Addy AiA Partner — How To

Make a sample CMA for an agent, hand it over, and get paid when the agent buys their first pack.

What you need

- Addy AiA installed on a Windows computer.
- Your partner login. Todd sends it by email; the email gives your partner code.
- The agent's MLS export, as a .csv file.

Make the sample

1. Sign in to Addy AiA with your partner login.
2. In Projects, press ＋ **New Project** and name it for the house (the street address works). It opens on the Agent CMA page.
3. Ask the agent for the MLS export: single-family homes around the house — sold, active and pending — about 1½ miles out over the last 12 months (24 months in a slow market), exported with **all the columns**, as a .csv.
4. On the Agent CMA page, type the house: street address, state, living area, year built, and the rest you know.
5. Drop the export on the box that says **Drop the MLS export (.csv) here**. The first export from an MLS sets up that market on your computer.
6. Press **Run the CMA**. Your CMAs are not counted.
7. Show the agent with **Open the client pages** or **Save as a Word file**. Every page says **"SAMPLE — for demonstration."**
8. Hand over the file: in Projects, press 💾 on the file's card. Send the agent the .json file it saves.

What the agent does

1. The agent needs Addy AiA and an agent login. If they don't have one, send Todd their name and email. Their first CMA is free.
2. In Projects, the agent presses 📂 **Load from File** and picks the .json you sent.
3. It opens on the Agent CMA page with a red box: "A sample made by" you. The agent presses **Use one CMA to make this yours.** That uses their free CMA (or one from a pack) and records you as the one who brought them.
4. The pages now print in the agent's name, from their details on the client pages card. The agent can run the house again free for 90 days.
5. For more CMAs, the agent presses **Buy 5 for $25**.

When you are paid

$25 when an agent you brought buys their first pack, paid 30 days after the purchase by PayPal or Wise. Later packs that agent buys are Todd's. Ask Todd any time what is owed.

The rules

> **Agents only. Never an appraisal.** The Agent CMA is a Comparative Market Analysis for list price. It is not an appraisal or an appraisal product, and it is not developed by a licensed or certified appraiser.

- Offer it only to licensed real estate agents and brokers — never to homeowners, sellers, buyers, or lenders.
- Never call it, or sell it as, an appraisal or a valuation.
- Never sell a CMA or a sample, and never give a sample to a seller.
- Use MLS data only as the agent's MLS allows, only for that agent.
- Misuse closes the partner account, and commissions not yet paid are forfeited.