listingbook.com

CMA List → CMA [2976 Kedron Ct] → Quick Search Logout

Status **Area** **Filters** **Search Criteria**

Active / Contingent
 Pending
 Sold
 Withdrawn
 Expired
2 years

Area: All Areas
Forsyth County - All
NW Forsyth County
SW Forsyth County
NE Forsyth County
SE Forsyth County
NW Winston-Salem
SW Winston-Salem

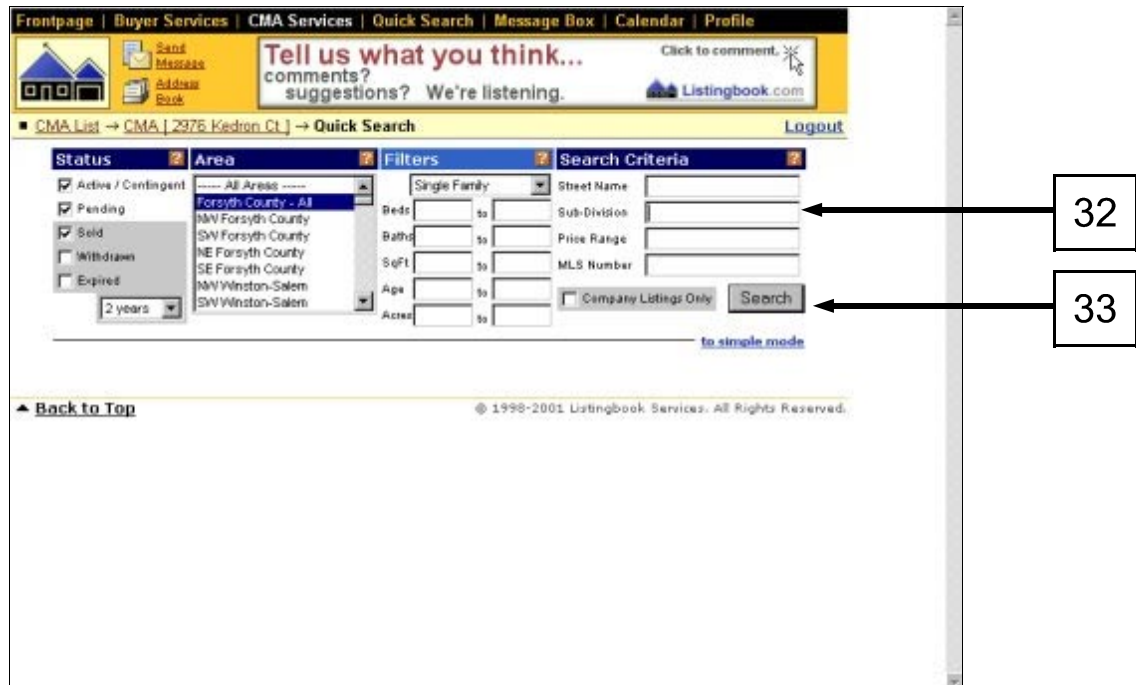
Single Family
Beds: to
Baths: to
SqFt: to
Age: to
Acres: to

Street Name
Sub-Division
Price Range
MLS Number
 Company Listings Only Search

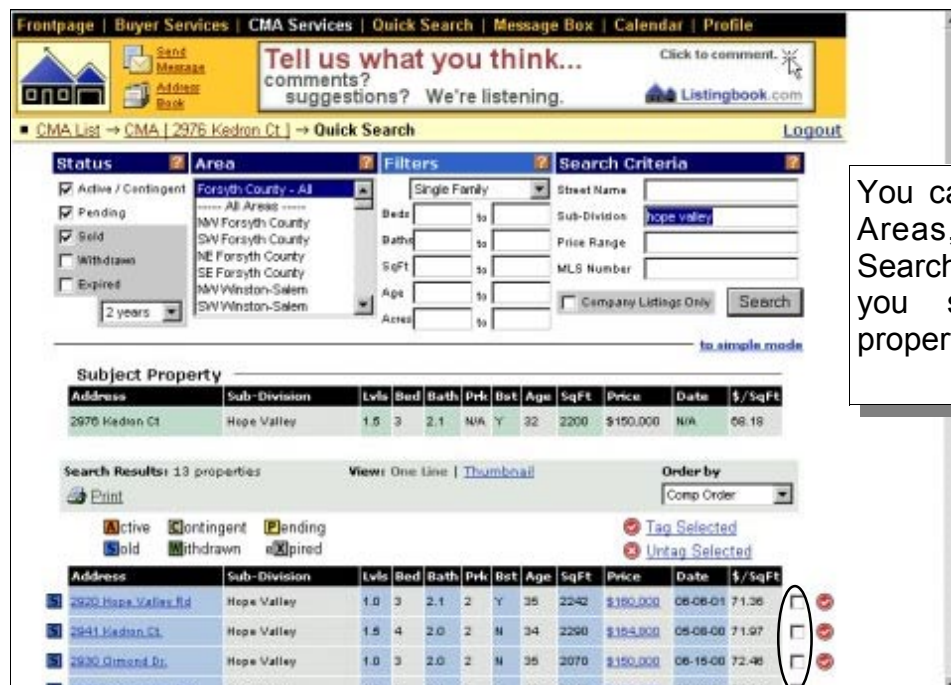
to simple mode

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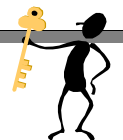
Since the property type (Single Family) is auto-loaded, type the sub-division name in the Sub-Division criteria space (32) and click the **Search** button (33).



The properties are arranged in Comp Order with the best comps at the top of the list. Scroll down and select any properties you want to add to the CyberCMA™ report by clicking on the tag box (circled).



You can add or change Areas, Filters, and Search Criteria when you see how many properties were found.



When you finish selecting the properties, click on the Tag Selected link (34) to add the properties to the CyberCMA™ Report.

Search Results: 13 properties Views: One Line | Thumbnail Order by: Comp Order

Print

Active Contingent Pending Sold Withdrawn Expired Tag Selected Untag Selected

Address	Sub-Division	Lvls	Bed	Bath	Prk	Bst	Age	SqFt	Price	Date	\$/SqFt	
2920 Hope Valley Rd	Hope Valley	1.0	3	2.1	2	Y	35	2242	\$150,000	06-08-01	71.36	<input type="checkbox"/>
2941 Kedron Ct	Hope Valley	1.5	4	2.0	2	N	34	2290	\$154,800	06-08-00	71.97	<input type="checkbox"/>
2930 Ormond Dr	Hope Valley	1.0	3	2.0	2	N	35	2070	\$150,000	06-15-00	72.46	<input type="checkbox"/>
2947 Hope Valley Rd	Hope Valley	1.0	3	2.1	2	Y	35	2140	\$152,900	08-13-01	76.01	<input type="checkbox"/>
2110 Ormond Drive	Hope Valley	1.0	3	3.0	1	Y	34	2331	\$187,500	02-15-02	71.06	<input type="checkbox"/>
2990 Kedron Court	Hope Valley	1.0	4	2.0	2	Y	33	2421	\$165,000	12-12-00	68.15	<input type="checkbox"/>
3080 Ormond Dr	Hope Valley	1.0	4	2.0	1	Y	35	2465	\$187,900	02-20-02	68.11	<input type="checkbox"/>
3070 Eudonia Rd	Hope Valley	1.0	4	3.0	1	Y	33	2421	\$165,000	04-17-00	68.15	<input type="checkbox"/>
3050 Magazine Dr	Hope Valley	1.0	4	3.0	2	Y	33	2498	\$165,500	04-17-00	68.01	<input type="checkbox"/>
3041 Ormond Dr	Hope Valley	1.0	4	3.0	2	Y	32	2511	\$173,500	04-20-00	66.45	<input type="checkbox"/>
2911 Ormond Drive	Hope Valley	1.0	3	2.0	1	Y	36	1858	\$112,000	06-03-01	60.34	<input type="checkbox"/>
2971 Ormond Dr	Hope Valley	1.0	3	3.0	1	Y	35	2890	\$167,500	03-07-02	62.27	<input type="checkbox"/>
2901 Ormond Drive	Hope Valley	1.5	3	2.2	2	Y	4	2750	\$261,200	11-03-01	94.98	<input type="checkbox"/>

Tag Selected Untag Selected

All information is subject to verification and is not guaranteed.

If you selected properties from the Suggested Comps List, they will be tagged when you view them in Quick Search for Comps.

34



When you finish tagging (or untagging) properties, click on the property address on the Navigation bar (35) to return to the menu page.

Frontpage | Buyer Services | CMA Services | Quick Search | Message Box | Calendar | Profile

Tell us what you think... Click to comment. Listingbook.com

CMA List → CMA | 2976 Kedron Ct → Quick Search Logout

Status Area Filters Search Criteria

Area: Forsyth County - All

Subject Property

Address	Sub-Division	Lvls	Bed	Bath	Prk	Bst	Age	SqFt	Price	Date	\$/SqFt
2976 Kedron Ct	Hope Valley	1.5	3	2.1	N/A	Y	32	2200	\$150,000	N/A	68.18

Search Results: 13 properties Views: One Line | Thumbnail Order by: Comp Order

Print

Active Contingent Pending Sold Withdrawn Expired Tag Selected Untag Selected

Address	Sub-Division	Lvls	Bed	Bath	Prk	Bst	Age	SqFt	Price	Date	\$/SqFt	
2920 Hope Valley Rd	Hope Valley	1.0	3	2.1	2	Y	35	2242	\$150,000	06-08-01	71.36	<input type="checkbox"/>
2941 Kedron Ct	Hope Valley	1.5	4	2.0	2	N	34	2290	\$154,800	06-08-00	71.97	<input type="checkbox"/>
2930 Ormond Dr	Hope Valley	1.0	3	2.0	2	N	35	2070	\$150,000	06-15-00	72.46	<input type="checkbox"/>

35

Giving Sellers a Web Account

Your report is now complete. Adding notes and making changes were covered in the previous guides, in addition to printing the report or sending it to someone in your Address Book. Let's assume, though, that the property owner is a Web developer who wants the CMA presented online. Click on the **Give Seller a Web Account** link (36).

The screenshot shows the Listingbook.com interface for a property listing at 2976 Kedron Ct. The page includes a navigation bar with links like Frontpage, Buyer Services, CMA Services, Quick Search, Message Box, Calendar, and Profile. Below the navigation bar, there's a section for the property listing with details like 'Entered' and 'Last Edited'. On the right side, there are several links: Suggested Active Comps, Suggested Sold Comps, Quick Search for Comps, CyberCMA Report, Give Seller a Web Account (highlighted with a callout box labeled 36), Area Activity, Edit this Property, Transfer this Property, and Remove this Property.

Type in the seller's first and last name (37) and email address (38).

The screenshot shows the 'Create Web Account' form on Listingbook.com. The form is titled 'Seller Information' and includes fields for 'Give Seller', 'Area Activity', 'Quick Search', 'Expires', 'Status', 'First Name', 'Last Name', 'Email', 'Address 1', 'Address 2', 'City', 'State', 'Zip', 'Home Phone', 'Work Phone', 'Fax', 'Mobile', and 'Comments'. Callout boxes 37 and 38 point to the 'First Name' and 'Last Name' fields, and the 'Email' field respectively. A 'Save' button is located at the top right of the form.

You decide if you want the seller to receive Area Activity and Quick Search. You can also set the account to expire in 30 days in case you don't get the listing .



To create the seller's Web account, which includes the CyberCMA™ Report, click on the Save button (39) .

Frontpage | Buyer Services | CMA Services | Quick Search | Message Box | Calendar | Profile

Sand Message Address Book

Tell us what you think...
comments? suggestions? We're listening.

Click to comment.

Listingbook.com

CMA List → CMA | 2976 Kedron Ct | → Create Web Account Logout

Fill out the form below, required items are in bold. When you're ready, click **Save** to proceed.

Save 39

Seller Information

Give Seller: Area Activity Quick Search

Expires: Never Status: Account Active

First Name: John & Mary Last Name: Jones

Email: johnjones111222@aol.com

Address 1:

Address 2:

City: State: Zip:

Home Phone: Work Phone: ext

Fax: Mobile:

Comments:
For your reference only.

You can save the seller's contact information into the remainder of the form .

Your Web developer seller will receive the account information by the time you read the notice. To return to the property menu page, click on the **Continue** button (40).

Frontpage | Buyer Services | CMA Services | Quick Search | Message Box | Calendar | Profile

Sand Message Address Book

Tell us what you think...
comments? suggestions? We're listening.

Click to comment.

Listingbook.com

CMA List → CMA | 2976 Kedron Ct | → Create Web Account Logout

Seller Account Created

Account: John & Mary Jones (S00602)

You have created a seller account for this property. John & Mary Jones will be able to use this account to access the following Listingbook tools: Area Activity, Quick Search, CyberCMA Report, Calendar, and Messaging.

An email introducing the seller to Listingbook has been sent to the address johnjones111222@aol.com. This email contains the seller's user name, password, and instructions on how to login to Listingbook. Please make sure that the seller's email address has been entered correctly.

Continue 40

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The Seller Account box (circled) has been added to the property menu page. It contains useful information like the seller's User Code, Password, and when the seller last logged into his account.



Congratulations! In just a few minutes you created a CyberCMA™ report and gave the owner a Seller Web account. You are now ready to meet the owner in Cyberspace (through Listingbook) to review the CyberCMA™ report online.

