



H3MLS ADVANCED

Manual



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MLS PIN Support and Customer Service

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1-800-695-3000

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The Basics of H3MLS

Browser Requirements

H3MLS will work with any of the main web browsing software packages available today. The only requirement is that the software be a relatively current version.

- Internet Explorer should be Version 5.5 or greater (Mac Version 5)
- Firefox should be Version 1.5 or greater
- Netscape should be Version 6 or greater
- Opera should be Version 5 or greater

To determine the version of your Browser, click on **Help** in the menu bar across the top of the window. In the menu that appears, click on the **about** option. A window will appear that displays information about the program you are running, including the version number. If your browser's version number is not at least equal to those defined above, you must download the latest version of your browser to ensure that H3MLS will work correctly on your computer.

If you are unsure how to get the latest version for your particular browser, go to the website www.browsers.com as it's a central location for any browser software package.

Computer Requirements

The only requirement is that your computer can run the above defined web browsing software packages. H3MLS does all of its work on our computers rather than rely on your computer to process information. The main advantage to having a newer computer would be the speed at which you can work with the system.

Connectivity to the internet is required to access H3MLS. Though not required, high speed access to the internet is recommended. The faster your connection, the sooner you are selling.

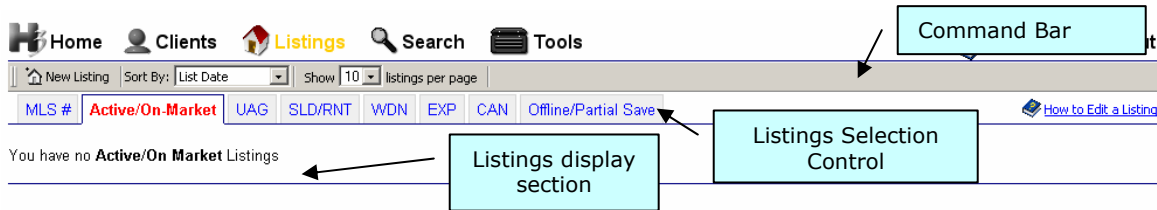
Accessing H3MLS

To access H3MLS, open your web browser and enter the address www.mlspin.com. Once logged into the MLS PIN webpage, click on the H3MLS logo along the right side of the page.

The first screen to appear will ask for your Agent ID and Password. H3MLS is a private system accessible only by members of MLS PIN. Once you have entered the Agent ID/Password correctly, H3MLS will display its home page.

Listings Management System

The Listings Management System is access by clicking on the **Listings** link in the Navigation Bar across the top of the H3MLS system. This is used when an agent needs to add a new listing to the MLS service or change information to an existing listing in the MLS service. The example below shows the main screen for the Listings Management System.



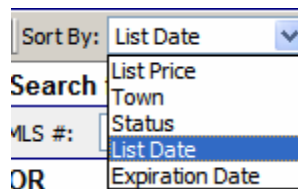
Listings Management System Screen

There are three sections to the Listings Management System screen; the **command bar**, **Listings Selection Control**, and **Listings display section**. Also note the link in the upper right to help files explaining the process edit listings in the H3 system.

Command Bar

The Command Bar defines what listings to display and how to display those listings. These options are:

- **New Listing** – Click on this link to begin the process of entering an **OffLine** listing into the H3 system.
- **Sort By** – Selects how to display the listings in the Listings display section. Click on the down arrow for the drop-down box and select the desired field to sort the listings.

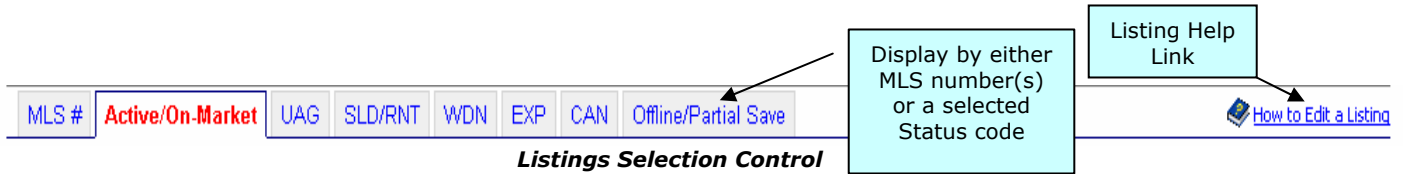


- **Show** – Determines how many listings to display in the Listings display section. This aids in the speed at which the Listings display section finishes loading the desired listings based on your connection speed to the internet.

Listings Selection Control

The Listings Selection Control determines which of your listings to display in the Listings display section. Click on the appropriate tab to enter an MLS number **OR** select a specific Status (Active/On-Market, UAG, SLD/RNT, WDN, EXP, CAN or Offline/Partial Save).

Note: By default, H3 will display Active/On-Market listings.



Listings Display Section

The Listings Display Section accesses those listings selected in the Listings Selection Control and displays them so they may be edited. Below is an example of an Active/On-Market listing.



Sample Active/On-Market Listing Display Section

The system will display the picture, MLS #, property type, status code, address, List Agent, List and Expiration dates and list price. There are also two bars of functions, the **Listings Navigation** and **Active/On market MLS Listing Command** bars.

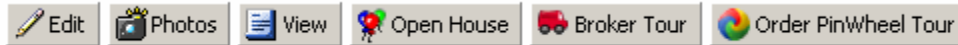
Listings Navigation bar – As was discussed earlier, the **Show** drop-down box determines how many listings will be displayed at a time on one page. If there are more Active/On Market MLS listings than allowed by the **Show** box, then the Listings Navigation bar controls what page to display.



Clicking in the box to the left of the header, **MLS Listings**, will select ALL the Active/On-Market listings displayed. Once any listings are selected, you may then click on either the **Email** or **Print** button to perform the associated task.

Clicking on either the **Left** or **Right arrows** will display either the previous or next page of listing matches. Alternately, selecting the **Page** number from the drop-down box will display the requested page of listing matches.

Active/On Market MLS Listing Command bar – The functions on this command bar are associated with the listing found under it. There are five functions that can be performed.



Edit – Clicking on this link will open the associated listing’s entry screen. This will then allow you to edit existing information or add additional information to the listing.

Photos – Clicking on this link will open a new window and display the Photo Submission screen. From this screen, the main photo associated with the listing can be added, changed and/or additional photos can be uploaded to the system for use with the listing. The first photo **MUST** be the frontal view of the property! You may place a total of **30** photos with any listing free of charge. If more than 1 photo is associated with a listing, you also have the ability to delete any photo.



Note that if you have only 1 photo the delete option will not appear except if the listing is Offline/Partial Save.

Add a Photo for this Listing

Add a Photo: first, then

****REMINDER**** As stated in the Rules & Regulations Sec 1.0 (e), in a photo no broker, agent or agency may be named or identified, nor may any web, e-mail or voicemail address or other personal form of identification may be included.

Current Photos for this listing

# <input type="text" value="1"/>		Replace Photo: <input type="text"/> <input type="button" value="Browse..."/> first, then <input type="button" value="Replace"/> <input type="button" value="Delete this Photo"/>
# <input type="text" value="2"/>		Replace Photo: <input type="text"/> <input type="button" value="Browse..."/> first, then <input type="button" value="Replace"/> <input type="button" value="Delete this Photo"/>

Change a photo's order by clicking in this drop down box

Photo Submission screen

View - Clicking on this link will display the associated listing's detail reports.

Open House - Clicking on this link will open a new window which displays the Open House entry function. Enter the date and time range for the open house, type in any **Comments** on the Open House, and click the **Add** button. If multiple open houses are to be entered, follow the same procedure for each additional entry. When completed, click on the **Save Changes** link to finalize the process and close the window.

Open Houses for MLS #70151321
64 MAIN CIRCLE, Shrewsbury, MA

Save

Add an Open House

Date: March, 28, 2005 Start Time: 11:00 AM End Time: 1:00 PM

Comments (limit 500 characters)

Save

Open House screen

Broker Tour - Clicking on this link will open a new window which displays the Broker Tour entry function. Enter the date and time range for the Broker Tour, type in any **Comments** on the Broker Tour, and click the **Add** button. If multiple Broker Tours are to be entered, follow the same procedure for each additional entry. When completed, click on the **Save Changes** link to finalize the process and close the window.

Broker Tours for MLS #70151321
64 MAIN CIRCLE, Shrewsbury, MA

Save

Add a Broker Tour

Date: March, 28, 2005 Start Time: 11:00 AM End Time: 1:00 PM

Comments (limit 500 characters)

Save

Broker Tour screen

Order Pinwheel Tour – Clicking on this link will open a new window which shall display the order form for MLS PIN's Pinwheel Virtual Tour service. This gives the agent a convenient manner in which to have a virtual tour created for the associated listing.

Entering Listings

Clicking on the **New Listing** link in the command bar will display the Listing Entry screen. Entering listings into H3 is extremely easy and quite powerful. It is used to enter a listing and before actually posting the listing to the MLS service, an agent can print out a detailed report to review the listing data to ensure the integrity of that data. It can also be handy to enter a subject property to use in the creation of a CMA or have the listing ready to go right after a seller signs the contract. For this manual, an assumption is made that there is no Offline Listings currently created.

Below is an example of the Command bar for the Listing Entry screen.

The screenshot shows the Listing Entry Command Bar with the following elements:

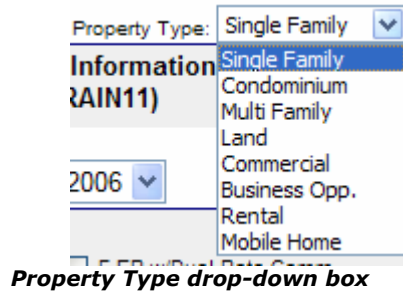
- Buttons: Save, Cancel, Clone Listing
- Link: [How to Create a New Listing](#) (pointed to by a callout box)
- Property Type: Single Family (dropdown)
- Listing Office: MLS Property Information Net. (BSTMLS)
- Listing Agent: Fred Werner (FRED)
- List Price \$: (text input)
- List Date: March 28, 2005 (dropdowns)
- Expiration Date: June 28, 2005 (dropdowns)
- Type of Listing Agreement: Radio buttons for A-Exclusive Right to Sell, B-ER w/ Named Exclusion, D-Exclusive Agency, E-ER w/Var.Rate Comp., F-ER w/Dual Rate Comp.
- Entry Only: Yes/No radio buttons with explanatory text.
- House #, Street Name, Parcel ID Number / PIN (Max 38 characters) (text inputs)
- Town, State (Massachusetts), Zip Code, Area (dropdowns)
- Link: [Use this address to import listing data from Public Tax & Assessment Records](#)

Listing Entry Command Bar and Property Type Selection

The Command Bar for Listing Entry has three functions; **Save**, **Cancel**, and **Clone Listing**.

- The **Save** link is used to Save the Offline Listing whenever it is desired. There is no requirement as to how much data is entered.
- The **Cancel** link will leave the Listing Entry screen and not save or modify a saved listing.
- The **Clone Listing** link will prompt for a MLS Listing number or existing Offline listing that an agent wishes to copy. The system will then populate all the fields in the Listing Entry screen with the data from that listing. Note that only listings that have been listed in the past through the same firm as yours are cloneable.

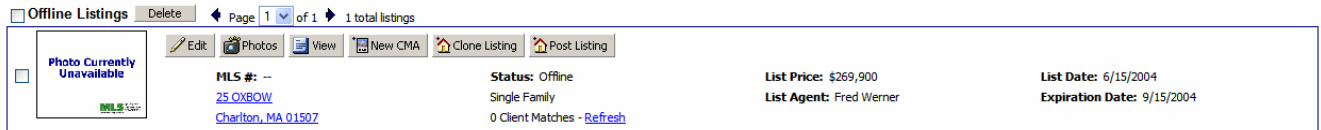
The **Property Type** drop-down box is used to select the type of property for this Listing entry. The following example shows the drop-down box.



A field name in **RED** indicates that field is required and must be entered before posting the offline listing to the MLS service

The **Use this address to import listing data from Public Tax & Assessment Records** link will automatically fill values for key fields from the field card record found for the address in the Public Record system. This is accomplished by entering the number, street name, town and/or zip code (or any combination of these boxes) and then clicking on the link. A window will appear showing all possible matches to the address information. Select the appropriate match by clicking the Import button in front of that address and then click OK in the confirmation window that appears.

Once the information is entered, click on the **Save** link in the command bar across the top of the Listing Entry page. The system will return to the Listing Maintenance screen and the saved listing will be displayed in the Offline Listing section.



Listing Maintenance Screen with Offline Listing

The functionality of the Offline Listing Section is similar to the Active/On Market Section.

Offline Listings Command Bar – The functions of the Offline Listings command bar are similar to those previously discussed for the Active/On Market section with the following exceptions.

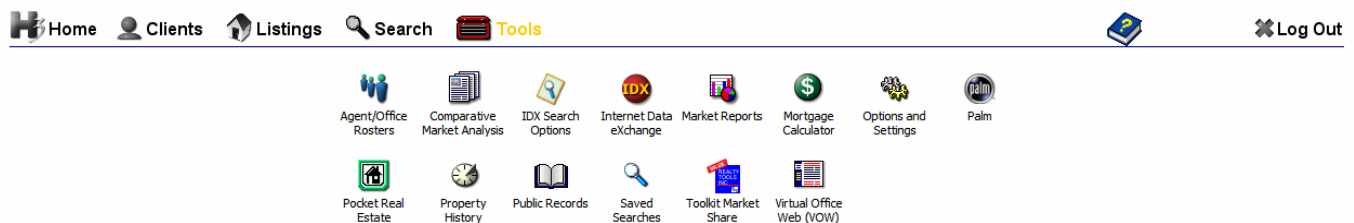
New CMA – Clicking on this link will inform H3MLS to use this Offline Listing as the subject property for a Comparative Market Analysis (CMA). CMA creation will be discussed later in this manual.

Clone Listing – This link will open the Listing Entry screen and the system will then populate all the fields in the Listing Entry screen with the data from the associated Offline Listing.

Post Listing – This link informs H3MLS to take the offline listing and make it active in the MLS service. H3 will audit the listing to ensure that all required information has been entered and, if so, will then display a window assigning the listing a MLS number. If any fields are not filled out that are required, the system will display a window showing you what is missing.

Utilities System

The Utilities system is accessed by clicking on the **Tools** link in the Navigation bar. In the Introduction to H3MLS manual, we covered some of the functions found in the Utilities system. Below is a review of all the functions followed by detailed instructions on how to use those function not covered earlier.



Utilities System screen

- **Agent/Office Rosters** – This function searches the membership database of the MLS service for information regarding Agents or Offices affiliated with the MLS. It provides name, address, and contact information as a result.
- **Comparative Market Analysis** – This function is a complete CMA creation service which will lead you through the steps to print out a CMA packet as a presentation to a potential seller.
- **IDX Search Options** - IDX stands for "Internet Data Exchange", and is also called Broker Reciprocity. The idea is that brokers and agents should enable other MLS participants to display aggregated listing information on their web sites. This function offers tools to setup your IDX search page and will be discussed in the Virtual Office Website Manual.
- **Internet Data eXchange** – This function is a gateway for authorized third party companies to download active listings and photos from the MLS service. Complying with the Rules and Regulations of the MLS service, this function is used for Real Estate software or web sites to provide information to agents and/or buyers. This function is not used generally by the average real estate agent and therefore, if you have questions regarding this function, call the MLS service for assistance.
- **Market Reports** – This function provides a variety of Analysis reports which benefit Real Estate agents and offices.
- **Mortgage Calculator** – This function provides an easy to use system to create an Amortization Report for a customer. Type in the Loan amount, Interest rate, Years and select the first payment month to calculate the monthly payment for Principal and Interest. Optionally, you may also add PMI, Condo/HOA fees, Taxes and/or Insurance costs to be factored into the monthly payment. There are three report options available as well; Payment Summary, Amortization/Payment Schedule and Graph-Principal Balance..

- **Options and Settings** – This function provides options to set up your information in the H3MLS system. Please review the Introduction manual for information on this function.
- **Palm** – This function provides users of a Palm PDA the instructions and tools necessary to download search results from H3MLS to the handheld device.
- **Pocket Real Estate** – This function provides users of the Pocket Real Estate software the ability to download listings into their handheld computer. For more information on this software and how to use this function, please visit www.pocketrealestate.com.
- **Property History** – As discussed in the Search Properties system, this function returns all associated MLS listings to a physical address. This function requires you enter the physical address as it has not received an address from a search result.
- **Public Records** – This function provides access to the Public Records system for the state of Massachusetts. Please review the Introduction manual for information on this function.
- **Saved Searches** – This function manages any Saved Searches associated with your Agent ID. From here, Saved Searches can be deleted or edited.
- **Toolkit Market Share** – This function provides users of the Toolkit Market Share software the ability to download listings for the software to use. Toolkit Market Share uses Saved Searches. Contact the makers of Toolkit Market Share for information on using this function.
- **Virtual Office Web (VOW)** – This function provides the tools to set up your personal VOW in the H3MLS system. The customization and set up of your VOW is further detailed in the Virtual Office Website manual.

Agent/Office Rosters

The Agent/Office Rosters function will return information about a specific agent or agents. The example below shows the Agent/Office Rosters screen.

The screenshot shows the top navigation bar with links for Home, Clients, Listings, Search, and Tools. Below the navigation bar is the search form titled "Agent and Office Rosters". The form contains input fields for First Name, Last Name, Company, City, State, Zip, Office Id, and Agent Id. A "Search Now" button is located at the bottom right of the form. Callout boxes provide instructions: "Click the Search Now link to see the results" points to the search button, and "Enter the requested information as desired" points to the input fields.

Agent/Office Rosters screen

Enter as much information as desired or known. If only the Last Name is entered, the system will return all the agents with that last name. Narrow the search further by entering the City, State or Zip. Entering the Company name along with the City will return a roster of all the agents who are associated with that specific company. Enter only the City and a roster of Company names in that city will be returned. Click on the name of a company from this report to then see the roster of agents associated for that company. On the next 2 pages are examples of different searches and their respective reports.

This screenshot shows the search form with "johnson" entered in the Last Name field and "gill" entered in the City field. The Search Now button is visible at the bottom right.

Search for Agents by Last Name and City

The screenshot shows the search results page titled "Agent and Office Rosters - Search Results". It displays "2 matches." and a table with two rows of results. Callout boxes provide instructions: "Click on the name to retrieve contact information, send the agent an email or see listings associated with the selected agent" points to the agent names, "Click the company name to retrieve contact information, a roster of agents or see the listings associated with this office" points to the company name, and "Click the New Search button to start over" points to the "NEW SEARCH" button.

Agent	Office
Geri Johnson	Geri Johnson & Assoc., REALTOR
Patricia A. Johnson	Geri Johnson & Assoc., REALTOR

Results of the above search

Click on the name to retrieve contact information, send the agent an email or see listings associated with the selected agent

Click the company name to retrieve contact information, a roster of agents or see the listings associated with this office

Click the **New Search** button to start over

This screenshot shows the search form with "shrewsbury" entered in the City field. The Search Now button is visible at the bottom right.

Search for Offices in Shrewsbury

Agent and Office Rosters

Search results: 40 records * Staff Only Labels NEW SEARCH 🔍

Office	City
<input type="checkbox"/> AMG Properties	
<input type="checkbox"/> Authentic Home Finder Agency	
<input type="checkbox"/> Best Choice Realty	
<input type="checkbox"/> Board Staff / Vendor Office	
<input type="checkbox"/> Bridget Simoncini Real Estate	
<input type="checkbox"/> Brown & Brown Real Estate	Shrewsbury , MA 01545
<input type="checkbox"/> Cape Cod Reciprocal	Shrewsbury , MA 01545
<input type="checkbox"/> Carlton Real Estate	Shrewsbury , MA 01545
<input type="checkbox"/> Coldwell Banker Residential Brokerage - Shrewsbury	Shrewsbury , MA 01545
<input type="checkbox"/> Cobblestone Realty	Shrewsbury , MA 01545
<input type="checkbox"/> Commonwealth Appraisal Svcs	
<input type="checkbox"/> Consolidated, CT Reciprocal	
<input type="checkbox"/> Cornerstone National Realty	
<input type="checkbox"/> Debra J. Phillips, Realtor	
<input type="checkbox"/> Delta Associates Realty	
<input type="checkbox"/> Denise Noves, Realtor	
<input type="checkbox"/> ECRIS Reciprocal	Shrewsbury , MA 01545
<input type="checkbox"/> ESM Appraisals	Shrewsbury , MA 01545
<input type="checkbox"/> Gold Triangle, inc.	Shrewsbury , MA 01545
<input type="checkbox"/> Greene & Greene Properties	Shrewsbury , MA 01545
<input type="checkbox"/> Heisler & Mattson Properties	Shrewsbury , MA 01545
<input type="checkbox"/> Jonathan Turbitt	Shrewsbury , MA 01545
<input type="checkbox"/> Maria Smith Real Estate	Shrewsbury , MA 01545
<input type="checkbox"/> McParland Realty	Shrewsbury , MA 01545
<input type="checkbox"/> MLS Property Information Net.	Shrewsbury , MA 01545
<input type="checkbox"/> Mortgage Trust Group	Shrewsbury , MA 01545
<input type="checkbox"/> Non Member Office	Shrewsbury , MA 01545
<input type="checkbox"/> Polito Development Corp.	Shrewsbury , MA 01545

Use the Labels button to print mailing labels to selected offices

Click the company name to retrieve contact information, a roster of agents or see the listings associated with the selected office

Results for the above search

Agent and Office Rosters - Office Information

Coldwell Banker Residential Brokerage - Shrewsbury
 2 Maple Ave
 Shrewsbury, MA 01545 [Map It](#)

Phone: (508) 845-1077
 Fax: (508) 842-1560
 Office Id: K01050
[Current Listings for this Office](#)

Responsible Member
[Lewis Tucker](#) (508) 845-1077

Office Contact Member
[Lewis Tucker](#) (508) 845-1077


Main Office
[CBRB - HQ \(K95001\)](#)

46 Office Members * Staff Only [Labels](#)

<input type="checkbox"/>	Erin Baril	K8000495
<input type="checkbox"/>	Diane Belanger	K9500398
<input type="checkbox"/>	Susan Bellino	K0001297
<input type="checkbox"/>	Margaret Blue Hamilton	K8000583
<input type="checkbox"/>	Jane Cheetham	K9500640
<input type="checkbox"/>	Joanne D'Errico	K0001446
<input type="checkbox"/>	Karen Flattery	
<input type="checkbox"/>	Debra Flot	
<input type="checkbox"/>	Kathleen Gale	

Office Roster screen


Agent and Office Rosters - Agent Information

Erin Baril 
 () -
 Office: (508) 845-1077
MLS Id: K9500684
[Current Listings](#)

Coldwell Banker Residential Brokerage - Shrewsbury [Map It](#)

2 Maple Ave
 Shrewsbury, MA 01545

Phone: (508) 845-1077
 Fax: (508) 842-1560
Office Id: K01050
[Current Listings](#)

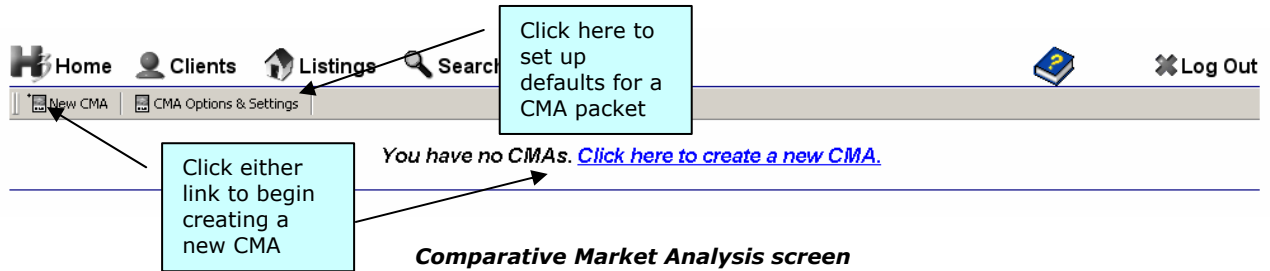


Agent Information screen

From any roster display (Agent or Office), it is possible to print mailing labels from H3. First, select the entries from the roster (or select all by clicking in the checkmark box found to the left of the header) and then click on the **Label** button to display the Label formatting window. Label creation in H3 is very simple and does not require you to print to any specific label sheet. Simply count the number of columns on your label sheet and choose that number in the **Labels per Row** drop-down box. Then count the number of label rows on your label sheet and choose that number in the **Rows per Page** drop-down box. Then select the **Label Type** to print; Agent or Office. Click on the **Print these labels** button to finish.

Comparative Market Analysis

This function provides an easy to use tool to find comparable properties for a subject property and create a CMA packet that can be used as a presentation tool to prospective sellers. The first time using the CMA function, the system will display the following example.



CMA Options & Settings

This link will set up the standard files to use in the creation of a CMA packet. The following example illustrates what options can be modified and set as default.

Home Clients Listings Search Tools

Save My CMAs Import Theme Colors & Logos

Custom Colors & Logos Print Selections Agent Resume Introduction Letters Default Net Sheet

Colors - Header, Footer & Cover Page

Background Color efefef

Border Color black

Font Color black

Cover Page

Logo Office Manager's Custom Cover Logo Upload

Logo Alignment Center

Page Header

Logo Office Manager's Custom Header Logo Upload

Logo Alignment Left

Page Footer

Logo Office Manager's Custom Footer Logo Upload

Logo Alignment Left

Text
Fred Werner
Training Specialist
MLS Property Information Network, Inc.
904 Hartford Tpke.
Shrewsbury, MA 01545

Graph Colors

Color #1 navy

Color #2 efefef

Save

Navigation Tabs to create/edit various reports for the CMA Packet

CMA Options & Settings Screen

There are five options that can be modified and set as default. Click on the tab representing the report option to create or edit the report/option selected.

- **Custom Colors & Logos** – This option tab sets the color schemes, the Logos for the Cover page and Page Headers/Footers as well as the Graph Report colors. Note that in the Command bar there is a drop-down box labeled **Import Theme Colors & Logos**. From this box, you may select a company name or Office Manager's Shared Theme. H3 will confirm your selection and then automatically set the colors and logos used for the CMA Packet to those associated with the selected theme.

- **Colors- Header. Footer & Cover Page** Section – There are three color setting options available; Background, Border and Font Color. You may either type in the name of a color (such as Red or Black) or click on the right arrow found to the right of the color box to select the color from a color wheel.
- **Cover Page/Page Header/Page Footer** Sections – These three sections can set logos for display in the CMA Packet. Each drop-down box contains logos for some real estate companies. Select the company you are associated with to set the logo. If your company’s logo is not represented, you may upload your logo for inclusion in the CMA Packet. To the right of the logo drop-down box, click on the link labeled **Upload**. The system will display a new window from which you may **Browse** your computer to locate the file which contains the logo. Once you select the desired file, the next step is to decide if you wish to have that logo solid or to some degree of transparency. Click in the **Fade** drop-down box and choose one of the four options; None, 25%, 50%, or 75%. The larger the number, the more transparent the logo will become. This is extremely useful to use as a watermark on your cover page logo, for example. Once completed, click the **Add** button to upload the logo for your use. The alignment drop-down box determines whether to place the logo on the left, center, or right portion of the page(s). Also note that for the Page Footer, you have the option to add text, such as your contact information or office information.
- **Graph Colors** – These two drop-down boxes will set the primary and secondary colors when printing the graph reports in a CMA packet.

- **Print Selections** – This option allows you to modify the default reports that will make up a CMA packet whenever you print. This can be changed at the time you print an individual CMA packet. See the example on the next page of the Default Print Selection window.

Custom Colors & Logos **Print Selections** Agent Resume Introduction Letters Default Net Sheet

My Default Print Selections

Report Style: My Custom Report Style

Introduction

Cover Page

Introduction Letter

My Default Introduction Letter

Table of Contents

Agent Resume

Subject Property

Regular (1 Page Report)

Short (Excludes Room Descriptions & Features)

Comparable Properties

Market Analysis Summary(s)

Property Description Reports

Regular (1 Page Report)

Short (Excludes Room Descriptions & Features)

Side by Side Property Comparisons (3-up)

Side by Side Property Comparisons with Subject Property (3-up)

Graphs

Current/Pending Properties Graph

Sold Properties Graph

Pricing

Pricing Adjustment per Property (Appraisal Style)

Pricing Analysis (\$/Sq.Ft.)

Estimated Net Proceeds of Sale (Net Sheet)

Save

Default Print Selection screen

- **Agent Resume** – This option allows you to create or modify your Agent Resume page of the CMA report packet. The window that opens allows the entry of text as well as HTML formatting tags. If you are interested in learning about basic HTML formatting tags, download the Virtual Office Website manual from the training center at www.mlspin.com. Click on the **Save** button when completed.

- **Introduction Letter** – This option allows you to create or modify your Introduction Letter of the CMA report packet. Use this option to create an explanation of what you did and what the report will present. You can create multiple Introduction Letters as you see fit from this tab as can be seen from the example below.



- **Default Net Sheet** – This option allows you to create or modify costs associated with selling a property in your business and market. When included in the CMA report packet, it can be useful to educate a potential seller on the estimated net income produced from the sale of the property.

New CMA

Creating a CMA search in H3MLS is easy and the system will lead you through the process. First, click on either link to being as described above. The system will display the **Subject Property** screen as seen on the next page.

Subject Property Tab

Home Clients Listings Search Tools

Subject Property Comparative Properties (0) Price Adjustments Net Sheet Print/Export CMA

CMA Information:

Name for this CMA *

Notes

Owner(s) Information:

Primary Owner:

Title First Name Middle Last Name

Second Owner: (optional)

Title First Name Middle Last Name

Street Address City State Zip

Phone Fax Email Address

Subject Property

Enter Property Information - [Copy Owner Address Information](#)

Street Address City State Zip

Property Type
Single Family (SF)

Beds # Baths Living Area (Sq.Ft.) Lot Size (Sq.Ft.) Year Built

Property Features

OR

Use a MLS listing as the subject property

OR

Use an offline listing as the subject property

CMA creation Step 1 screen

CMA and Owner Information Section

H3 requires a CMA Name and the First and Last names of the Primary Owner to be entered.. The Notes and balance of the Owner Information is optional, but entering this data will enhance the CMA report packet.

Subject Property Section

This section is optional, but entering the information will enhance the CMA report packet by including reports about the subject property. You have three ways to enter the property's information:

- Enter Property Information by hand. Note that if the subject property is the same as the address you entered in Owner Information, you may select that and have H3 automatically copy the address.
- Use an existing MLS listing as the subject property. If the property has previously been listed in the MLS and you know the number, click the circle for this option and you will be prompted to enter the list number.
- Use an offline listing as the subject property. If you have entered the information for this property already through the Listing system of H3, click the circle for this option and you be prompted to select the appropriate offline listing.

Once you have entered the desired information, click on the Save button to continue the process of creating the CMA.

Comparable Properties Tab

Once the Subject Property Information is saved, H3 will automatically display the Comparable Properties Tab. The screen which appears will offer the ability to **Search for Comps** or **Search Public Records**.

Clicking on the **Search for Comps** button will display the search screen. In this screen, you build the search for comparable listings to the subject property's values. H3 will automatically fill in the Property Type, Timeframe, Status (Sold, Rented) and Town based upon the subject property. At this point, you may add Advanced Criteria (as with any search) to narrow the results, create a Radial search criteria or click on Search Now to look at all results.

Once you click on Search Now, H3 will display the results in the summary report format of your choice. Select the listings you wish to use as comparables, then click on the **Add** button. H3 will then prompt if you wish to continue to search and view comparable listings. If you click OK, you will be returned to the summary report with only those listings selected being displayed. If you click on Cancel, the system will move on to the Price Adjustment tab.

The screenshot shows the 'Comparable Properties (4)' tab in the H3 software. It includes navigation buttons for 'Subject Property', 'Price Adjustments', 'Net Sheet', and 'Print/Export CMA'. Below these are buttons for 'Comparative Properties', 'Delete', 'View', 'Search for Comps', and 'Search Public Records'. A callout box points to the 'Search Public Records' button with the text: 'Note the ability to Search Public Records after selecting Comparable Listings as well'. The interface displays three tables of listings:

Single Family Active Listings											
MLS #	Status	Address	Town	Rms	Br	Bth	Style				
<input type="checkbox"/> 20140193	ACT	Lot 53 Rice Corner Road	Brookfield, MA	9	4	2/1	Colonial				
<input type="checkbox"/> 20028385	ACT	00 Molasses Hill Rd	Brookfield, MA	7	4	2/1	Cape	2 Attached	5/2/2004	396	\$389,900

Single Family Active Listings: 2 Average List Price: \$354,900 Average Market Time: 259.50

Single Family Under Agreement Listings											
MLS #	Status	Address	Town	Rms	Br	Bth	Style	Garage	Off Market	DOM	List Price
<input type="checkbox"/> 20185581	UAG	20 Molasses Hill Rd	Brookfield, MA	8	4	1/1	Colonial	0 --	5/25/2005	21	\$285,000

Single Family Under Agreement Listings: 1 Average List Price: \$285,000 Average Market Time: 21.00

Single Family Sold Listings											
MLS #	Status	Address	Town	Rms	Br	Bth	Style	Garage	Sale Date	DOM	Sale Price
<input type="checkbox"/> 20129336	SLD	73 Town Farm Rd	Brookfield, MA	8	4	2/1	Colonial	2 Attached	5/27/2005	101	\$334,900

Single Family Sold Listings: 1 Average List Price: \$339,000 Average Sale Price: \$334,900 Average Market Time: 101.00

Summary Report after adding comparable properties to CMA

The **Search Public Records** button will display the screen to search Assessment records to locate any property that might have been sold outside of the MLS service and add these properties to your CMA.

Search Now

Subject Property Comparative Properties (4) Price Adjustments Net Sheet Print/Export CMA

Public Tax & Assessment Records - Provided by The Warren Group

MLS #

Owner First Name Owner Last Name

Number Street Unit #

Town Brookfield MA Zip Code

Last Sale Date TODAY - 6 MONTHS Property Type All Property Types State Use Code

Advanced Criteria

Absentee Owner

Search Now

Add

Search Now

Once you have built your search of the Public Records, the results are displayed as seen in the example below. For the most part, you should be aware of the properties displayed as the majority of property sold is done so through the MLS service. If you find property that is comparable to the subject and wish to add it to your CMA presentation, select the property and then click the Add button.

Subject Property Comparative Properties (4) Price Adjustments Net Sheet Print/Export CMA

Choose which properties to add to your CMA (Use the checkboxes to select properties and then click 'Add')

Search results: 26 Records View Add Page 1 of 1 26 total matches

Address	City	State	Zip	Owner 1	Price	Type
<input type="checkbox"/> 89 Allen Rd	Brookfield	MA	01506-1820	Lorraine M Bouthlier Ret		1-Family Residence - Ranch
<input type="checkbox"/> 12 Cottonwood Rd	Brookfield	MA	01506-1780	Joseph T Antinovich Jr		1-Family Residence - Colonial
<input type="checkbox"/> 0 Country Wood Cir	Brookfield	MA	01506	R A Hudon Bldrs		
<input type="checkbox"/> 4 Country Wood Cir L:2	Brookfield	MA	01506	Anthony Marini		
<input type="checkbox"/> 0 Country Wood Cir X:multi	Brookfield	MA	01506	David J Pinkos	4/13/2005	\$309,900
<input type="checkbox"/> 8 Forrest St	Brookfield	MA	01506-1865	Nicholas Markopoulos	2/16/2005	\$116,000
<input type="checkbox"/> 0 Gay Rd L:6	Brookfield	MA	01506	Dennis A McCurdy	3/1/2005	\$4,150
<input type="checkbox"/> 2 Heron Cir	Brookfield	MA	01506-1781	Jeanette R Carrier	12/17/2004	\$292,500
<input type="checkbox"/> 13 Lake View Ave	Brookfield	MA	01506-1863	Broderick Perry	12/15/2004	\$184,900
<input type="checkbox"/> 3 Long Hill Rd	Brookfield	MA	01506-1734	David A Terry Jr	4/29/2005	\$378,000
<input type="checkbox"/> 15 Maple St	Brookfield	MA	01506-1527	Gordon G Hickey	1/25/2005	\$173,000
<input type="checkbox"/> 57 Molasses Hill Rd	Brookfield	MA	01506-1703	Jack M Cooper	12/17/2004	\$279,900
<input type="checkbox"/> 65 Molasses Hill Rd	Brookfield	MA	01506-1703	Brianne L Kimball	4/21/2005	\$198,500
<input type="checkbox"/> 73 Molasses Hill Rd	Brookfield	MA	01506-1703	Peter R Enselek	3/24/2005	\$269,000
<input type="checkbox"/> 8 Oak Ave	Brookfield	MA	01506-1826	Jennifer E Peltier	4/27/2005	\$122,000
<input type="checkbox"/> 11 Pine Ln	Brookfield	MA	01506-1828	Beverly A Lund	2/15/2005	\$85,000
<input type="checkbox"/> 2 Pine Meadow Dr	Brookfield	MA	01506-1749	Eric J Smith	3/30/2005	\$290,000
<input type="checkbox"/> 5 Pratt Hill Rd	Brookfield	MA	01506-1535	Benjamin E Misterka	3/16/2005	\$213,880
<input type="checkbox"/> 98 Quaboon St	Brookfield	MA	01506-1837	Michelle Heath	12/23/2004	\$159,400
<input type="checkbox"/> 0 Rice Corner Cross Rd L:11	Brookfield	MA	01506	Betty Bruley	3/21/2005	\$20,000
<input type="checkbox"/> 171 Rice Corner Rd	Brookfield	MA	01506-1806	Andrzej Bzura	2/1/2005	\$45,000
<input type="checkbox"/> 173 Rice Corner Rd	Brookfield	MA	01506-1806	Darlene P Heckman	5/2/2005	\$50,000
<input type="checkbox"/> 0 Rice Corner Rd L:53	Brookfield	MA	01506	Nichols Ent Inc	12/22/2004	\$205,000
<input type="checkbox"/> 13 Town Farm Rd	Brookfield	MA	01506-1744	Felipe Martinez	12/16/2004	\$200,000
<input checked="" type="checkbox"/> 4 Wells Rd	Brookfield	MA	01506-1704	Betty J Racine	2/7/2005	\$355,000
<input type="checkbox"/> 6 Wells Rd	Brookfield	MA	01506-1704	Carol Schroeder	4/15/2005	\$391,280

Click the Add button to include selected properties from tax search in your CMA

If you add property to your CMA, the main Comparative Properties screen will display showing all the comparable properties/listings. If you decide not to add any public records, click on the comparative Properties tab to return to the selected listings report or click on another tab to continue the presentation process.

My CMAs CMA Options & Settings												
Subject Property Comparative Properties (5) Price Adjustments Net Sheet Print/Export CMA												
Comparative Properties Delete View Search for Comps Search Public Records												
Single Family Active Listings												
MLS #	Status	Address	Town	Rms	Br	Bth	Style	Garage	List Date	DOM	List Price	
<input type="checkbox"/> 70140193 x6	ACT	Lot 53 Rice Corner Road	Brookfield, MA	9	4	2/1	Colonial	2 Attached	1/31/2005	123	\$339,900	
<input type="checkbox"/> 70028385 x2	ACT	00 Molasses Hill Rd	Brookfield, MA	7	4	2/1	Cape	2 Attached	5/3/2004	396	\$369,900	
Single Family Active Listings: 2 Average List Price: \$354,900 Average Market Time: 259.50												
Single Family Under Agreement Listings												
MLS #	Status	Address	Town	Rms	Br	Bth	Style	Garage	Off Market	DOM	List Price	
<input type="checkbox"/> 70185581 x6	UAG	20 Molasses Hill Rd	Brookfield, MA	8	4	1/1	Colonial	0 --	5/25/2005	21	\$285,000	
Single Family Under Agreement Listings: 1 Average List Price: \$285,000 Average Market Time: 21.00												
Single Family Sold Listings												
MLS #	Status	Address	Town	Rms	Br	Bth	Style	Garage	Sale Date	DOM	Sale Price	
<input type="checkbox"/> 70129336 x2	SLD	73 Town Farm Rd	Brookfield, MA	8	4	2/1	Colonial	2 Attached	5/27/2005	101	\$334,900	
Single Family Sold Listings: 1 Average List Price: \$339,000 Average Sale Price: \$334,900 Average Market Time: 101.00												
Public Assessment Records												
Address	Town	Rms	Br	Bth	Style	Garage	Sale Date	Sale Price				
<input type="checkbox"/> 4 Wells Rd	Brookfield, MA	0	0	0/0	Residential Developable Land	0	2/7/2005	\$355,000				
Public Assessment Records: 1 Average Sale Price: \$355,000												

Note that when you click on Search Now after building your search, H3 will remember the criteria and associate it with the CMA. In the future, recalling the saved CMA will also include the saved search so you do not need to rebuild the criteria again, unless desired.

Price Adjustment Tab

The Price Adjustment Tab, if desired, will adjust the price of the Subject property based on differences between each comparable property and the subject. For example, the subject property has a 2 car garage and the first comparable property has a 3 car garage. Based on experience, you know that this equates to \$5,000.00 in additional value for the first comparable property. Therefore, decreasing the value of the comparable property by this amount will equate its value to the subject property.

[Home](#)
[Clients](#)
[Listings](#)
[Search](#)
[Tools](#)

[Save](#)
[My CMAs](#)
[CMA Options & Settings](#)


[Subject Property](#)
[Comparative Properties \(5 \)](#)
[Price Adjustments](#)
[Net Sheet](#)
[Print CMA](#)

Comp #1 (70069069)



403 Prospect Street
Single Family - Active
Shrewsbury, MA 01545
List Price: \$519,900
List Date: 7/27/2004
Days on Market: 20

Comp #2 (70044452)



319 Gulf Street
Single Family - Active
Shrewsbury, MA 01545
List Price: \$527,000
List Date: 6/4/2004
Days on Market: 73

Adjustments

Item	Description	+(-) \$ Adjustment	Description	+(-) \$ Adjustment
Garage Spaces	2		6	-20000
Net Adjusted (Total)		0		-20000
Adjusted Sales Price of Comparable		\$519,900		\$507,000
Indicated Value by Sale Comparison Approach		\$493,860		(Save & Recalculate)
Average Days on Market:		55.80		

Sample Price Adjustment Tab screen

This tab is primarily useful to appraisers, but can be used by anyone if the actual values are known.

Net Sheet Tab

The Net Sheet tab will set the costs of selling the subject property to inform the seller of the estimated net profit from the sale. You may modify any of the values, add values and select not to use a cost.

The screenshot shows a web application interface with a navigation bar at the top containing icons for Home, Clients, Listings, Search, and Tools. Below this is a secondary bar with buttons for Save, My CMAs, and CMA Options & Settings. The main navigation area includes tabs for Subject Property, Comparative Properties (5), Price Adjustments, **Net Sheet**, and Print CMA. The Net Sheet section is titled "Net Sheet Values" and contains input fields for Low Price (\$481,514), High Price (\$506,206), and Loan Amount (\$). An "Override" checkbox is present. Below this is a table with columns for Cost Name, Amount, and Type.

Cost Name	Amount	Type
Brokerage Fee	5	% of Sale Price
Title V Certification	350	Not Used
Smoke Detector Inspection	20	Fixed Amount
Other Inspections, Reports & Repairs	300	Not Used
Attorney Fees	300	Fixed Amount
Misc.(Mortgage payoff, courier, etc.)	100	Fixed Amount
Other Seller Fees	1000	Not Used
		Not Used
		Not Used
		Not Used

Sample Net Sheet tab screen

If you do not use the Net Sheet in your CMA report packet, bypass the tab and choose not to print the Net Sheet when setting up what reports to print for the packet.

Print CMA Tab

The Print CMA tab is the final step in the creation of your CMA report packet. This determines which reports to include in the packet presentation to the potential seller. If you set up the default Print package as described earlier, those selections will be automatically checked. Of course, if you decide to print a different set of reports you may click in the checkboxes to clear or add.

The screenshot displays the 'Print CMA' tab interface. At the top, there are tabs for 'My CMAs', 'CMA Options & Settings', 'Subject Property', 'Comparative Properties (5)', 'Price Adjustments', 'Net Sheet', and 'Print/Export CMA'. Below the tabs is a 'CMA Report Style' dropdown menu set to 'My Custom Report Style'. The interface is divided into several sections:

- Introduction:** Includes checkboxes for 'Cover Page', 'Introduction Letter' (with a dropdown for 'My Default Introduction Letter'), 'Table of Contents', and 'Agent Resume'. Below these are radio buttons for 'Regular (1 Page Report)' and 'Short (Excludes Room Descriptions & Features)'. A callout box points to the magnifying glass icons, stating: 'Click any Magnifying Glass to view the associated report'.
- Comparable Properties:** Includes checkboxes for 'Market Analysis Summary(s)', 'Property Description Reports', 'Side by Side Property Comparisons (3-up)', and 'Side by Side Property Comparisons with Subject Property (3-up)'. Below these are radio buttons for 'Regular (1 Page Report)' and 'Short (Excludes Room Descriptions & Features)'.
- Graphs:** Includes checkboxes for 'Current/Pending Properties Graph' and 'Sold Properties Graph'.
- Pricing:** Includes checkboxes for 'Pricing Adjustment per Property (Appraisal Style)', 'Pricing Analysis (\$/Sq.Ft.)', and 'Estimated Net Proceeds of Sale (Net Sheet)'.

At the bottom of the interface are four buttons: 'Print', 'Email', 'PDF', and 'Save as Default Selections'.

Sample Print CMA tab screen

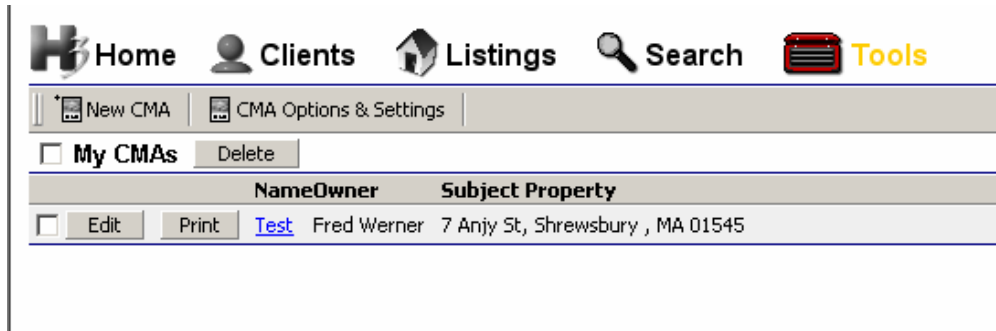
At the bottom of the Print CMA tab, there are 4 option buttons.

- **Print** – Clicking the Print button will open a new window in which the selected reports will be displayed. Once the reports are created, the Print Dialogue box will appear giving you the option to send the reports to your printer.
- **Email** – Clicking the Email button will open an email window which, when the **Send Email** button is clicked, sends the CMA presentation via email.

- **PDF** – Clicking the PDF button will open a new window in which the selected reports will be created in the PDF file format. Once created, you may print the PDF file or save it to your computer for future use.
- **Save as Default Selections** – Clicking this button will set the currently selected reports as the default selections for future CMA presentations.

Modifying Existing CMAs

Once a CMA is created and saved, the Comparative Market Analysis main screen will show a list of all saved CMAs. The following example illustrates this screen.



Comparative Market Analysis screen

The Command Bar links either creates a **New CMA** or **CMA Options & Settings**. For each CMA created and saved, there is an **Edit** and **Print** button. Edit will allow the modification of the CMA; for example, to add additional comparable properties. Print will display the Print CMA tab for the associated saved CMA.

To delete any saved CMA you must first select the CMA to delete by clicking in the checkmark box to the left of the Edit button. Then click on the **Delete** button to the right of the **My CMAs** header. H3 will warn you of the deletion and require that you click **OK** to finish the deletion.

Market Reports

The Market Reports utility provides a variety of useful analytical reports. In the Introduction to H3MLS manual, the Market Watch (Hot Sheet) report was covered in depth; but there are other reports that can be viewed or printed. When the Market Reports screen is displayed for the first time, it will prompt to create a new report. Click on the link to begin using the system. The following example is of the screen after clicking on the New Report Link in the Market Reports Command Bar.

The screenshot shows the 'New Report' screen in the H3MLS system. The interface includes a navigation bar with 'Home', 'Clients', 'Listings', 'Search', and 'Tools' (with a 'Save' link highlighted). A 'Report Name' field is at the top right, with a 'Save' button next to it. Below the navigation bar is the 'Basic Search Options' section, which contains several fields and controls:

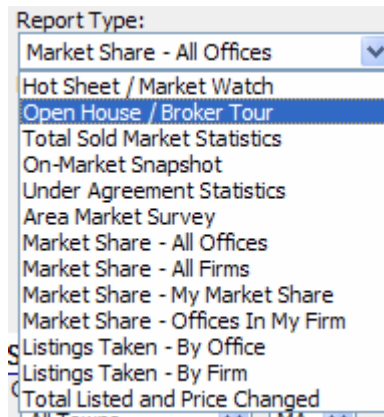
- Report Type:** A dropdown menu currently set to 'Market Share - All Offices'. A callout box points to this field with the text: 'Select the type of report'.
- Property Type:** A list of property types including 'Single Family', 'Condominium', 'Multi Family', 'Land', 'Commercial', and 'Business Opp.'. A callout box points to this list with the text: 'Define how large the number of results from the search should be displayed in the report'.
- Display Search Criteria:** Radio buttons for 'No' and 'Yes' (selected).
- Results:** A dropdown menu set to 'Show All Results'.
- Time Frame:** A dropdown menu set to 'Past Month'. A callout box points to this field with the text: 'Select the Time Frame for the report chosen'.
- Coverage Area:** Radio buttons for 'Coverage Area' and 'Region/Board'.
- filter Towns below):** A list of towns including 'Amesbury', 'Amherst', 'Andover', 'Andover-Ballardvale', 'Andover-In Town', 'Andover-Shawsheen', 'Andover-South Andover', 'Andover-West Andover', and 'Arlington'. A 'Selected' list is empty.
- OR Type in Towns/Areas Below:** A text input field.

At the bottom of the screen is the 'Advanced Criteria' section, which includes a dropdown menu set to 'Acres', a search input field, and 'Add' and 'Search Now' buttons. A 'Log Out' link is located in the top right corner.

New Report screen – Market Reports

Building a Market Report is similar enough to building a search looking for properties. Select the town and property types desired as normal. On the next page is an explanation of the **Report**, **Results**, and **Time Frame** drop-down boxes as illustrated above.

- **Report** drop-down box – This field determines what type of report to create.



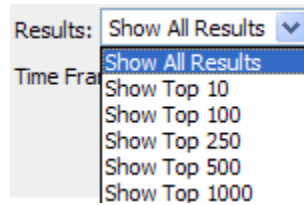
- **Hot Sheet / Market Watch** – This report produces results of all listings defined that have had a status change in a chosen period of time. See the Introduction H3MLS Class Manual for review on creating this report.
- **Open House / Broker Tour** – This report is a convenient way to locate all listings in a town, region or Coverage Area which has an upcoming Open House or Broker Tour in a chosen period of time.
- **Total Sold Market Statistics** – This report will display all the closed (Sold or Rented) MLS listings over a selected period of time for the property types chosen. The report breaks the results into groups based upon the selling price of the listings. It will further display the number of listings in that group. This number is also a link that when clicked upon displays all the listings in a one line style report. The report will also display the Average Days on Market for the price group. It also displays the group's Average List price, Average Selling Price and the ratio of the Sale Price to the List Price. Finally, the bottom of the report will display the Average Days on Market for all the properties as well as the Low, High, Median, Average Selling Prices and Total Market Volume.
- **On-Market Snapshot** – This report will display a side by side comparison between the current Active marketplace in a specified location for the property types chosen and the same market in the past. The report breaks the listings into groups based on the listing price of the listings involved. It will also display the Average Days on Market for each group while showing the Average Days on Market for all the listings as well. The Total section at the bottom of the report will display the Low, High, median, Average List Prices as well as Total Market Volume.
- **Under Agreement Statistics** – This report will display how many listings went Under Agreement in a given time period broken down by price ranges. It also displays the Current disposition of the group of listings (how many are still Under Agreement, Sold or other).

- **Area Market Survey** - This report will display a breakdown of Active/On-Market listings, Under Agreement Listings as well as closed (Sold or Rented) listings over a selected period of time for the property types chosen. The report breaks the listings into groups defined by price ranges. You may also click on the number of listings which match the price range grouping to display the actual listings that make up the group. The report will also display the Average Days on Market for the price group. When viewing the closed listings section of the report, it also display each price group's Average List price, Average Selling Price and the ratio of the Sale Price to the List Price. Finally, the bottom of the report will display the Average Days on Market for all the properties as well as the Low, High, Median, Average Selling Prices and Total Market Volume.

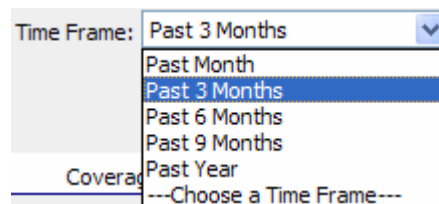
- **Market Share Reports** – As can be seen in the example above, most of the reports are Market Share reports. A Market Share report displays results based on sales through the MLS service. The goal is to report, based on Total Sales Volume, the ranking of Agents, Offices or Firms in a specified location (town, area, etc.).
 - **All Offices** will display a ranking of all offices that have had involvement, through affiliated agents, with a sale of an MLS listing in the specified locations and timeframe.
 - **All Firms** will display a ranking of all firms that have had involvement, through affiliated offices, with a sale of an MLS listing in the specified locations and timeframe.
 - **My Market Share** will display an individual agent's involvement with MLS Listings that have sold in the specified locations and timeframe.
 - **Agents in My Office** ranks the agents affiliated with your office only.
 - **Agents in My Firm** ranks the agents affiliated with your entire firm
 - **Offices in My Firm** ranks only those offices that are in the same firms (i.e. Caldwell Banker).
 - **Listings Taken – By Agent** ranks agents by Total Units listed in the defined town and property type.
 - **Listings Taken – By Office** ranks offices by Total Units listed in the defined town and property type.
 - **Listings Taken – By Firm** ranks Firms by Total Units listed in the defined town and property type.

- **Total Listed and Price Changed** – This report will display a breakdown of property by price range that have been Listed or Price Changed in the defined period of time for the town(s) selected.

- **Results** drop-down box – This search option will only be available when any of the Market Share reports are selected as described earlier. The purpose of this option is to limit the results to a set number if desired. The example below illustrates the Results option.



- **Time-Frame** drop-down box – This option determines how far back in time to search for the desired results of the report type selected. The example below shows the options available. The Time Frame values will change based upon the Report Type chosen.



Most of these options are pre-defined with the exception of **Choose a Time Frame**. This option requires the entry of a beginning and ending date to determine the time-frame.

Property History

The Property History function will display all MLS Listings associated with a requested physical address going back to, at least, 1992. Clicking on the Property History icon will display the following screen.

Property History Main Screen

To display the property history for the address associated with an MLS number, type the number in the corresponding box. To see all the listings associated with a physical address, enter the appropriate information in the boxes for the address. Click on **Search Now** to see the results of the search. An example is found below.

MLS #	Status	Type	Address	Town	List Date	List Price	Sale Price
<input type="checkbox"/> 19052008	EXP	LD	LT 3 HALL RD	Sturbridge, MA	10/13/1994	\$49,900	
<input type="checkbox"/> 30024507	SLD	SF	12 HALL ROAD	Sturbridge, MA	1/16/1995	\$229,900	\$189,000
<input type="checkbox"/> 30058483	EXP	CI	69 HALL ROAD	Sturbridge, MA	7/18/1995	\$12	
<input type="checkbox"/> 30066048	SLD	SF	12 HALL ROAD	Sturbridge, MA	9/1/1995	\$229,900	\$189,000
<input type="checkbox"/> 30331298	SLD	SF	12 HALL ROAD	Sturbridge, MA	6/22/1999	\$229,000	\$227,000
<input type="checkbox"/> 30566700	EXP	CI	69 HALL ROAD	Sturbridge, MA	11/8/2002	\$1,300	
<input type="checkbox"/> 30566966	EXP	LD	20 HALL RD	Sturbridge, MA	11/9/2002	\$75,000	