

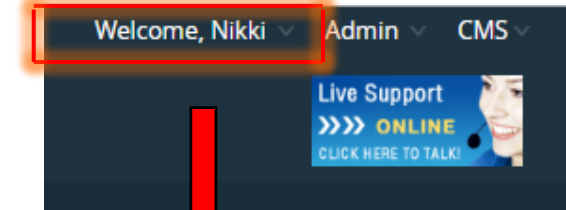
Adding & Editing Listings

In this guide we will review how to add a new listing, edit an existing one and provide tips to commonly asked questions

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How to Access your Listings

To **Add** New Listings or **Edit** Existing Listings
Select the “My Listings” found on the top right-hand drop menu
under “Welcome”



HOME SERVICES ▾ REPORTS ▾ RESOURCES ▾ FIND PEOPLE ▾ WIDGET SEARCH CONT.

Search Commercial Listings

SALE LEASE SALE/LEASE BUSINESS OPPORTUNITY CMA BUILDING SAVED SEARCHES

Events View All Featured Properties < > Member News View More

My Active Listings Page

Use this search bar to find any of your listings quickly

The screenshot shows the 'My Active Listings' page interface. At the top is a navigation bar with links: HOME, SERVICES, REPORTS, RESOURCES, FIND PEOPLE, WIDGET SEARCH, CONTACT US, and a SEARCH FILTERS button. Below the navigation is the 'My Active Listings' title. A search bar contains filters for 'Active', 'List Date Within', 'Type', 'Status', and 'Sort By', followed by a 'GO' button. Below the search bar is a row of action buttons: 'Add Lease Listing', 'Add Sale Listing', 'Confirm All Listings', 'Listing Views Report', and 'My Bus Ops'. A key below the buttons indicates listing expiration status: 'Expires in 0-7 days' (pink), 'Expires in 8-15 days' (orange), and 'Expires in 16-30 days' (yellow). Red arrows point from the text annotations to these specific elements.

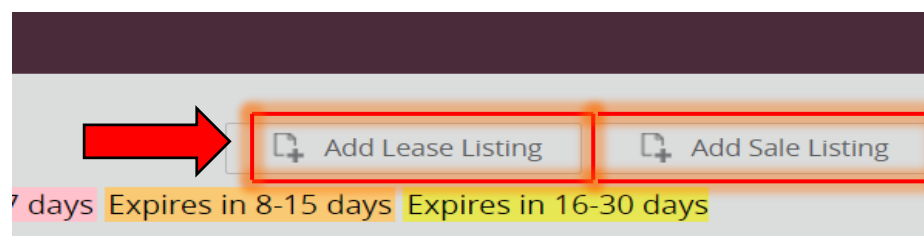
When your listing is close to expiring it will be highlighted in one of these colors.
****Please update and confirm the expiration date of the contract****

Click here to add a new **SALE** Listing

Click here to easily confirm all of your listings

Generate a report showing all the views your listing have received

Click here to **ADD** and **EDIT** your Business Opportunities



Tip: Triple check addresses and search filters to prevent duplicates and save yourself time

If the building you are adding a listing for is not found in the CBA website you will need to select **"Add Building"**

First search for your building, property or land address. Leave your search broad enough to find your building. Try removing additional fields if no results show in your first search

Select the existing Building Record, if found on the CBA website, and select **"Create Listing"**

Browse Buildings / Properties

Building / Property Name			
St Num	Dir (N)	St Name	Dir (NE)
		142nd	
City		State	Zip
kirkland			
Tax ID		Building/Property ID	

SEARCH

Not finding the building / property? **Add Building**

Current Selection:

CREATE LISTING

Browse Buildings / Properties

Building / Property Name			
Evergreen Building 12220 113th Ave NE Kirkland WA 98034 Kirkland 405 Corporate Center - Building C 12020 113th Ave NE Kirkland WA 98034			
Test 12133 113th Ave NE Kirkland WA 98034			
Touchstone Kirkland Building 12131 113th Ave NE Kirkland WA 98034			
Vue Kirkland 11733 NE 113th Pl Kirkland WA 98034			
St Num	Dir (N)	St Name	Dir (NE)
		113th	
City		State	Zip
kirkland			
Tax ID		Building/Property ID	

SEARCH

Not finding the building / property? **Add Building**

Current Selection: Test

CREATE LISTING

Adding a New Building

Not finding the building / property? **Add Building**
Current Selection:

MANAGEMENT INFORMATION

Bldg	<input type="text"/>	Browse Agents	Leasing Company ID	<input type="text"/>	Browse Offices
Leasing Agent ID			Management Company ID	<input type="text"/>	Browse Offices
Bldg	<input type="text"/>	Browse Agents			
Managing Agent ID					
Owner Contact Name	<input type="text"/>				
Owner Name	<input type="text"/>				
Owner Phone	<input type="text"/>				
Developer	<input type="text"/>				
Owner	<input type="radio"/> Yes <input checked="" type="radio"/> No				
User*					
Investment	<input type="radio"/> Yes <input checked="" type="radio"/> No				
Property*					
Anchors	<input type="text"/>				

SUBMIT PROPERTY

When you select **“Add Building”** you will be taken to the form on this new screen. Please scroll all the way to the bottom and fill out ALL REQUIRED fields

Requirements for Adding New Building

- Property Name- This should always be the full name of the Property ONLY. “Restaurant Sublease” or other similar titles are not acceptable. No marketing remarks and no abbreviation or punctuations. **Exception:** business parks may be entered as “ Jane Doe Business Park- Building 12”
- Street Addresses- Numeric street names should not be written out. **Example- Correct:** 9th St **Incorrect:** Ninth St
- Do not add any spaces or dashes in the TAX ID field. Exception: Parcel numbers in Spokane County which is XXXXX.XXXX format
- If the building is condominiumized then the Tax ID #1 needs to be the master parcel number. Additional ones may then be added by clicking “Add Another Parcel +”
- The “Property Comments” section must apply to the building, not to the sale of the building or to the spaces available for lease.
- Do not type in **ALL CAPS**
- Building pictures must be an external view of the entire building and may NOT include any viewable leasing or contact information
- To update or make changes to a Property Record please see our “Property Record Changes” How- to -Guide

Submit a Listing Page

Once you have added the building, you will be taken to this “**Submit a Listing**” page. Please review the building information on top and then scroll down the screen to enter in your listing information


Your building photo will be added once you complete a listing

This is your property ID it is not your listing ID.

UPDATE FOR LEASE LISTING

Test

Use this form to add a new property. Once your property has been added, you will be taken to a form to add detailed listing information for that property.

			
TEST (272729)			
Address:	1234 S Cherry Lane NE Kirkland WA 98034	Property Type:	Retail
County:	KING County	Building SQFT:	100
		Lot SQFT:	100
		Acres:	0

HOLD NEW LISTING

Hold New Listing*: Yes No

If you choose "Yes" to Hold New Listing, your listing will be held in abeyance with a status of "Hold" and will NOT be displayed in CBA search results. You will still be able to view and edit this listing along with your other active listings. Listings in "Hold" status will NOT go out on Hot Sheets until they are changed to "New" status. If you choose "No" to Hold New Listing, your listing will be immediately available for searches and will have a status of "New".

SUBMIT LISTING

You may select to Hold Listing Information here
Note: Holding a listing still begins your days "On Market"

Adding a New Listing

Browse Buildings / Properties [X]

Test
1234 S Cherry Lane NE Kirkland WA 98034

1234 S Cherry Lane NE Kirkland WA 98034
Airport Trade Center
1142 Cherry Avenue San Bruno CA 94066
Payless Shoe Source
1143 Cherry St Sumas WA 98295
1200 Cherry Street SE
1200 Cherry St SE Olympia WA 98501
Refrigeration Engineering
1218 E Cherry St Seattle WA 98122
The Douglas
1223 E Cherry St Seattle WA 98122
1311 Cherry Avenue

Building / Property Name

St Num Dir (N) St Name Dir (NE)
1234 [] cherry []

City State Zip

Tax ID Building/Property ID

SEARCH

Not finding the building / property? [Add Building](#)
Current Selection: Test

CREATE LISTING

To add a new listing- select your property and then click “Create Listing”

*Note: If you had to add the building before being able to enter in your listing then you will be taken to this page automatically once the property information is completed

Please scroll all the way to the bottom of the listing form and fill out ALL REQUIRED fields which are indicated by bold letters and an asterisk (*) symbol

HOLD NEW LISTING

Hold New Listing*: Yes No

If you choose "Yes" to Hold New Listing, your listing will be held in abeyance with a status of "Hold" and will NOT be displayed in CBA search results. You will still be able to view and edit this listing along with your other active listings. Listings in "Hold" status will NOT go out on Hot Sheets until they are changed to "New" status. If you choose "No" to Hold New Listing, your listing will be immediately available for searches and will have a status of "New".

SUBMIT LISTING

ASSET CLASS

Choose Asset Class*:

Office Industrial Retail Land/Unimproved High Tech-Flex

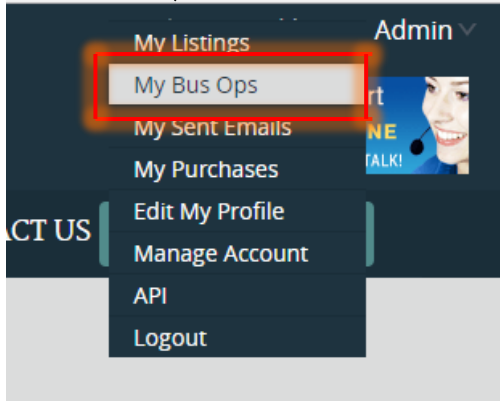
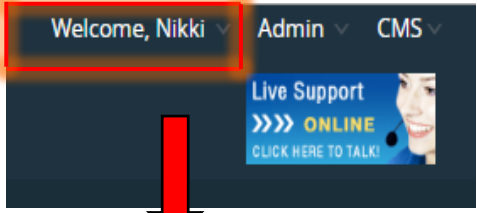
Additional Search Tags

SUBMIT LISTING

GENERAL LISTING INFORMATION

Business Opportunities Listings

Business Opportunities Listings can be added under the “My Bus Ops” located under the “Welcome” tab



A screenshot of the 'My Active Business Opportunity Listings' page. At the top, there are filters for 'Active', 'List Date Within', and 'Status', followed by a 'GO' button. Below the filters is a table with columns: List #, Status, Name, Address, Category, Price, Exp Date, Views, Confirm, and Start a Broadcast. A red box highlights the 'Add Business Opportunity' button. To the right of this button are 'Listing Views Report', 'My Listings', and 'Confirm All Listings' buttons.

A screenshot of the 'HOLD NEW LISTING' form. It features a heading 'HOLD NEW LISTING' and a section for 'Hold New Listing*' with radio buttons for 'Yes' and 'No'. Below this is a text box explaining that choosing 'Yes' will hold the listing in abeyance. A 'SUBMIT CHANGES' button is located at the bottom of this section.

When you click on “Add Business Opportunity” you will be taken to a new screen with the listing form. Please scroll all the way to the bottom and fill out all required fields

A screenshot of the 'PROPERTY INFORMATION' form. It contains several input fields: 'Property/Building Name*', 'St Num*', 'St Num 2', 'Dir', and 'Street Name*'. The asterisk indicates that these fields are required.

Requirements for Adding a New Listing

- Listings should never include the broker's name or contact information. This information will automatically populate at the top of the listing. This applies to all fields, including any "add comments" sections. Instead, please ensure " Call Listing Broker" is marked "Yes".
- PDF's attached to listings cannot contain contact information for an Non-Member of CBA, nor may they contain any links to other listing websites.

Listings Fields

- Asset Class: Must be appropriate for the space
- LOC/ SOC: The field MUST either be a percentage (2%) or a dollar amount (\$2). Or the following acronyms can be entered:
 - PBB: Used if the listing broker is not offering a commission and the procuring broker must be paid by their tenant. In comments, it must be noted " Commission to be paid by buyer"
- Expiration Date: This date MUST be the date on the listing agreement or management contract
- Investment Property (Sale Listings)- Either a property is an "Investment" or "Owner/User". It cannot be both. If "Investment Property" is checked "Yes" then there MUST be investment information filled in; i.e. Cap rates
- NNN Expenses (Lease Listings): If the lease listing is a NNN lease then this is a required field and must be formatted in the same way as the lease rates (per month/per year)
- Business opportunity Listings: If a Business Opportunity is confidential and the owner does not want identifying information disclosed then the address should show as " 0 Undisclosed" Also, the broker **MUST** fax or email CBA over the request from the owner that the identifying information be undisclosed

My Listings Main Page

This is your Property ID it is **NOT** your Listing ID

Once you have successfully added your listings they will appear in your **“My Listings”** page. From here you can now add Media to your listings, make edits or add additional listings to an existing property

The screenshot shows the 'My Listings' main page. At the top, there are buttons for 'Add Lease Listing', 'Add Sale Listing', 'Confirm All Listings', 'Listing Views Report', and 'My Bus Ops'. Below these are filters for listing expiration: 'Expires in 0-7 days', 'Expires in 8-15 days', and 'Expires in 16-30 days'. A listing card is displayed for 'TEST 272730' at '1234 S Cherry Lane NE, Kirkland WA 98034'. A red arrow points from the text 'This is your Property ID it is NOT your Listing ID' to the '272730' ID. A text box says 'Click here to add additional listings you may have at the same Property' with an arrow pointing to a box containing 'Add New Lease Listing' and 'Add New Sale Listing'. Another text box says 'View Property Suggest Revision View Map'. Below the listing card is a table with columns: Edit, Asset Class, List #, Stat, Stat Chng Date, List Type, SF Max/Min, Suite, Price, Last Confirmed, Confirm, Start a Broadcast, Last Broadcast, Views. Red boxes highlight the '[Edit]' button, the 'List #' '59752', the 'Confirm' button, the 'Start a Broadcast' button, and the 'Views' '0'. Red arrows point from these elements to explanatory text at the bottom of the page.

Here you can edit your listing and **add media** content. Please see the Managing Media How to Guide

This is your listing ID

Click here to confirm your listings

Click here to Start a Broadcast. Please see the “Marketing Tools” How to Guide

See how many views your listing has received

Updating Listing Records

It is important for accurate records that you update the status of listings once a sale has been completed. The CMA team at CBA use this information to keep accurate data in our Sales Comparable Database

Under “Change Status” select the new status as “Leased” or “sold”. You will be taken to the next screen to fill out the update form. Please Fill in all required fields

Key: Expires in 0-7 days Expires in 8-15 days Expires in 16-30 days

TEST 272730
1234 S Cherry Lane NE Building SQFT: 100
Kirkland WA 98034

Edit	Asset Class	List #	Stat	Stat Chng Date	List Type	SF Max/Min
[Edit]	Office	597520 [E]	New	05/11/2018	For Lease	1,000 / 1,000

Click “Edit” under your Listing

TEST (272730)

Address: 1234 S Cherry Lane NE Property Type: Retail
Kirkland WA 98034 Building SQFT: 100

County: King Lot SQFT: 100 Acres: 0

UPDATE STATUS

LISTING MANAGEMENT

Verify Map Location Send Broadcast Email System Flyer View Map
Listing Report Aerial Photo Suggest Bldg Revision Bldg History

Current Status: [New]

Change Status to: --Select Status--

- Select Status--
- Available
- Back on Market
- Changed
- Hold
- New
- Pending
- Sold
- Withdrawn

Updating Sold Listing Records Guidelines

- After updating your Sale Listing you may receive an Email from our CMA team asking for assistance as they research your sale for our database.
- Please keep in mind that the more accurate information provided to CBA, the better our Sales Comparable Database will be for all members
- Use the “Additional Comments” section to provide any additional information you can provide on the transaction
- While not required, here is some additional information that if provided would reduce the amount of follow up emails needed to complete our records:
 - Buyer and the buyer’s broker information such as Name, Company an Intended Use of the property
 - Was the property an Owner/User or Investment? If investment, what is the CAP rate? If Owner, User how much of the property does the buyer plan on occupying?
 - Did either party do a 1031 exchange?
 - Anything unique about the sale that you would like see noted on a comparable?