

Two Commonly Asked Questions

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As a member of the Communications Department here at RMLS™, I get asked a wide variety of questions from subscribers. I want to take some time in this blog post to answer two questions that subscribers ask on a regular basis. My thought is that more of you might also have these same questions and might benefit from the answers I can provide.

How Do I Search for Forms, Documents and Tutorials?

The Forms and Documents menu is home to all of our documents, including (but not limited to) training documents, informational documents, desktop news posts, Market Action reports, and tutorials. You can access the Forms and Documents menu through Toolkit at the top of the RMLSweb screen.

Once you are in our Forms and Documents menu, there are three ways to search for that particular document you are looking for. Below is an image showing you the locations of the three areas you can use for your document search:



- 1) Enter a **keyword, phrase or document number** into the search box.
- 2) Click on a **tag** and get all the documents in that particular category.
- 3) Search the **Forms & Documents Folder Menu**. For example, document folder 1500-1699 in this menu is the Market Action and Statistics Menu, where you can find all of the new (and archived!) Market Action reports.

How Does RMLS™ Calculate Appreciation?

Another commonly asked question that I receive from subscribers is how to calculate appreciation (or depreciation). Appreciation is a comparison of the average sales price of a specific area between two time periods. Here are some key points to remember about this calculation:

1) **You must compare TWO time periods.** Sometimes I get asked, "What is the appreciation of Portland for the last year?" A more accurate question to ask for this statistic would be, "How has Portland appreciated (or depreciated) from 2009 to 2010?" Or, you could compare one month to the next, such as January 2010 to February 2010. (Notice that we are comparing two time periods here).

2) **You can use the appreciation formula to calculate both appreciation AND depreciation.** Often, subscribers believe that the formula for appreciation is different than the formula for depreciation. In fact, the same formula is used for both of these calculations. Whether the result is a negative or positive number determines if the area's average sales price has appreciated or depreciated between those two time periods.

3) **Document #1745: How to Calculate Appreciation, gives a detailed example of how to use the appreciation formula.** This is an easy formula involving plugging in the average sales price for your two time periods! Take a look at this document; I use it for guidance as well!

If you have any questions, feel free to email communications@rmls.com. Or, you can call our Help Desk at 503-872-8002 or toll-free at 877-256-2169. They will be able to answer your question or transfer you to the appropriate department. Thank you!