

End User Instructions for the 1004MC Spreadsheet

Version 1.1

March 31, 2009

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 required with all one- to four-unit property appraisals performed on or after April 1, 2009. 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>

Version-specific end-user instructions

Tempo 5

1. Add Status Change date to your Search Form in Tempo.
2. Run a search of comparable properties within the past 12 months using Status Change Date and include List Status: ACT,PEND,SOLD. The spreadsheet will calculate statistics for up to 1,000 comparables.
3. From the search results grid, click the Download icon to open the Data Export Page.
4. Ensure that the **All Records** radio button is selected
5. From the **Data Export Format** list, select **Tab Delimited**.
6. Click **Next**.
7. Select **1004 MC** from the **Select Export Grid Format** list.
8. Click the **Include Column Headers** check box to select it.
9. Click **Next**.
10. When prompted to open or save the file, click **Save** to open the Save As dialog.
11. Select a location on your computer to save the file, and click **Save**.
12. Open the Excel Template from: <http://www.sandicor.com/support.html>
13. Open Excel File and enter the desired evaluation date in cell B3.
14. Open the data export file that you saved to your computer earlier.
15. Copy the entire content of the data export file and paste it into cell A18 of this spreadsheet.
16. Copy the statistical data from the blue table into the Market Conditions Addendum (Form 1004MC) and perform analysis as needed.