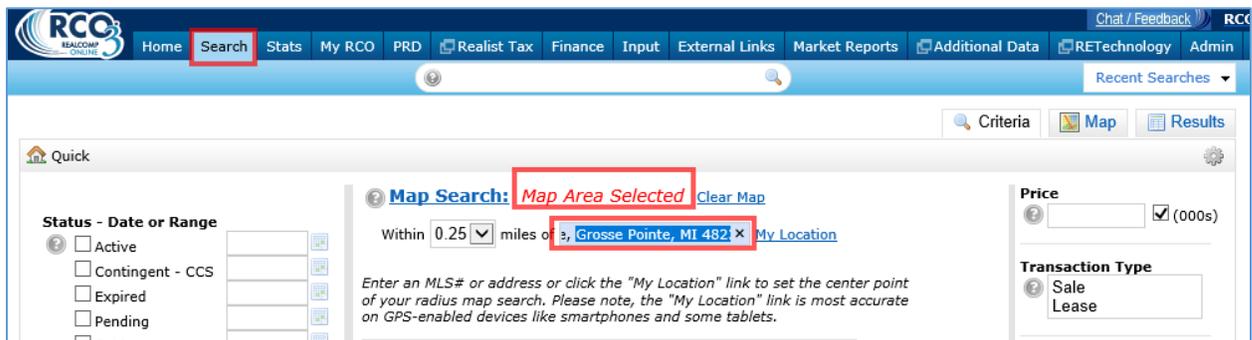
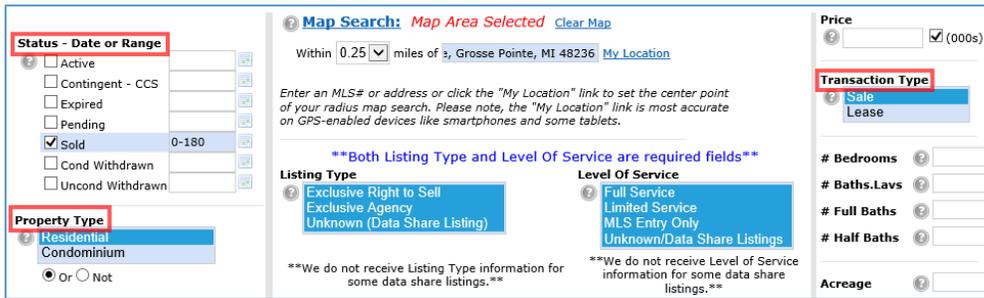


## How to do a Map Search CMA in RCO3®

1. After logging into RCO3®, hover over Search.
2. Choose your desired property type to search. We will use Residential > Quick as the example here.
3. Click the MAP tab in the top center of the criteria page. Enter street number, street name, city, state and zip code of the subject property.
4. Choose RADIUS around subject property. Look for Map Area Selected in red-if it stays black, RCO3® did not locate the address and you must refresh your screen and start again.



5. Click MAP tab in the upper right corner to verify that your radius area is correct. Click the Criteria tab (to the left of the Map tab in the upper right of the page) to go back and add other search criteria.
6. Choose desired Statuses and time frames (ex. SOLD 0-180 to search the last 180 days).
7. Choose Property Type RESIDENTIAL or CONDO. In the THIRD column select the Transaction Type SALE.



**Status - Date or Range**

- Active
- Contingent - CCS
- Expired
- Pending
- Sold 0-180
- Cond Withdrawn
- Uncond Withdrawn

**Property Type**

- Residential
- Condominium

**Map Search:** Map Area Selected Clear Map

Within 0.25 miles of 3, Grosse Pointe, MI 48236 My Location

Enter an MLS# or address or click the "My Location" link to set the center point of your radius map search. Please note, the "My Location" link is most accurate on GPS-enabled devices like smartphones and some tablets.

**\*\*Both Listing Type and Level Of Service are required fields\*\***

**Listing Type**

- Exclusive Right to Sell
- Exclusive Agency
- Unknown (Data Share Listing)

**Level Of Service**

- Full Service
- Limited Service
- MLS Entry Only
- Unknown/Data Share Listings

**Transaction Type**

- Sale
- Lease

**Price** (000s)

**# Bedrooms**

**# Baths.Lavs**

**# Full Baths**

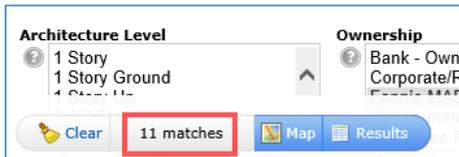
**# Half Baths**

**Acreage**

\*\*We do not receive Listing Type information for some data share listings.\*\*

\*\*We do not receive Level of Service information for some data share listings.\*\*

- Fill in Beds and Baths.Lavs (don't forget + sign for "or more").
- As you enter criteria, be sure to keep an eye on the count at the bottom left for the number of results in your search.



**Architecture Level**

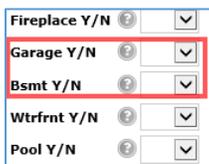
- 1 Story
- 1 Story Ground
- 4 Story

**Ownership**

- Bank - Own
- Corporate/R
- Other

Clear 11 matches Map Results

- Select Square Footage, Architecture Style or any other desired criteria. Be sure to select YES or NO for Garage & Basement.



**Fireplace Y/N**

**Garage Y/N**

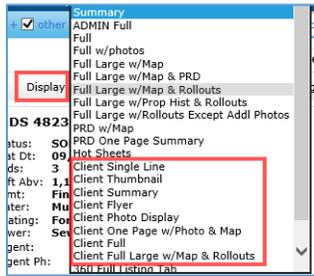
**Bsmt Y/N**

**Wtrfrnt Y/N**

**Pool Y/N**

- Double check results. If you have too many then refine criteria with additional features of the subject property. If you don't have enough results, try a few of these suggestions:
  - Expand the radius
  - Expand the Beds, Bath.Lavs or Square Footage
- Click Results and choose the best properties that compare to your subject.
- Change your DISPLAY to Summary to review all the properties and click the MLS Number for additional information.

14. Choose ANY flyer that states “CLIENT” when printing (it removes the list agent’s name).



15. Select properties to add to them to your RCO3<sup>®</sup> CMA or send them to Cloud CMA to create the CMA report for your customer.



If you have additional questions, please contact Realcomp’s Customer Care Department at (866) 553-3430 seven day a week.