

CMA – Comparative Market Analysis – Step 3 Adjustments

The third step in the CMA process is to make adjustment to the comparable properties value to remove or add, as much as possible, the differences between your subject property and the comparable properties. By using fair adjustments, you can determine the current market value of the subject property.

Note: Adjustment values are unique for each MLS, board/association, city, subdivision, etc. Economic conditions in your specific area determine the fair market adjustment values. Work with your broker, a trusted REALTOR® and/or appraiser to create a list of adjustments for your specific market niche.

Below is a sample adjustments worksheet. You can add or subtract (-) a value.

Customize the displayed fields. Move back or forward within the steps.

Manually add adjustment fields. Add adjustments previously saved in Paragon. These are entered by clicking Preferences > CMA > Adjustments.

Comparables 1 of 6 Move between the comparable properties.

Property Features	Subject Property	Comparable	Adjustments
MLS #	Temp-62	265666	
Class	RESIDENTIAL	RESIDENTIAL	
Type	Residential	Residential	
Area	Reno-Northwest	Reno-Northwest	
Address	1234 McCarren	1040 Bowman Drive	
City	Reno	Reno	
State	NV	NV	
Zip		89503	
Status	Subject Property	SOLD	
Asking Price	\$300,000	\$399,000	
Sold Price		\$394,000	
Total Living Space		2450	
Bedrooms #	4	4	
Baths # Full or 3/4	2	3	
# Half Baths	2	0	
# Garage	2	2	
# Carport	1	0	
Days On Market		72	
Year Built		1958	
CC/R Restrictions		No	
Water Rights		No	
Elementary School		Elmcrest	
Middle School			
Acres			
Brick Driveway			10,000
Description 1			

Clicking Add Manual Adjustment (above) inserts a row where you enter a description and dollar value for the adjustment.

Delete added adjustments.

Clicking Add Saved Adjustment (above) inserts a field label and value your previously created in Preferences. The dollar value of the adjustment can be changed when you click in the dollar value field.

Manually enter adjusting values into fields already displayed in the worksheet.

ADJUSTED PRICE \$404,000

- **Making adjustments to an existing field** – to adjust the value of an existing field, I.E. “bedrooms” a common field in a residential property worksheets. If the subject property has 4 bedrooms and the comparable property has 5, use the bedrooms field to reduce value of the comparable by a local, fair market dollar amount.

Property Features	Subject Property	Comparable	Adjustments
Bedrooms #	4	5	-10,000

- Click **Add Manual Adjustment** to add adjustment fields to the worksheet. Your cursor will move the blank adjustment label. Enter a description for the adjustment and hit tab to move to the associated dollar value field. Enter the dollar value for the adjustment.



The screenshot shows the 'PRESENTATION' window with a toolbar at the top containing 'Save', 'Add Manual Adjustment' (circled), 'Add Saved Adjustment', and 'Fields'. Below the toolbar are two property photos and a 'Comparables 3 of 6' indicator. A table below lists property features for the subject and comparable properties, with adjustment fields for each. The 'Description' field is circled, and a green 'ADJUSTED PRICE \$345,000' button is visible at the bottom right.

Property Features	Subject Property	Comparable	Adjustments
Elementary School	Corbett	Elmcrest	
Middle School	Clayton	Clayton	
Acreage	1.00	0.20	
Inground Pool			0
Brick Driveway			0
Description			0
Description1			0

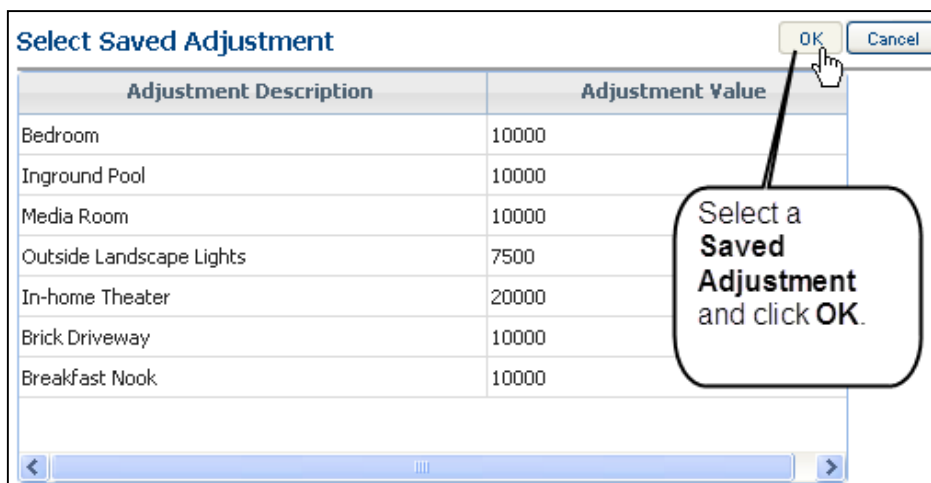
Note: There is no limit to the number of adjustments you can add. If you add a lot of adjustments, some the adjustments may not be visible on some of the CMA reports due to page formatting. Although not all of the adjustments may be displayed, the adjusted price for the comparables will be calculated correctly.

- **Saved Adjustments** allows you to select from a list of adjustments you have previously created. Click **Add Saved Adjustments**. The Saved Adjustment modal displays the list of adjustments. To add a Saved Adjustment, click the adjustment's name and then click **OK**.

Once you have added a Saved Adjustment, you can change the adjustment's value to a different dollar value and/or change it to a negative value with a minus sign before the dollar value.



Below is an example of a Saved Adjustment modal.



Note: To create adjustments, click **Preferences**. Under Preferences click on **CMA** and then **Adjustments**. For more details on creating **Saved Adjustments**, see the Preferences Quick Start Guide on this topic by clicking **Help** in the upper right hand corner of the Paragon Window.

- **Fields** allows you to edit the worksheet field list (add or remove fields and/or move fields up or down). On a CMA-by-CMA basis, you can customize the displayed fields.



Note: You customize the CMA worksheet like a Paragon spreadsheet.

- To move between comparable properties, click the arrowheads, either to the left (backwards) or to the right (forwards) of the comparables counter (3 of 6).



- Click **Save** to save your CMA with its current content.



Clicking **NEXT** will take you to **Step 4: Page Layout**.