

flexmls Tip!

Your Guide to Creating Area Sales Reports in flexmls

Updated August 2018

Staying up-to-date on local market trends gives REALTORS® an edge when determining the value of a home. Whether acting as a buyer's or seller's agent, having concrete data to support the decision-making process is key- from setting a price to negotiating a sale.

Get an edge at the negotiating table with the latest local sales data!

As a Member of GKAR, you have access to robust data through MichRIC; and we've outlined the simple steps it takes to generate your own reports giving you the data you need to continue taking your real estate business to the next level.

Follow these 10 simple steps to generate a report:

Step 1

Log into www.MichRIC.com.

Step 2

Open the **Menu** in flexmls and choose **Market Trends**.

Step 3

Click on the **Sales Statistics by Area Report**.

Step 4

Select your desired **Begin Date** and **End Date**.

Step 5

In the **Property Type** section, click on the circle for **Select from list below**, then check the Property Type of **Residential**.

Step 6

In the **Options** section, click on the drop-down arrow in the **Group By** field and select **Sub-Area**.

Step 7

Check the box to **Filter report by quick search** and click on the **1-Residential (MichRIC)** search.

Sales Statistics by Area

Date Range

Begin Date: 01/01/2016

End Date: 05/31/2016

Property Type

Include all property types

Select from list below

- Residential
- Vacant Land
- Commercial Sale
- Commercial Lease
- Multi-Family
- Residential Lease

Options

Group By: Sub-Area

Filter report by quick search

Available Quick Searches

- 1-Body of Water with Area
- 1-My Residential Search
- 1-Resi/Construction
- 1-Residential
- 1-Residential (MichRIC)**
- 1-Waterfront
- 2-New Construction
- 2-Vacant Land (MichRIC)

Next >>

Step 8

Click on the **Next** button at the bottom of the page.

Step 9

Select K for Area, then select the **K Sub-Areas** you wish to include in your report.

Sales Statistics by Area - Quicksearch Filter

1-Residential

<input type="checkbox"/>	Status	Active Active Backup Active Contingent Pending Sold Expired
<input type="checkbox"/>	Property Sub-Type	Condominium Farm Single Family Residence Stock Cooperative
<input checked="" type="checkbox"/>	Area	Battle Creek - B Branch County - R Central Michigan - C Clare-Gladwin - D Eaton County - E Grand Rapids - G Greater Kalamazoo - K Hillsdale County - X Holland/Saugatuck - H Indiana Counties - I
<input checked="" type="checkbox"/>	Sub-Area	K59 - Allegan Twp K60 - Watson Twp K61 - Martin Township K80 - Bloomingdale & Pine Grove K81 - Waverly & Almena Twp K85 - Paw Paw Twp Except V K86 - Antwerp Twp K87 - Porter Twp K88 - Village of Paw Paw K89 - Decatur Twp

Step 10

Click **Next** to view your report.

Short on time? GKAR creates and publishes monthly Cumulative Sales Reports and complete K-Area Reports which you can access on our Monthly Cumulative Sales Reports page by clicking on **Member Central >Tools & Resources > Cumulative Sales Reports** . You can then look under **Sales Statistics by Sub-Area** to *View Latest Report*.