



Core Function and Control User Guide

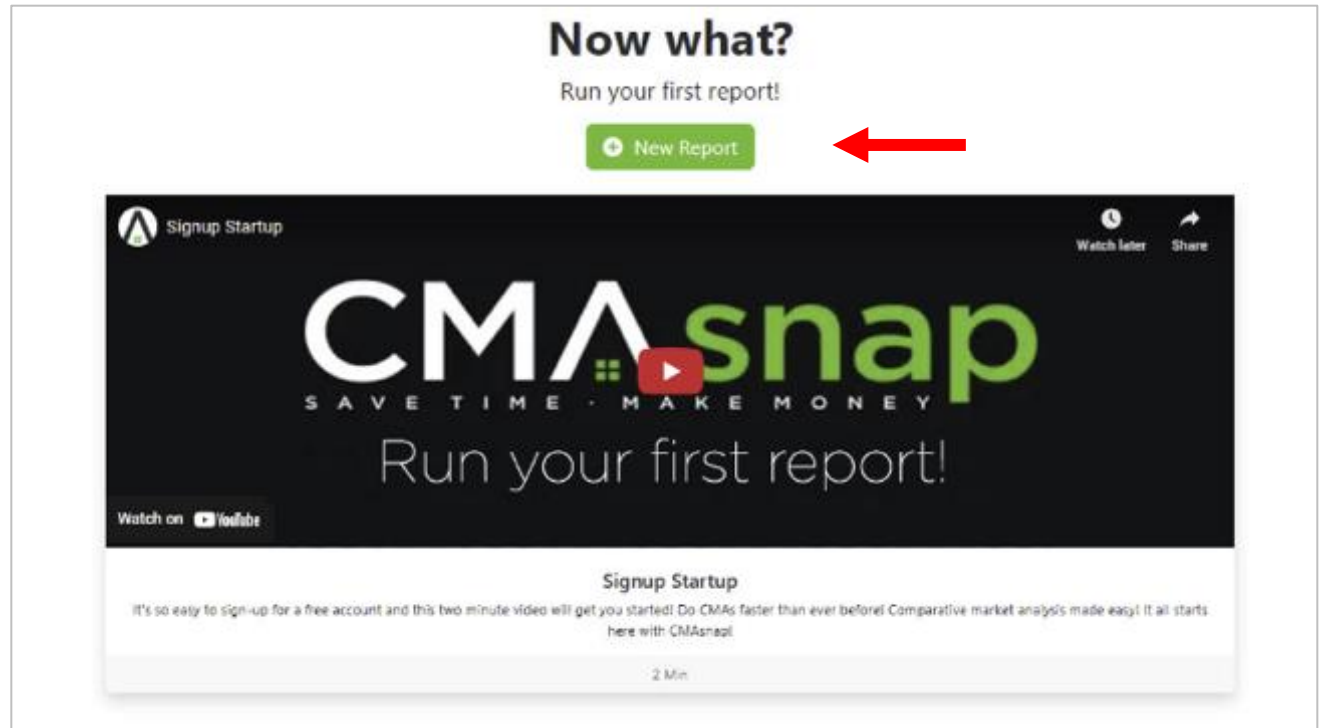
updated April 2026

Welcome to CMAsnap, your go-to tool for generating Comparative Market Analysis (CMA) reports quickly and efficiently.

This guide will walk you through the control functions and navigation to help you make the most out of CMAsnap. Let's dive in!

Watch First Report Video

- Click on Tutorials at the top right
- Watch the “[First Report](#)” video to familiarize yourself with CMAsnap features.



Create a Report, cont.

- Begin typing the subject property address and select the correct address from the drop-down.

Select a Property

12003 Hispania

eg: 1100 Congress Ave or 123456 Current Location eg: 123

12003 Hispania Court Austin, TX, USA ←

12003 Hispania View Drive League City, TX, USA

12003 Hispania Place Sarasota, FL, USA

Hispania 12003 Villa Magna, San Luis Potosi, Mexico

Hispania 12003 Puerta Real Sección V, Hermosillo, Sonora, Mexico

Select and Review MLS Data

- If the property has been listed, it will appear.
- For older listings or properties listed in multiple MLSs, click **More Results**
- If the property has never been listed, the tax record will be displayed (also accessible via More Results).

The screenshot displays the 'Select a Property' window. At the top, there is a search bar containing '12003 Hispania' and a 'Unit' field. Below the search bar, a large image of a brick house is shown with the address '12003 Hispania Ct, Austin, TX 78727'. The image includes a 'View Listing' button and a 'Create Report' button. Below the image, a 'More Results' link is highlighted with a red arrow. At the bottom, there is a 'View Tax Record' button and another 'Create Report' button. The bottom of the window features a green bar with the text 'Search Tax Records'.

Select and Review MLS Data, cont.

- Select the desired listing and click Create Report.

Select a Property

12003 Hispania

eg. 1100 Congress Ave or 123456 Current Location pg. 123

12003 Hispania Ct, Austin, TX 78727

ACTRIS Residential

Single Family Residence

Closed - \$573,000

For. Mar 26, 2021

View Listing

Create Report

More Results

12003 Hispania Ct, Austin, TX 78727

ACTRIS Residential

Single Family Residence

Closed - \$149,000

For. Feb 26, 1999

View Listing

Create Report

12003 Hispania Ct, Austin, TX 78727

Residential

Single Family Residence

Tax Record

View Tax Record

Create Report


Search Tax Records

Select and Review MLS Data, cont.

- Review the property form to ensure the MLS data is current and accurate. Make any necessary changes and click **Submit**.

Property Form

Address *	Property Type *	Property Sub Type *
12003 Hispania Ct, Austin, TX 78727	Residential	Single Family Residence
Status *	List Date	List Price
Closed	03/02/2021	499000
Sold Date	Sold Price	Days On Market
03/26/2021	575000	0
MLS #	Square Feet * <small>more</small>	Year Built *
1653167	1776	1993
Beds	Full Baths *	Half Baths *
3	2	0
Stories *	Garage Spaces *	Lot Size <small>ACRES SQFT</small>
1	2	0.2
Elementary School	Middle School	Senior High School
Davis	Murchison	Anderson
Subdivision	Latitude*	Longitude*
Champions Forest	30.4181282	-97.7300008
Pool On Property	Spa	Waterfront
<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No
Garage	View	Gated Community
<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No



Explore the CMAsnap Dashboard

Report Navigation & Sharing

- Found in upper-left corner, between CMAsnap logo and property address.
- Navigate to different pages and functionalities within CMAsnap.

Account Management

- Located in top-right corner, these links provide access to add-on services, integrations, and tutorials.
- To manage your account and settings, click your email address in top-right drop-down menu.

CMAsnap New Report

Home Add-ons Integrations Tutorials tom@galvestonrealty.com

Comps Dashboard Trends Stats Short Report Long Report Watch the Video Guide

12003 Hispania Ct

12217 Arrowwood Dr
Closed \$632,000
0.34 miles View Listing

Summary
Selected Comps
Adjusted Sales Price
\$530,928

Overview and Edit

Located on right-hand side, just above map:

- **Camera Icon:** Opens Fannie Mae 1004 Market Condition Report for detailed area overview.
- **Info Icon:** Opens subject property form.
- **Edit Icon:** Allows you to modify details of subject property.
- **Repeat Icon:** Reruns report using auto-selection algorithms.

Comp Controls



i Listing Info: View information directly imported from the MLS or tax record

- \$ Used in Price:**
- Dollar sign visible: Comp is included in pricing calculation
 - Click the dollar sign to exclude it from the calculation

✎ Edit Listing: Modify any available fields

Add Comp **Add Comps:** add a comp by address or MLS number

± Adjustments

Use the **Plus/Minus Sign** to open the adjustment modal and:

- Review existing adjustments
- Make changes or add new adjustments
- Save changes as needed

🚫 Not in price

➖ Remove Icon: Removes the comp from the report

CMAsnap Comps Page

Comps

Dashboard

Trends

Stats

Short Report

Long Report

Control Search Parameters and Refine Comp Selections

Map is collapsible by clicking the vertical green stripe on the right border.

Zoom tools located on map

Map Pins: click to open a popup with options to review pictures, view the listing, or add/remove the comp from calculations.

Comp Selection: Click to select or deselect to evaluate the effect on Adjusted Sales Price

Adjusted Sales Price: \$558,872

	Sold Date	Dist	Sqft	Lot	Sold\$	Stat	Stor	Subdivision	Li
12003 Hispania Ct	2021-08-26	0.00	1,776	0.2	\$575,000	Closed	1	Champions Forest	\$499,000
4604 Whispering Valley Dr	2024-11-08	0.11	1,846	0.13	\$473,000	Closed	2	Champions Forest	\$430,000
4513 Everest Ln	2024-07-30	0.16	1,709	0.14	\$495,000	Closed	2	Arrowwood Sec 02 Milwood	\$495,000
12009 Wycliff Ln	2024-06-17	0.22	1,790	0.18	\$490,000	Closed	1	Milwood Sec 01 Ph 01	\$495,000
4808 Chadbury Cv	2025-01-03	0.23	1,799	0.16	\$560,000	Closed	1	Cottages At Champions Forest	\$540,000
4107 Suboga Ln	2024-12-23	0.26	1,817	0.19	\$495,000	Closed	1	Milwood Sec 01 Ph 02	\$518,000
4310 Kilgore Ln			1,776	0.21	\$650,000				
12217 Arrowwood Cv	2025-01-16	0.34							
12227 Antoinette Pl	2024-09-27	0.42	1,763	0.18					
4313 Steve Scarbrough Dr		0.43	1,728						
3910 Eton Ln	2024-04-10	0.44	1,690	0.17	\$480,000	Closed	1		
4308 Charlemagne Ct	2024-05-02	0.47	1,708	0.22	\$531,000	Closed	1		
4818 Marblehead Dr		0.49	1,741	0.19					
4105 Traubino Cv	2024-03-08	0.55	1,846	0.23	\$780,000	Closed	1		
			1,769	0.23	\$540,000	Closed	2	Milwood Sec 07	\$530,000
			1,777	0.21	\$499,900	Closed	1	Milwood Sec 05	\$499,900
			1,735	0.17	\$540,000	Closed	1	Walnut Crossing Sec 03	\$530,000
			1,700	0.14		Active	1	Preston Oaks Sec 02	\$495,000
			1,692	0.2		Active	1	NORTHWOOD IV	\$618,000
			1,826	0.23		Pending	1	Northwood Sec 02	\$524,500
			1,740	0.19	\$600,000	Closed	1	Northwood 04	\$585,000

CMAAsnap Comps Page

Comps

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Search Controls are provided in upper right menu bar

Home Add-ons Integrations Tutorials tom@galvestonrealty.com

Watch the Video Guides

Adjusted Sales Price: \$558,872

Search 20 filtered records.

484 Total
(6 of 8 Selected)

St Address	Sold Date	Dist	Sqft	Lot	Sold\$
12003 Hispania Ct	2021-03-26	0.00	1,776	0.2	\$575,000
4604 Whispering Valley Dr	2024-11-08	0.11	1,846	0.13	\$475,000
4513 Everest Ln	2024-07-30	0.16	1,709	0.14	\$495,000



Bookmark filter – Selected compass are automatically bookmarked.



New listing refresh – Updates with Active listings and Status Changes No selection changes



Market Condition Snapshot – Full FNMA 1004 to gauge the overall market



CSV Download



Change Search Parameters – Control filters for Proximity, Similarity and recency of sale.



Deselect All Comps – Wipes all selections



Arrange Grid Columns – Customize the order of the columns for easy sorting

Search 20 filtered records.

Quick search of displayed comps house Number, MLS Number, Subdivision etc.

Polygon Search Tool

Comps

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Unincorporated MO 63128

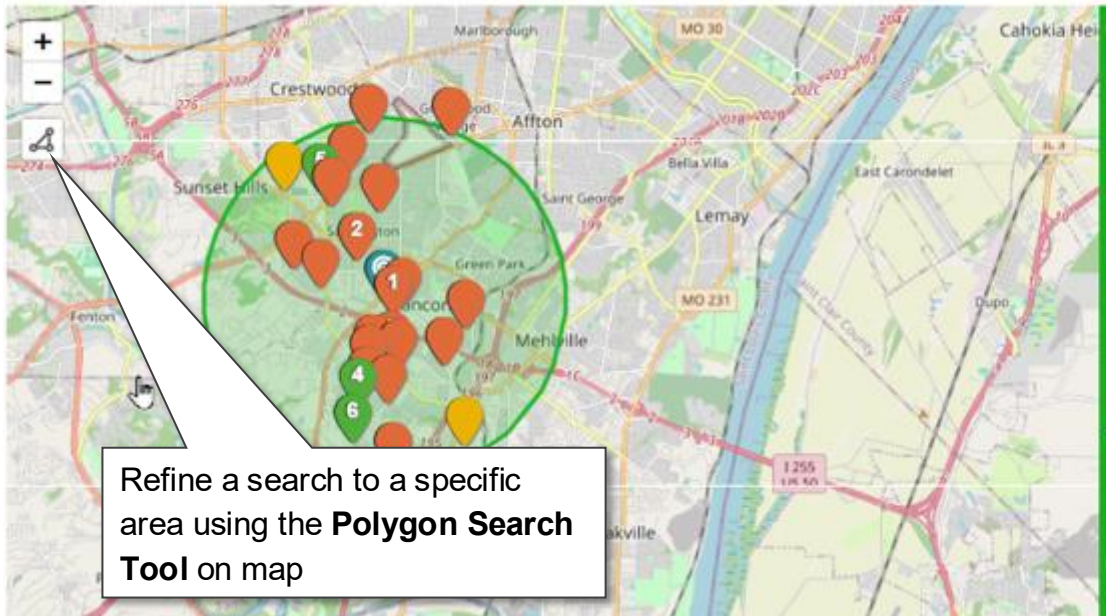
2.5 mi
Radius

±10% SQFT
2119 - 2589

±35 YrBlt
1898 - 1968

Off
± Lot Size

Single Family Residence X



Search 24 filtered records...

Sold Date		
	📍	9931 .
2026-03-03	1 📍	91
2026-01-08	📍	12
2026-03-02	2 📍	11
2026-03-13	3 📍	4
2025-11-07	📍	47
2025-11-13	📍	1
2025-11-21	📍	4643
2025-10-14	📍	4823 Tc
2026-02-27	📍	4701 S
2025-12-04	📍	11139
2026-02-09	📍	.
2025-04-24	📍	11

Polygon Search Tool, cont.

Comps

Dashboard

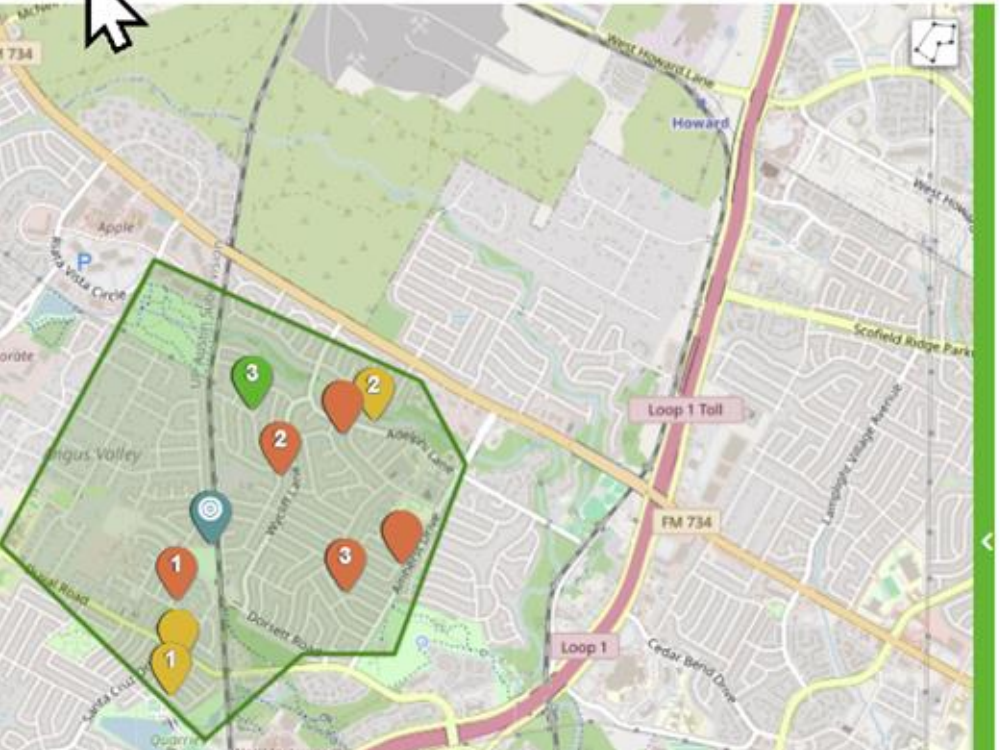
Trends

Stats

Short Report

Long Report

- Start by clicking on the desired point, then outline the area by clicking at each border point.
- Complete the polygon by clicking the starting point again (it will highlight in green)
- Click **Done**, then **Rerun Within Polygon**



Rerun report within polygon

Search 9 filtered records...

St Address

	12003 Hispania Ct	
1	4808 Chadbury Cv	
2	12217 Arrowwood Dr	
	4313 Steve Scarbrough Dr	
3	4818 Marblehead Dr	
3	3812 Tarragona Ln	
1	4306 Red Cloud Dr	
	12418 Cassidy Dr	
	3813 Cologne Ln	
2	4210 Adelphi Ln	

Trends Page

Comps Dashboard Trends Stats Short Report Long Report

Use the Trends Page to identify market trends quarter over quarter for the past year for both lease and sale markets

12003 Hispania Ct

Sales Market Trend Report

Months Ago	Num Sold	AvgSqFt	List Price	List \$/SqFt	Sold Price	Sold \$/SqFt	Avg ADOM	Avg CDDOM
0 to 3	5	1,793	\$549,725	\$307	\$540,400	\$298	43	4
4 to 6	2	1,733	\$552,780	\$319	\$525,250	\$302	61	6
7 to 9	4	1,764	\$558,475	\$317	\$542,725	\$308	26	2
10 to 12	4	1,753	\$593,625	\$337	\$595,000	\$338	14	1

Sales Last 6 Months: Low \$495,000, Median \$540,000, High \$560,000

Leases Last 6 Months: Low \$1,995, Median \$2,295, High \$2,400

Sales 6 to 12 Months Ago: Low \$494,950, Median \$535,500, High \$625,000

Leases 6 to 12 Months Ago: Low \$2,645, Median \$2,950, High \$2,988

St Address	MLS #	Dist	Stat	Sqft	Beds	Baths	Stor	GarSp	YrBlt	Lot	List\$	Sold\$	\$/SqFt	CDDOM	Days On Market	ListDate	CloseDate
4601 Hawkhaven Ln	7023413		Closed	1,748	4	2.5	2	2	1982	0.19	\$1,950	\$1,995	\$1.12	18	18	2024-11-14	2024-12-02
4210 Cumbria Ln	7849415		Closed	1,769	3	2.5	2	2	1984	0.19	\$2,300	\$2,300	\$1.30	111	30	2024-11-01	2024-12-01
4203 Balboa Ln	8094006		Closed	1,728	3	2.5	2	2	1978	0.16	\$1,895	\$1,895	\$1.10	43	43	2024-10-01	2024-11-18
3703 Tarragona Ln	6835834		Closed	1,819	4	2	1	2	1979	0.19	\$2,095	\$2,095	\$1.15	87	87	2024-08-14	2024-11-12
4306 Kilgore Ln	6457401		Closed	1,835	3	2	1	2	1981	0.2	\$2,495	\$2,495	\$1.36	61	61	2024-05-17	2024-07-31
4106 Kilgore Ln	4139528		Closed	1,704	3	2.5	2	2	1981	0.19	\$2,295	\$2,295	\$1.35	30	30	2024-06-29	2024-07-30
4108 Harcourt Dr	4911622		Closed	1,717	3	2	1	2	1980	0.2	\$2,300	\$2,400	\$1.34	23	23	2024-07-03	2024-07-26
4203 Zuni Dr	1387128		Active	1,712	3	2	1	2	1980	0.18	\$2,000		\$1.17	160	160	2024-08-12	

Click on the up/down arrow to expand the accordion and view specific listings

Open accordions to review sales and lease comps for past six months and from six to twelve months.

Low, median, and high numbers represent buckets of one-thirds: the lower third, the median third, and the upper third to give you ranges

Stats Page

Comps Dashboard Trends **Stats** Short Report Long Report

Stats Page is a visualization of the market condition report that shows the following:

- **Months of Inventory:** Measure of market activity
- **Plot Your Price:** A scatter chart that captures subject property square footage and runs it across a sold price per sq ft trend line
- **Days on Market Matters:** Displays days on market for each listing in search results over the last year. Median days on market are indicated with a vertical red line; timeframes past median are highlighted in orange.
- **Seasonal Demand:** Indicates which months were the most active in closed sales.



Stats Page

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Long Report

Housing Supply On Demand

This chart series estimates months of inventory in the selected subdivision's pipeline based on the simple calculation of $\# \text{ Available} / (\# \text{ Sold} / \# \text{ Months in Period})$ for the given timeframe noted.

👉 **General rule of thumb:** < 6 Months Inventory = Seller's Market; > 6 Months Inventory = Buyer's Market

7-12 Months Ago



Closed (13) Withdrawn (0) Expired (0) Active (7) Pending (7)

Total number: 27 listings

4-6 Months Ago



Closed (7) Expired (1) Withdrawn (1) Active (6) Pending (6)

Total number: 21 listings

0-3 Months Ago



Closed (10) Expired (0) Withdrawn (0) Active (2) Pending (6)

Total number: 18 listings

Stats Page

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Plot Your Price

This chart illustrates the total market activity in the area for the last year, with filtering for square footage and property age. Plotting your property's square footage against the trend line will offer guidance on pricing your home effectively.

🔄 Properties near the intersection of the trend line will be your best comps.



Stats Page

Comps

Dashboard

Trends

Stats

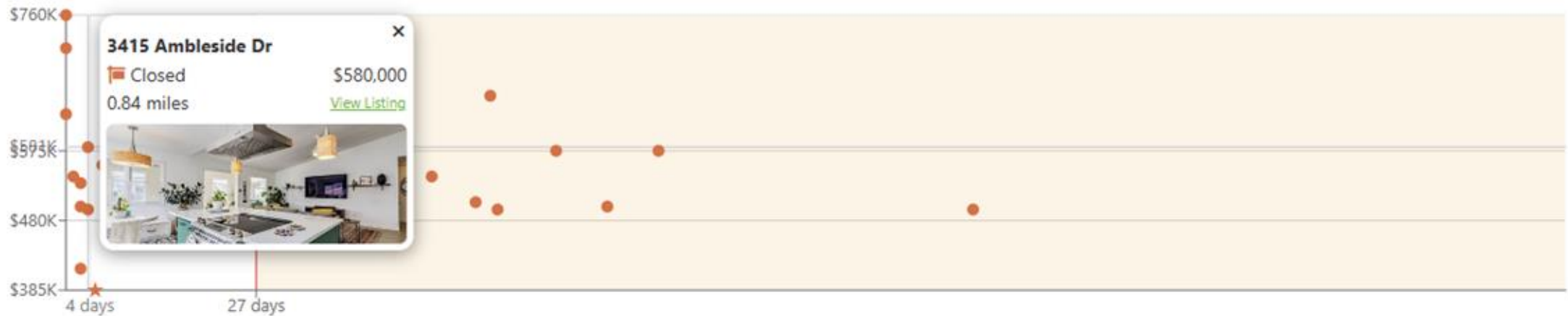
Short Report

Long Report

Days On Market (DOM) Matters

This chart plots all homes sold in the last year in order to determine the median number of days on market (DOM).

🔔 If your home is listed and crosses that Avg DOM line, it's time to consider lowering the price.



Stats Page

Comps

Dashboard

Trends

Stats

Short Report

Long Report

Plot Your Price

This chart illustrates the total market activity in the area for the last year, with filtering for square footage and property age. Plotting your property's square footage against the trend line will offer guidance on pricing your home effectively.

🔄 Properties near the intersection of the trend line will be your best comps.



Short Report

Comps Dashboard Trends Stats **Short Report** Long Report

Short Report: a three-page express report that highlights all of the relevant market data with thumbnails for each comp. The thumbnails are clickable when shared via web link in an email or text, providing a full view of each comp's picture gallery. All charts are interactive as well.

Property Listing: 12003 Hispania Ct
 Austin, TX 78727
 Quick Sales Price: \$336,926 | Adjusted Sales Price: \$308,472

Selected Comps/Rental Analysis:

Range	Rent Average
\$480,000 - \$610,000	\$2,238
Range	Rent Avg. \$/SQFT
\$471,750 - \$623,212	\$1.24

Area Market Condition:

Months Ago	7 to 12	4 to 6	0 to 3
Tot # Sales (Active)	8	2	3
Abandonment Rate	1.33	0.67	1.67
Tot # Active Listings	8	8	3
Miss Housing Supply	0.00	4.40	1.39
Median Sale Price	\$331,500	\$325,250	\$340,000
Median Sale DOM	8.5	9	47
Median List Price	\$3	\$19,000	\$16,000
Median List DOM	8	112	84
Median Sale/List Price	0%	100%	100%

Comparable Properties Grid:

12003 Hispania Ct	4808 Chadbury...	4107 Balboa Ln	12217 Arrowwo...	4313 Steve Scar...	4509 Columbin...	4501 Oak Creek...
Subject	Closed 1	Closed 2	Closed 3	Pending 1	Active 2	Active 3
Distance	0	3.23	0.26	0.34	0.43	0.97
MLS #	1653187	7330598	4056223	\$234199	8541975	7136851
ADOM	0 / 00	7 / 7	93 / 60	41 / 41	112 / 113	94 / 64
Property Type	Residential	Residential	Residential	Residential	Residential	Residential
Stories	1	1	1	2	2	1
Year Built	1993	2000	1979	1982	1979	1988
Acres	0.2 (8,712)	0.16 (6,970)	0.16 (6,276)	0.21 (9,148)	0 (0)	0.14 (6,098)
List Date	2024-03-02	2024-11-01	2024-10-04	2024-10-31	2024-08-27	2024-10-30
List Price	\$489,000	\$549,900	\$318,000	\$645,000	\$300,000	\$495,000
Sold/Lease Date	2021-03-26	2025-01-09	2024-12-29	2025-01-16		
Sold/Lease Price	\$573,000	\$560,000	\$495,000	\$632,000		
Square Feet	1,776	1,798	1,612	1,848	1,728	1,700
Beds	3	3	3	3	4	3
Full Baths	2	2	2	2	2	2
Half Baths	0	0	0	0	1	0
Pool On Property	No	No	No	No	No	No
Garage Spaces	2	2	2	2	2	2
List Size Adj.	\$2,034	\$308	-\$706	-\$706	\$10,122	\$3,037
Square Foot Adj.	-\$2,130	-\$3,787	-\$4,462	-\$4,462	\$4,445	\$7,038
Half Baths Adj.					-\$4,217	
Gross Adjustments	\$0	\$4,154	\$4,308	\$6,988	-\$18,794	\$10,075
Net Adjustments	\$0	-\$106	-\$3,291	-\$4,866	\$10,350	\$10,075
Adjusted Value	\$573,000	\$559,894	\$491,709	\$625,012	\$510,350	\$505,075

Market Analysis Charts:

- Housing Supply On Demand:** 7-12 Months Ago: 0.00 Months Inventory; 4-6 Months Ago: 4.50 Months Inventory; 0-3 Months Ago: 1.80 Months Inventory.
- Seasonal Demand:** Bar chart showing demand by month from Jan to Dec.
- Plot Your Price:** Scatter plot showing price vs. days on market with a trend line.
- Days On Market (DOM) Matters:** Scatter plot showing DOM vs. price.

Long Report

Comps Dashboard Trends Stats Short Report **Long Report**

Long Report: a full-scale report with a separate page for each selected comp and an enhanced design with a more robust information set. This version is ideal for high-resolution printing. It is limited to 10 pictures, but you can choose which pictures to include from the dashboard.

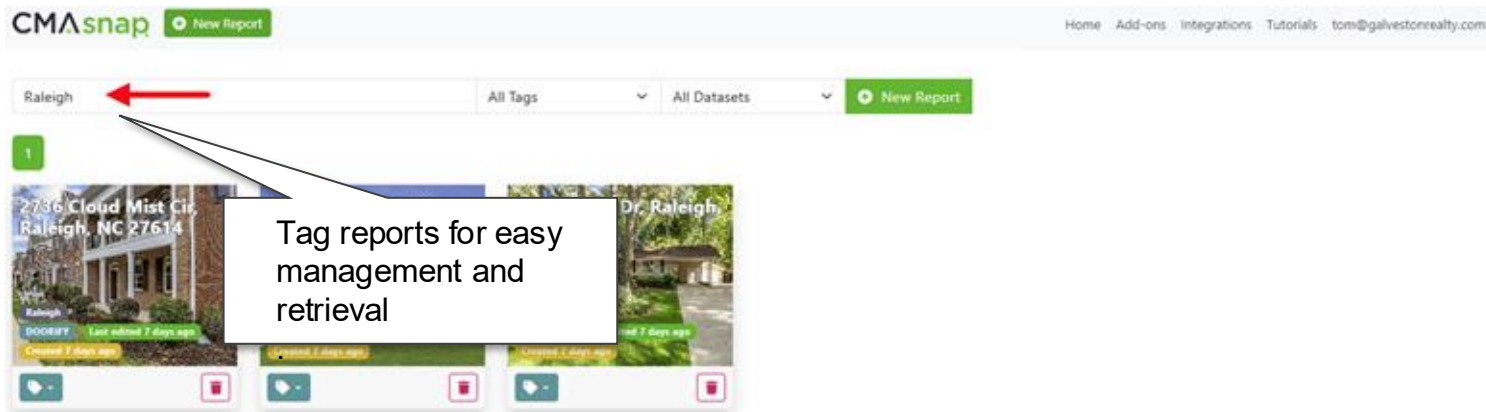
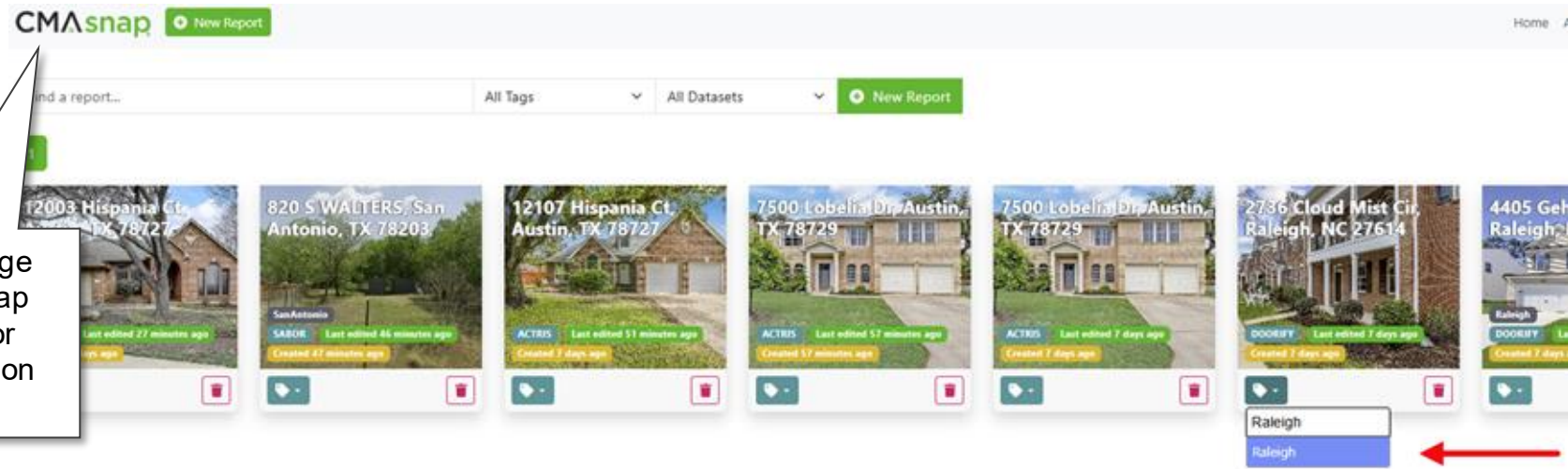
The image displays several overlapping screenshots of the CMA Snap software interface, illustrating the 'Long Report' feature. The screenshots show various report views:

- Comparative Market Analysis | 12003 Hispania Ct:** Shows a grid of property photos and a table of comparable properties with columns for MLS #, ADOM, Property Type, Stories, Year Built, Acres, List Date, List Price, Sold/Lease Date, Sold/Lease Price, Square Feet, Baths, Full Baths, Half Baths, Pool On Property, Garage Spaces, Lot Size Adj, Square Feet Adj, Half Baths Adj, Gross Adjustments, Net Adjustments, and Adjusted Value.
- Selected Comps | 12003 Hispania Ct:** A grid of property photos and details for selected comparable properties.
- Active Comp | 4509 Columbine Dr:** A detailed view of an active comparable property, including photos and a table of property details.
- Closed Comp | 4808 Chadbury Cv:** A detailed view of a closed comparable property, including photos and a table of property details.
- Subject | 12003 Hispania Ct:** A detailed view of the subject property, including photos and a table of property details.
- Comparative Market Analysis | 12003 Hispania Ct (Detailed):** A more comprehensive view of the CMA report, including a map showing the subject property and its location relative to other properties in the area.

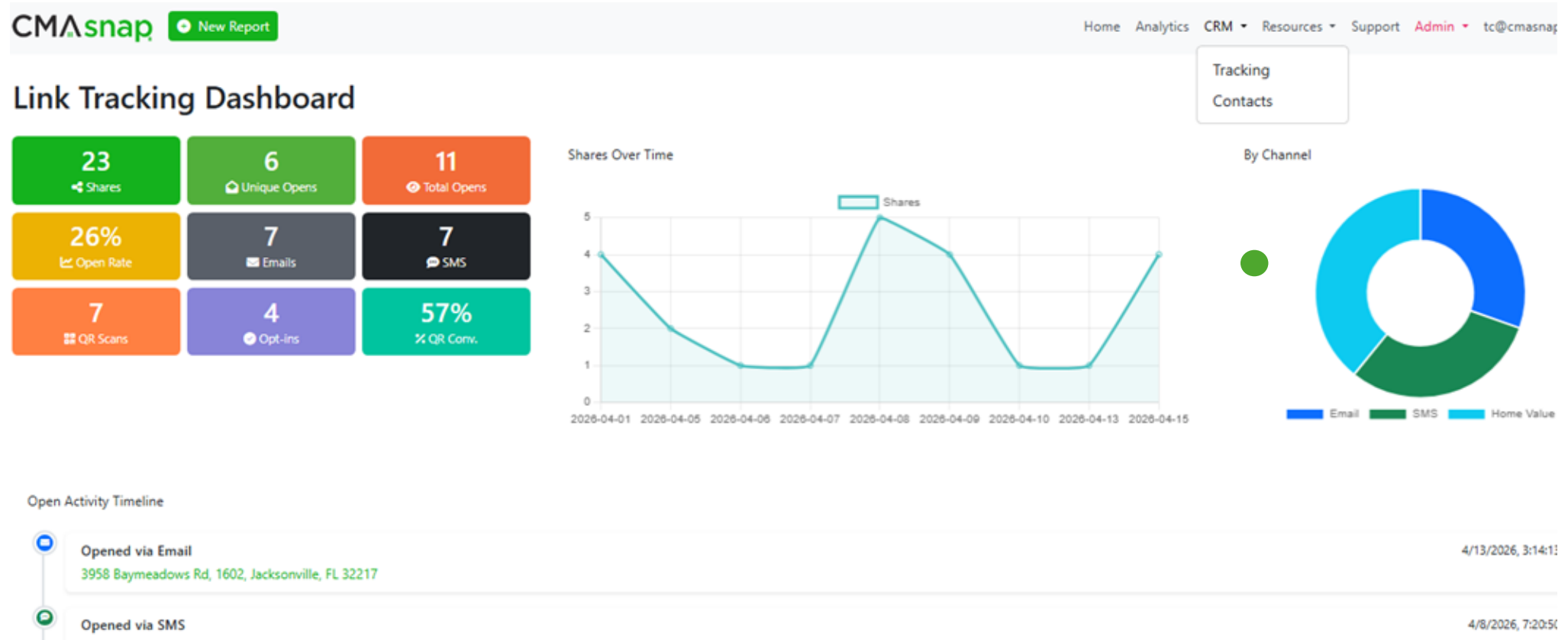
The interface includes a navigation bar at the top with options: Comps, Dashboard, Trends, Stats, Short Report, and Long Report. The 'Long Report' option is highlighted with a green dot. The bottom of the interface features the CMA Snap logo and contact information for Tom Cunningham, including his phone number (408-850-1300) and email address (tom@galvestonrealty.com).

Home Page

Return to Home Page by clicking CMAsnap logo at the top left or using Home button on top right.

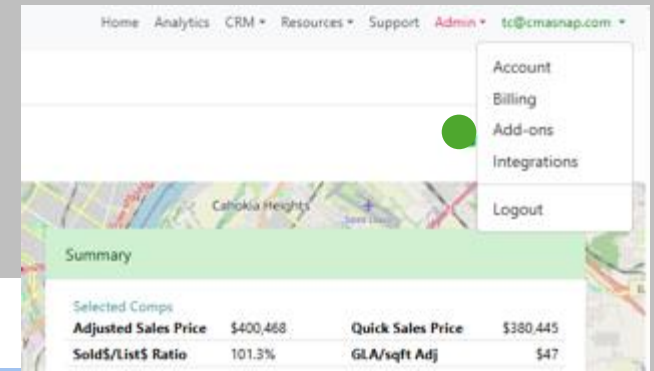


Lead Capture – Tracking reports



➤ Track reports and open rates

Lead Capture – Home Value



- TCPA Compliant Double Opt-in
- Automated report launch
- Review before release
- Automatic CRM



Talking Points – AI Interpretation

- TCPA Compliant Double Opt in
- Automated report launch
- Review before release
- Automatic CRM

Talking Points

Ask questions about 9931 Juengel Drive Unincorporated MO 63128

Clear

Generate a professional summary of this CMA report.

Subject Property (Baseline)

9931 Juengel Drive Unincorporated MO 63128

- 1.5 stories | 3 bed | 3/1 bath
- 2,354 SF | 0.37 ac lot
- Built 1933 | 2 garage | N pool
- ADOM/CDOM: 20 / 20

This establishes the reference point for all comparisons.

Comparable Analysis (Differences vs Subject)

Closed Comp #1 – 9836 Charwick Drive St Louis MO 63128

- **Square Footage:** 2,769 vs 2,354
- **Year Built:** 1963 vs 1933
- **Beds:** 5 vs 3
- **Baths:** 2/1 vs 3/1
- **Lot Size:** Larger
- **Price:** Sold for \$450,000, adjusted to \$452,141

Interpretation: This comparable sold for \$450,000 but after adjustments for differences in square footage, lot size, number of beds and baths, and below grade finished area, the adjusted price is \$452,141. This suggests that the subject property might be valued slightly lower due to its smaller size and fewer bedrooms.

Closed Comp #2 – 10617 Twilight Drive St Louis MO 63128

Ask about this report...

Quick Actions

Report Context

Adjusted Sales I

Sold\$/List\$ Rati

Comp Range Gr

Comp Range Ac

Last 6 Months

Rent Average

Tips

- Ask for specific
- Request client-
- Ask about mar
- Get help with p



THANK YOU!

Start your journey with CMAsnap today!
For assistance, visit our website or contact
support.

