

# Instructions for the 1004MC Spreadsheet

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Version 1.1

March 17, 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>

## NTREIS Listings Steps for Use:

1. If you have not yet done so, create a custom report that will serve as a download template:
  - i. From the **Search** menu, select **Custom Search/Reports**, and then the appropriate property category
  - ii. Click the **Create Custom Report** button.
  - iii. Click **1004 MC Template** in the **Saved Report List** to select it.
  - iv. Type "1004 MC" in the **Report Name** box.
  - v. Click the **Save Report** button.
2. Create and save a custom search that will return all comparable properties within the past year. The spreadsheet will calculate statistics for up to 1000 comparables.
3. From the custom search criteria page, click the Download button to open the download page.
4. Select 1004 MC from the download format list.
5. Click Create Download.
6. When prompted to open or save the file, click Save to open the Save As dialog.
7. Select a location on your computer to save the file, and click Save.
8. Enter the desired evaluation date in cell B3.
9. Open the data export file that you saved to your computer earlier.
10. Copy the contents of the data export file and paste them into cell A18 of this spreadsheet.
11. Copy the statistical data from the blue table into the Market Conditions Addendum (Form 1004MC) and perform analysis as needed.