RCT / RCC / COST GUIDE SUMMARY STEP BY STEP

- Navigate to Electric link for RCT
- Next to "create new valuation" check "condo/co-op"
- Start typing in address (don't worry about unit number) option should auto fill, choose the right one.
- Click blue "Create Valuation"
- Have address pulled up on separate screen on Zillow/redfin/etc.
- Expand "interior extras" with blue arrow
- Edit:
    - Check year built & Finished living sq. ft. to ensure accuracy
    - Kitchen
        - Choose builders grade/ semi-custom/ custom or designer based off pictures
    - Bathroom
        - Choose builders grade/ semi-custom/ custom or designer based off pictures
    - HVAC
        - Cooling- central air conditioning, Avg Cost
        - Heating-
            - Gas/forced air OR Electric
    - Floor coverings
        - Typically, 50% carpet, 50% tie
        - Update to match pictures
        - Push "x" button by "sys" if you need to remove a floor type
    - FP
        - If pictured choose "gas" or "single"
- Once finished in upper right-hand corner, in green box, click "calculate"
- Upper right-hand corner click "reports", then click "standard report" – PDF should appear in bottom left-hand corner. Click on PDF.
- Save as "client name walls in RCC"
- In Ezlynx under "documents" tab, click green "add" button, second drop down click "upload". Drag saved RCC to grey box, click "upload".