

# End User Instructions for the 1004MC Spreadsheet

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*Version 1.1*

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## ***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>

## ***Version-specific end-user instructions***

### **MLXchange**

*The 1004MC spreadsheet requires either Microsoft Excel or OpenOffice Calc to be installed on the user's computer. Calc may be freely downloaded from <http://www.openoffice.org/>*

1. Run a search to return all comparable properties within the past year (using Status Date > 12 months ago). The spreadsheet will calculate statistics for up to 1000 comparables.
2. From the search results grid, select **Export Data** from the **Action** list and click the arrow button to open the data export page.
3. Ensure that the **All Records** radio button is selected
4. From the **Data Export Format** list, select **Tab Delimited**.
5. Click **Next**.
6. Select **1004 MC** from the **Select Export Grid Format** list.
7. Click the **Include Column Headers** check box to select it.
8. Click **Next**.
9. When prompted to open or save the file, click **Save** to open the Save As dialog.
10. Select a location on your computer to save the file, and click **Save**.
11. Enter the desired evaluation date in cell B3.
12. Open the data export file that you saved to your computer earlier.
13. Copy the contents of the data export file and paste them into cell A18 of this spreadsheet (Paste Here!).
14. Copy the statistical data from the blue table into the Market Conditions Addendum (Form 1004MC) and perform analysis as needed.