QUICK START · HOW-TO 13

Your comps: the MLS export and the comp cards

How do my comps get in?

1. **The Comp sheet spot**
   In What you have, at the top of your report. Drop your MLS export on it, or tap to pick it: a PDF up to 25 MB, a CSV or TSV up to 4.5 MB.

2. **Read a card**
   One sale, the same record as the grid. The chip says how cleanly it read off your sheet: HIGH, MEDIUM or LOW. LOW is amber, so check that whole card.

3. **Ink, not teal**
   The values came straight off your own sheet. Tap any value to correct it. Another sheet adds its sales, and a sale that is already a card only fills in what is empty.

4. **UAD Required**
   Every comp owes PUD, In Project and Owner Maintains Ext., plus Contract Date Unknown when the status calls for it. An answer read from the listing's words is teal.

5. **The photos**
   Photo pages in your sheet, or a separate MLS photo gallery PDF, put each front photo on its card by MLS number. Virtually staged photos are skipped.

6. **Prior Sale and Transfer History**
   Right after Sales Comparison on the line. Any sale or transfer in the past 3 years, counting back from your effective date.

> THE ONE THING THAT TRIPS PEOPLE UP
>
> The gallery needs its cards first: drop the comp sheet, then the gallery. When there is no true front, it does not guess. The card says Tap to add photo, and you pick the front yourself.

> ALWAYS YOURS
>
> Which sales you use, your adjustments and your weighting. The intern never drafts them.

Source: UAD 3.6 Job Aid, Photo and Image Requirements v1.0 (June 23, 2026), PDF p. 6, Sales Comparison Approach, Required Photos: "Property Photo (Subject and Comparables)"; PDF p. 2: "If a required photo is missing, the report is considered incomplete". Appendix C-1 URAR without Report Field IDs, PDF p. 25: "Prior sales and/or transfers of the subject property (minimum 3 year look back)".