

How to Add Down Payment Resource to a Property Report

You can now add Down Payment Resource information to Property Reports and Buyer Tours!



1. Enter client information and the property address and then hit "Fetch Listings"

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Home CMA Buyer Tour **Property** Flyer

Create Property Report

[Fetch Listings](#)

Criteria Listing Customize Publish

Create the report 1

Client
Susan Smith

Notes (These are private notes that don't appear in the report)

2

Address or MLS Number
123 Main Street, Bartlett, IL 60103
Address needs city/state or zip.

3

[Fetch Listings](#)

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Cloud CMA works with Internet Explorer 8 and above, but like all modern web applications it's faster and looks better using more modern, standards compliant browsers like Chrome, Firefox, and Safari.

2. When the property information populates, hit "Customize Report"

The screenshot shows the 'Organize Listings on Property Report' interface. At the top, there are navigation tabs: Home, CMA, Buyer Tour, Property, and Flyer. A 'Customize Report' button is circled in red. Below the tabs is a progress bar with steps: Criteria, Listing, Customize, and Publish. The main content area displays property details for '123 Main Street, Bartlett, IL 60103'. The price is \$198,000. The property is a detached single with 3 beds, 2/0 baths, and 1,660 sqft. The status is 'Closed'. The MLS number is 08629930. The source is MRED. The county is Du Page, area is Bartlett, and subdivision is BROOKFARM. The lot dimensions are 64x103, and there is 1 garage. The year built is 1978, and the style is Bi-Level. The DOM is 5. There are 2 full baths and 0 half baths. The list date is 5/30/14, the sold date is 7/18/14, and the pending date is Jun 3, 2014. The off-market date is Jun 3, 2014, and the updated date is Jul 22, 2014 3:59 PM. The list price is \$200,000, the orig list price is \$200,000, and the sold price is \$198,000. The list/sqft is \$120, the sold/sqft is \$119, and the assoc fee is \$0. The school district is 46. There are remarks, features, and area photos. A 'Customize Report' button is at the bottom.

3. You will see "Down Payment Resources" under the Additional Report Content. Hit the "+" to add it to the report.

The screenshot shows the 'Customize your Property Report' interface. At the top, there are navigation tabs: Home, CMA, Buyer Tour, Property, and Flyer. A 'Publish Report' button is at the top right. Below the tabs is a progress bar with steps: Criteria, Listing, Customize, and Publish. The main content area is divided into two sections: 'Additional Report Content' and 'My Property Report'. In the 'Additional Report Content' section, there are two options: 'On-line valuation estimate' and 'Down payment resources', which is circled in red. There is a 'Reset to default theme pages' link. In the 'My Property Report' section, there are several options to remove pages from the report: Title page, Contact me, Listing, Listing photos (first dozen on one page), More listing photos (all the rest), Schools, and Area photos. There are also settings for Headline (Property Report), Theme (Royal Blue & Black), Layout (Two photos), Font (Use theme default), Cover (None), and Include illustrations.

4. You will see “Down Payment Resources” has been added to your My Property Report. When finished, hit “Publish Report”

The screenshot shows the 'Customize your Property Report' interface on the Cloud CMA website. At the top, there are navigation tabs for Home, CMA, Buyer Tour, Property, and Flyer. The main heading is 'Customize your Property Report'. Below this, there are four steps: Criteria, Listing, Customize, and Publish. The 'Publish Report' button is circled in red. On the left, there are two sections: 'Additional Report Content' and 'Cloud CMA Power Pack'. The 'My Property Report' section on the right contains a list of report components, with 'Down payment resources' circled in red. Other components include Title page, Contact me, Listing, Listing photos, More listing photos, Schools, Area photos, Area restaurants, Comparables, and Mortgage and payment info. On the right side of the 'My Property Report' section, there are settings for Headline, Theme, Layout, Font, Cover, and One-click reports.

5. A link to a report will be emailed to you. The report will contain information on the listing, neighborhood, community and down

The screenshot shows the 'DOWN PAYMENT RESOURCE CENTER' page. It features a header with the title 'DOWN PAYMENT RESOURCE CENTER'. Below the header, there is a paragraph of text: 'Money to help with your down payment and closing costs is available in every community. This home may be available for the following programs:'. The page lists four programs:

- EARN Individual Development Account (IDA) Program**
Purpose - Down payment and closing costs
Maximum Assistance or Loan Amount - With an EARN IDA account, you save \$2000 over a period of time and receive \$4000 in match money. The total sum of \$6000 can be invested towards one of the designated asset goals: education, small business, or homeownership.
Benefits - Grant - does not have to be repaid. Up to \$6k for down payment on a home after match, which can be invested towards education, small business, or homeownership.
- Illinois League of Financial Institutions (ILFI) Downpayment Plus Advantage Program**
Purpose - Downpayment, Closing Costs and/or Rehab Costs associated with purchase only and reimbursement of homebuyer counseling costs if special criteria are met.
Maximum Assistance or Loan Amount - Assistance amount is up to \$8,000 (exception to the amount is if the first mortgage amount is less than \$32,000, then the grant will be reduced to 25% of the first mortgage amount)
Benefits - 0% interest. Forgivable after 5 years.
- Illinois State Finally Home Program**
Purpose - A free program that helps borrowers who cannot obtain conventional, sustainable mortgages from credible lenders because of factors such as bruised credit or a high debt-to-income ratio.
Maximum Assistance or Loan Amount - State of Illinois Treasurer's Office guarantees up to 10% of the mortgage loan.
Benefits - Finally Home Program offers a five year, 10 percent mortgage guarantee to participating lending institutions throughout Illinois. The 10 percent guarantee may be used for the purchase of a home or to refinance a home loan. Do not need to be a First Time Homebuyer.
- Illinois Housing Development Authority (IHDA) SmartMove Plus Program (for Purchase)**
Purpose - Purchase Money