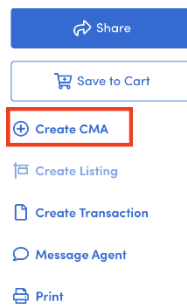


## How to Create a CMA in Remine?

Create custom CMA's directly from Remine. Remine CMA appears when you click the Create CMA button on the Property Details page.

1. Access the property details page for the property you wish to create a CMA.
2. Click Create CMA from the menu options. From the drop down, select Remine CMA 360.



3. Continue to Steps to Personalize Your CMA 360.

## Steps to Personalize Your CMA 360

### 1. Select Criteria

- The Select Comparables Criteria page appears, and the selected property is automatically added to your Carts. Fill out the form based on the comps that you want to find.
- Click the Search button at the bottom of the page.

**Select Comparables Criteria**  
Confirm the selections below

**Property Information**

**Beds**  
2  5

**Baths**  
1  4

**Sq Ft (optional)**  
Min Sq Ft  Max Sq Ft

**Year Built (optional)**  
Min Year Built  Max Year Built

**No of Floors (optional)**  
Min No of Floors  Max No of Floors

**Lot Size (optional)**  
Min Lot Size  Max Lot Size

**Basement (optional)**  
Has a Basement

**Garage (optional)**  
Has a Garage

## 2. View Results

- The View Results page appears.

The screenshot shows the 'View Results' page with the following details:

- Navigation: SELECT CRITERIA > **VIEW RESULTS** > CUSTOMIZE REPORT >
- Filters: 31 Results, BEDS 4 - 7 beds, BATHS 4 - 7 baths, SQUARE FOOTAGE 2k+ sqft, LIST PRICE 0 - 2M, SOLD DATE 10/23/20 - 05/23/21, GARAGE YES, BASEMENT YES, DISTANCE circle (radius 3.00 mi), STATUS Active, BUILDING TYPE Single-Family.
- Market Value Range: \$779,000 - \$1,999,000
- Subject Property: 2524 FORREST WAY NE
- Here is your list of comparable properties.
- Sort By: List Price - Ascending
- Table of comparable properties:

	Beds	Baths	List \$	Sold \$	DOM	Diff	Sq ft	Lot	List Date	Sold Date	
1 3260 BUCKHEAD FOREST MEWS NE Atlanta, GA 30305	4	4.5	\$779,000	--	78	--	4,049	4,094	01/28/2021	--	
2 994 NOTTINGHAM LN NE Brookhaven, GA 30319	5	4.5	\$800,000	--	112	--	4,358	8,712	01/01/2021	--	
3 1097 ROXBORO POINTE NE Atlanta, GA 30324	5	4	\$875,000	--	26	--	3,458	23,400	01/30/2021	--	

- Review the list of comps. You can adjust them as needed.
  - Hover over a list item and the corresponding pin on the map wobbles to identify itself.
  - To view the Property Details page for that property, click an address in the list.
  - To remove a comp from your CMA, in the row for the property, click the Remove button.
  - To add a removed comp back to your CMA, in the row for the property, Add button.
- Click the Save & Continue button in the upper right corner to move to the next step.

## 3. Customize Report

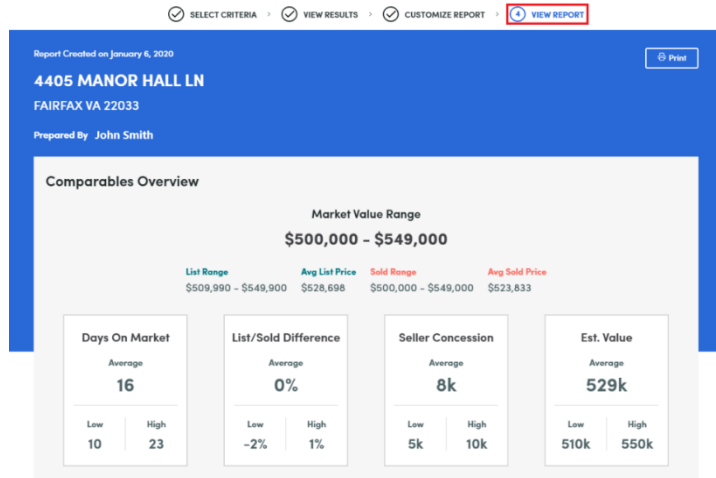
- The Customize Report page appears.

The screenshot shows the 'Customize Report' page with the following details:

- Navigation: SELECT CRITERIA > VIEW RESULTS > **CUSTOMIZE REPORT** > VIEW REPORT
- Section: **Customize Report**  
Create a custom report by entering the details below.
- Form fields:
  - Color Scheme: Remine (selected)
  - Company Logo: Upload .png or .jpeg
  - Agent Photo: Upload .png or .jpeg
  - Name of Client(s):
  - Prepared By: pro-vi@remine.com
- Buttons: Save & Continue
- Report Preview:
  - Report Created on Jan 6, 2020
  - 4405 MANOR HALL LN  
FAIRFAX VA 22033
  - Prepared By John Smith
- Footer:

- Customize the look and feel of your PDF report by selecting a color scheme, uploading a photo and logo, typing the name of the clients, and adding which agent(s) prepared the report.
- Click the Save & Continue button at the bottom of the page to move to the next step.

#### 4. View Report



- Print the PDF of your CMA by clicking the Print button in the upper right corner of the screen. (Locate Print option in top right corner of blue area)