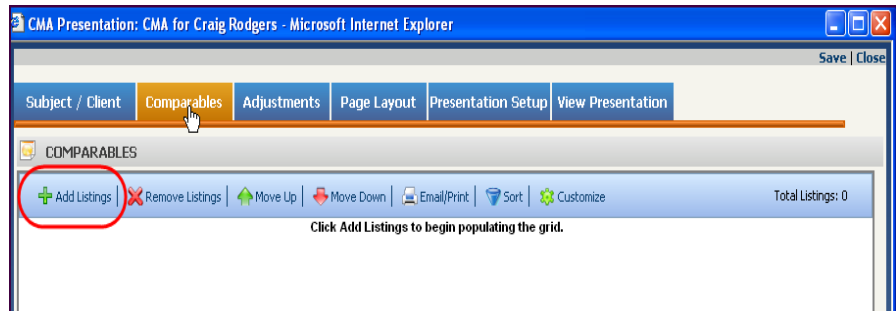




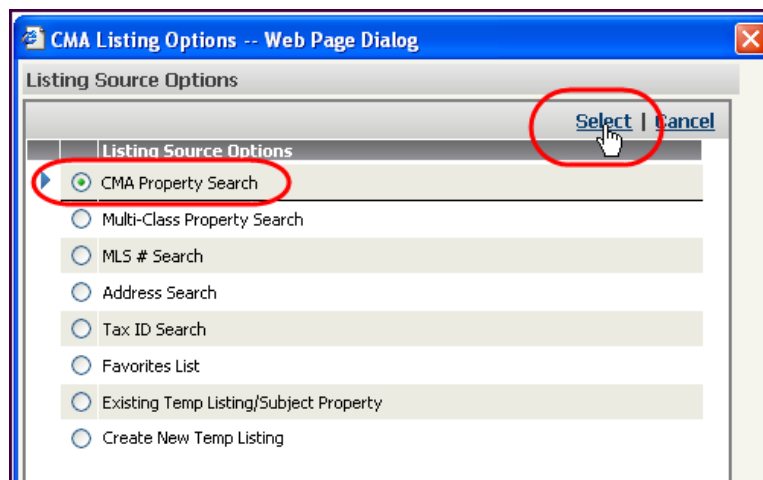
CMA Presentation-Adding Comps Quick Start Guide Paragon 4.0

Adding Comparable listings, called comps, to your CMA presentation gives the home seller a sample of properties similar to their own, in and around the same proximity, that are on the market as active, possibly pending, and sold listings within a market driven time frame. This is how the value of a house is determined along with your professional expertise. In the final presentation, the subject property and the comps you have selected as the best value representation for the seller, will be displayed in an easy to view comparison.

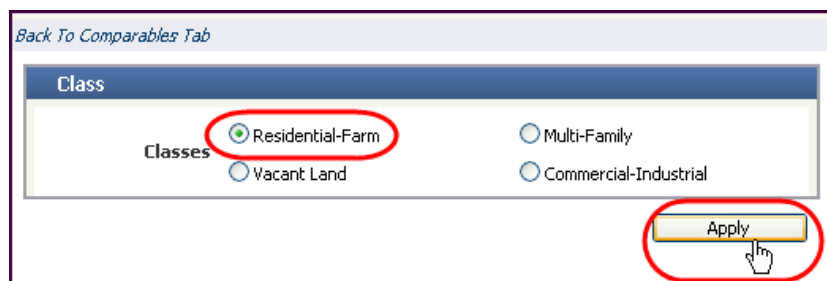
Now that the first tab is done, click **Comparables** tab to search for comps that match your seller's subject property. In the tool bar click **Add Listings**.



A window will open to give you a choice of what type of search you want to use to search for comp listings. The most common is a CMA Property Search. Make your selection then click **Select**



If you choose to do a CMA Property Search, the next box will ask what class of search. Make your selection then click **Apply**.





CMA Presentation-Adding Comps Quick Start Guide Paragon 4.0

A search screen will open with a set of default fields to search by. The customize search button is available if you need to add or remove fields for your template or for a specific search for this seller. Put in the data that closely matches your subject property. You may need to adjust some criteria up or down depending on the results that are returned. Paragon will let you make value adjustments for differences later. Click **Search**.

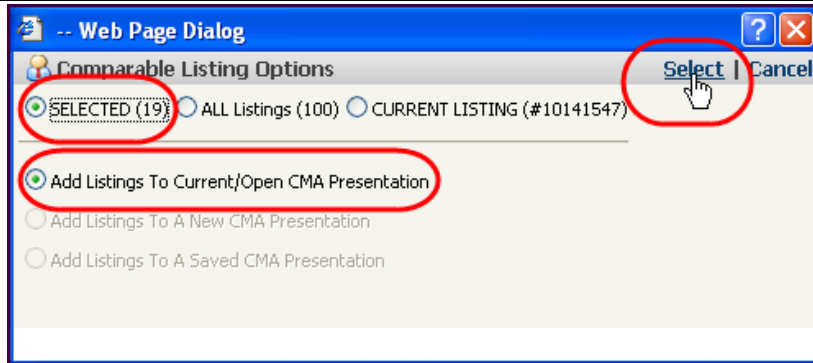
In this example, I chose a CMA spreadsheet view at the search. From here you can make the choices of which properties are the best comps. You may prefer to look at the comps in the All Fields Detail or the MLS Agent Report. Those views will give you more information on the properties to help you determine the best ones for the CMA. With the ones you want highlighted with checkmarks, you can click **Show Checked** to eliminate the others and check these out again. Or if you are satisfied with these listings you can add them to the CMA by clicking **Add to CMA**.

MLS#	Type	Sta.	Address	Municipality	Area	BR	SF	AG	List \$
10063672	SF	SLD	4 ERIN PL	West Pennsboro	Goth	3	1750		\$199,900
10141547	SF	SLD	805 Wilhelm Road	Susquehanna	Met	3	1400		\$199,900
10120369	SF	SLD	27 Howard Dr.	Latimore	WG	3	1144		\$189,900
10067283	SF	SLD	159 DOGWOOD DR	Conewago	Met	3	1700		\$197,000
10144346	SF	SLD	6249 S Highlands Circle	Lower Paxton	Met	3	1809		\$189,200
1130970	SF	SLD	3 Longstreet Drive	Reading	WG	3	1976		\$193,000
1068765	SF	SLD	36 HARTFORD DR	No Londonderry	Met	3	2250		\$191,928
10046231	SF	SLD	84 CONCORD CIRCLE	Palmyra	Met	3	1643		\$185,290
10146522	SF	PND	481 ALLEGHENY DRIVE	Lower Paxton	Met	3	1400		\$187,900
10144003	SF	PND	24 YANKEE DR	Mount Holly Sp	Hyd	3	1378		\$187,900
10147281	SF	PND	547 N SPRING ST	Middletown	Met	3	1920		\$189,900
10147197	SF	PND	919 EMILY DR	Upper Allen	Unh	3	1176		\$189,900
10148564	SF	PND	6136 Friar Road	Swatara	Met	3	1834		\$189,900
10146535	SF	PND	6938 Wertzville Road	Silver Spring	Unh	3	1360		\$189,900
10142943	SF	PND	106 McCulloch Road	Southampton	Hyd	3	1909		\$194,900
10148245	SF	PND	4616 TARRYTON RD	Dauphin	Met	3	1576		\$194,900
10145468	SF	PND	1232 S Queen St.	No Londonderry	Met	3	1476		\$185,000
10146612	SF	ACT	10044 Blue Jay Circle	Letterkenny	Hyd	3	1800		\$188,900
10146828	SF	ACT	243 Grove Drive	Southampton	Hyd	3	1742		\$192,900
10143974	SF	ACT	314 HILL STREET	Mount Joy	Cen	3	1557		\$187,900
10146049	SF	ACT	144 E OLD YORK RD	South Middleton	Hyd	3	1738		\$189,900
10148439	SF	ACT	1710 N FIFTH STREET	Harrisburg	Net	3	1640		\$194,900
10146697	SF	ACT	1 Osprey Way	Shippensburg	Hyd	3	1859		\$194,900
10148709	SF	ACT	300 Cranes Gap Road	North Middleton	Hyd	3	1874		\$189,900
10144748	SF	ACT	26 Noble Drive	Southampton	Hyd	3	1888		\$189,900
10140534	SF	ACT	13 Kingsbridge Circle	Carlisle	Hyd	3	1276		\$191,900
10146125	SF	ACT	203 Grove Drive	Southampton	Hyd	3	1232		\$187,900
10150125	SF	ACT	46 Sussex Drive	Carlisle	Hyd	3	1276		\$193,900
10149317	SF	ACT	1047 Wooded Pond Drive	Lower Paxton	Met	3	1700		\$191,900



CMA Presentation-Adding Comps Quick Start Guide Paragon 4.0

A box will open to verify your choices. Click **Select** to finish the process of adding these listings to your CMA.



Your selected listings will now appear in the Comparables page. You have a toolbar to further filter down or add to the list. You can place the listings in any order you want by dragging and dropping the line item of a listing to a place holder you like. See the next panel.

RESIDENTIAL-FARM COMPARABLES																																																																																																																																																																																																																																																																																																																									
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<div style="display: flex; justify-content: space-between; align-items: center;"> Add Listings Remove Listings Move Up Move Down Email/Print Sort Customize Total Listings: 19 </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th>MLS #</th> <th>Type</th> <th>1) S...</th> <th>Address</th> <th>Municipality</th> <th>Area</th> <th>BR</th> <th>SF</th> <th>AG</th> <th>2) Lis...</th> <th>Orig Price</th> <th>3) Sold ..</th> <th>DOM</th> <th>CMAD</th> </tr> </thead> <tbody> <tr><td>1</td><td>10146125</td><td>SF</td><td>ACT</td><td>203 Grove Drive</td><td>Southampton</td><td>Hyd</td><td>3</td><td>1232</td><td></td><td>\$187,500</td><td>\$187,500</td><td></td><td>133</td><td></td></tr> <tr><td>2</td><td>10146049</td><td>SF</td><td>ACT</td><td>144 E OLD YORK RD</td><td>South Middleton</td><td>Hyd</td><td>3</td><td>1738</td><td></td><td>\$189,900</td><td>\$199,900</td><td></td><td>128</td><td></td></tr> <tr><td>3</td><td>10147669</td><td>SF</td><td>ACT</td><td>422 N TWENTYFIRST ST</td><td>Camp Hill</td><td>Unh</td><td>3</td><td>2064</td><td></td><td>\$189,900</td><td>\$199,900</td><td></td><td>97</td><td></td></tr> <tr><td>4</td><td>10144748</td><td>SF</td><td>ACT</td><td>26 Noble Drive</td><td>Southampton</td><td>Hyd</td><td>3</td><td>1888</td><td></td><td>\$189,900</td><td>\$189,900</td><td></td><td>152</td><td></td></tr> <tr><td>5</td><td>10149317</td><td>SF</td><td>ACT</td><td>1047 Wooded Pond Drive</td><td>Lower Paxton</td><td>Met</td><td>3</td><td>1700</td><td></td><td>\$191,900</td><td>\$191,900</td><td></td><td>66</td><td></td></tr> <tr><td>6</td><td>10146628</td><td>SF</td><td>ACT</td><td>243 Grove Drive</td><td>Southampton</td><td>Hyd</td><td>3</td><td>1742</td><td></td><td>\$192,900</td><td>\$199,900</td><td></td><td>118</td><td></td></tr> <tr><td>7</td><td>10146697</td><td>SF</td><td>ACT</td><td>1 Osprey Way</td><td>Shippensburg</td><td>Hyd</td><td>3</td><td>1858</td><td></td><td>\$194,900</td><td>\$194,900</td><td></td><td>118</td><td></td></tr> <tr><td>8</td><td>10145468</td><td>SF</td><td>PND</td><td>1232 S Queen St.</td><td>No Londonderry</td><td>Met</td><td>3</td><td>1476</td><td></td><td>\$185,000</td><td>\$185,000</td><td></td><td>138</td><td>6/4/2007</td></tr> <tr><td>9</td><td>10146522</td><td>SF</td><td>PND</td><td>481 ALLEGHENY DRIVE</td><td>Lower Paxton</td><td>Met</td><td>3</td><td>1400</td><td></td><td>\$187,900</td><td>\$187,900</td><td></td><td>119</td><td>6/6/2007</td></tr> <tr><td>10</td><td>10147197</td><td>SF</td><td>PND</td><td>919 EMILY DR</td><td>Upper Allen</td><td>Unh</td><td>3</td><td>1176</td><td></td><td>\$189,900</td><td>\$195,000</td><td></td><td>108</td><td>7/22/2007</td></tr> <tr><td>11</td><td>10146535</td><td>SF</td><td>PND</td><td>6938 Wertzville Road</td><td>Silver Spring</td><td>Unh</td><td>3</td><td>1360</td><td></td><td>\$189,900</td><td>\$199,900</td><td></td><td>119</td><td>7/1/2007</td></tr> <tr><td>12</td><td>10147281</td><td>SF</td><td>PND</td><td>547 N SPRING ST</td><td>Middletown</td><td>Met</td><td>3</td><td>1920</td><td></td><td>\$189,900</td><td>\$189,900</td><td></td><td>108</td><td>6/26/2007</td></tr> <tr><td>13</td><td>10107606</td><td>SF</td><td>SLD</td><td>207 Runson Rd</td><td>Camp Hill</td><td>Goth</td><td>3</td><td>1480</td><td></td><td>\$186,900</td><td>\$186,900</td><td>\$186,900</td><td>2</td><td>10/3/2004</td></tr> <tr><td>14</td><td>10143508</td><td>SF</td><td>SLD</td><td>328 Eddington Avenue</td><td>Swatara</td><td>Met</td><td>3</td><td>1600</td><td></td><td>\$189,900</td><td>\$189,900</td><td>\$194,000</td><td>6</td><td>3/25/2007</td></tr> <tr><td>15</td><td>10066765</td><td>SF</td><td>SLD</td><td>36 HARTFORD DR</td><td>No Londonderry</td><td>Met</td><td>3</td><td>2250</td><td></td><td>\$191,928</td><td>\$191,928</td><td>\$191,928</td><td>29</td><td>1/26/2001</td></tr> <tr><td>16</td><td>10130970</td><td>SF</td><td>SLD</td><td>3 Longstreet Drive</td><td>Reading</td><td>WG</td><td>3</td><td>1976</td><td></td><td>\$193,000</td><td>\$193,000</td><td>\$191,000</td><td>4</td><td>6/6/2006</td></tr> <tr><td>17</td><td>10067283</td><td>SF</td><td>SLD</td><td>159 DOGWOOD DR</td><td>Conewago</td><td>Met</td><td>3</td><td>1700</td><td></td><td>\$197,000</td><td>\$197,000</td><td>\$194,000</td><td>76</td><td>7/20/2001</td></tr> <tr><td>18</td><td>10063672</td><td>SF</td><td>SLD</td><td>4 ERIN PL</td><td>West Pennsboro</td><td>Goth</td><td>3</td><td>1750</td><td></td><td>\$198,900</td><td>\$198,900</td><td>\$193,500</td><td>75</td><td>4/29/2001</td></tr> <tr><td>19</td><td>10141547</td><td>SF</td><td>SLD</td><td>805 Wilhelm Road</td><td>Susquehanna</td><td>Met</td><td>3</td><td>1400</td><td></td><td>\$199,900</td><td>\$199,900</td><td>\$189,000</td><td>51</td><td>3/23/2007</td></tr> </tbody> </table>															MLS #	Type	1) S...	Address	Municipality	Area	BR	SF	AG	2) Lis...	Orig Price	3) Sold ..	DOM	CMAD	1	10146125	SF	ACT	203 Grove Drive	Southampton	Hyd	3	1232		\$187,500	\$187,500		133		2	10146049	SF	ACT	144 E OLD YORK RD	South Middleton	Hyd	3	1738		\$189,900	\$199,900		128		3	10147669	SF	ACT	422 N TWENTYFIRST ST	Camp Hill	Unh	3	2064		\$189,900	\$199,900		97		4	10144748	SF	ACT	26 Noble Drive	Southampton	Hyd	3	1888		\$189,900	\$189,900		152		5	10149317	SF	ACT	1047 Wooded Pond Drive	Lower Paxton	Met	3	1700		\$191,900	\$191,900		66		6	10146628	SF	ACT	243 Grove Drive	Southampton	Hyd	3	1742		\$192,900	\$199,900		118		7	10146697	SF	ACT	1 Osprey Way	Shippensburg	Hyd	3	1858		\$194,900	\$194,900		118		8	10145468	SF	PND	1232 S Queen St.	No Londonderry	Met	3	1476		\$185,000	\$185,000		138	6/4/2007	9	10146522	SF	PND	481 ALLEGHENY DRIVE	Lower Paxton	Met	3	1400		\$187,900	\$187,900		119	6/6/2007	10	10147197	SF	PND	919 EMILY DR	Upper Allen	Unh	3	1176		\$189,900	\$195,000		108	7/22/2007	11	10146535	SF	PND	6938 Wertzville Road	Silver Spring	Unh	3	1360		\$189,900	\$199,900		119	7/1/2007	12	10147281	SF	PND	547 N SPRING ST	Middletown	Met	3	1920		\$189,900	\$189,900		108	6/26/2007	13	10107606	SF	SLD	207 Runson Rd	Camp Hill	Goth	3	1480		\$186,900	\$186,900	\$186,900	2	10/3/2004	14	10143508	SF	SLD	328 Eddington Avenue	Swatara	Met	3	1600		\$189,900	\$189,900	\$194,000	6	3/25/2007	15	10066765	SF	SLD	36 HARTFORD DR	No Londonderry	Met	3	2250		\$191,928	\$191,928	\$191,928	29	1/26/2001	16	10130970	SF	SLD	3 Longstreet Drive	Reading	WG	3	1976		\$193,000	\$193,000	\$191,000	4	6/6/2006	17	10067283	SF	SLD	159 DOGWOOD DR	Conewago	Met	3	1700		\$197,000	\$197,000	\$194,000	76	7/20/2001	18	10063672	SF	SLD	4 ERIN PL	West Pennsboro	Goth	3	1750		\$198,900	\$198,900	\$193,500	75	4/29/2001	19	10141547	SF	SLD	805 Wilhelm Road	Susquehanna	Met	3	1400		\$199,900	\$199,900	\$189,000	51	3/23/2007
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The higher up on the spreadsheet you move a comp, the earlier it shows up on the CMA comp list with the subject property. You are now ready to move on to the Adjustments tab.

RESIDENTIAL-FARM COMPARABLES																																																																																																																																					
Subject / Client	Comparables	Adjustments	Page Layout	Presentation Setup	View Presentation																																																																																																																																
<div style="display: flex; justify-content: space-between; align-items: center;"> Add Listings Remove Listings Move Up Move Down Email/Print Sort Customize Total Listings: 19 </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th>MLS #</th> <th>Type</th> <th>1) S...</th> <th>Address</th> <th>Municipality</th> <th>Area</th> <th>BR</th> <th>SF</th> <th>AG</th> <th>2) Lis...</th> <th>Orig Price</th> <th>3) Sold ..</th> <th>DOM</th> <th>CMAD</th> </tr> </thead> <tbody> <tr><td>1</td><td>10146125</td><td>SF</td><td>ACT</td><td>203 Grove Drive</td><td>Southampton</td><td>Hyd</td><td>3</td><td>1232</td><td></td><td>\$187,500</td><td>\$187,500</td><td></td><td>133</td><td></td></tr> <tr><td>2</td><td>10146697</td><td>SF</td><td>ACT</td><td>1 Osprey Way</td><td>Shippensburg</td><td>Hyd</td><td>3</td><td>1858</td><td></td><td>\$194,900</td><td>\$194,900</td><td></td><td>118</td><td></td></tr> <tr><td>3</td><td>10146049</td><td>SF</td><td>ACT</td><td>144 E OLD YORK RD</td><td>South Middleton</td><td>Hyd</td><td>3</td><td>1738</td><td></td><td>\$189,900</td><td>\$199,900</td><td></td><td>128</td><td></td></tr> <tr><td>4</td><td>10147669</td><td>SF</td><td>ACT</td><td>422 N TWENTYFIRST ST</td><td>Camp Hill</td><td>Unh</td><td>3</td><td>2064</td><td></td><td>\$189,900</td><td>\$199,900</td><td></td><td>97</td><td></td></tr> <tr><td>5</td><td>10149317</td><td>SF</td><td>ACT</td><td>1047 Wooded Pond Drive</td><td>Lower Paxton</td><td>Met</td><td>3</td><td>1700</td><td></td><td>\$191,900</td><td>\$191,900</td><td></td><td>66</td><td></td></tr> <tr><td>6</td><td>10146628</td><td>SF</td><td>ACT</td><td>243 Grove Drive</td><td>Southampton</td><td>Hyd</td><td>3</td><td>1742</td><td></td><td>\$192,900</td><td>\$199,900</td><td></td><td>118</td><td></td></tr> <tr><td>7</td><td>10145468</td><td>SF</td><td>PND</td><td>1232 S Queen St.</td><td>No Londonderry</td><td>Met</td><td>3</td><td>1476</td><td></td><td>\$185,000</td><td>\$185,000</td><td></td><td>138</td><td>6/4/2007</td></tr> </tbody> </table>															MLS #	Type	1) S...	Address	Municipality	Area	BR	SF	AG	2) Lis...	Orig Price	3) Sold ..	DOM	CMAD	1	10146125	SF	ACT	203 Grove Drive	Southampton	Hyd	3	1232		\$187,500	\$187,500		133		2	10146697	SF	ACT	1 Osprey Way	Shippensburg	Hyd	3	1858		\$194,900	\$194,900		118		3	10146049	SF	ACT	144 E OLD YORK RD	South Middleton	Hyd	3	1738		\$189,900	\$199,900		128		4	10147669	SF	ACT	422 N TWENTYFIRST ST	Camp Hill	Unh	3	2064		\$189,900	\$199,900		97		5	10149317	SF	ACT	1047 Wooded Pond Drive	Lower Paxton	Met	3	1700		\$191,900	\$191,900		66		6	10146628	SF	ACT	243 Grove Drive	Southampton	Hyd	3	1742		\$192,900	\$199,900		118		7	10145468	SF	PND	1232 S Queen St.	No Londonderry	Met	3	1476		\$185,000	\$185,000		138	6/4/2007
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Click, hold and move the listing into the place you want, then release.