

# End User Instructions for the 1004MC Spreadsheet

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Version 1.3

August 27, 2010

## **2010 Update Information**

Due to a change requested by Fannie Mae, the Market Conditions (1004MC) Calculator spreadsheets have been updated. You can refer to page 4 in the document linked below for the updated guidelines from Fannie Mae: <https://www.efanniemae.com/sf/guides/ssg/annltrs/pdf/2010/sel1009.pdf>

## **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>

## **End-user instructions**

1. Add Status Change Date to your Search Form in Tempo.
2. Run a search to return all comparable properties within the past year using Status Change Date (> 12 months ago) and include all List Statuses. The spreadsheet will calculate statistics for up to 1000 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 contents of the data export file and paste them 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.