

# Searching Commercial Listings

**In this guide we will review how to search for listings on the CBA website and provide tips for successful search results**

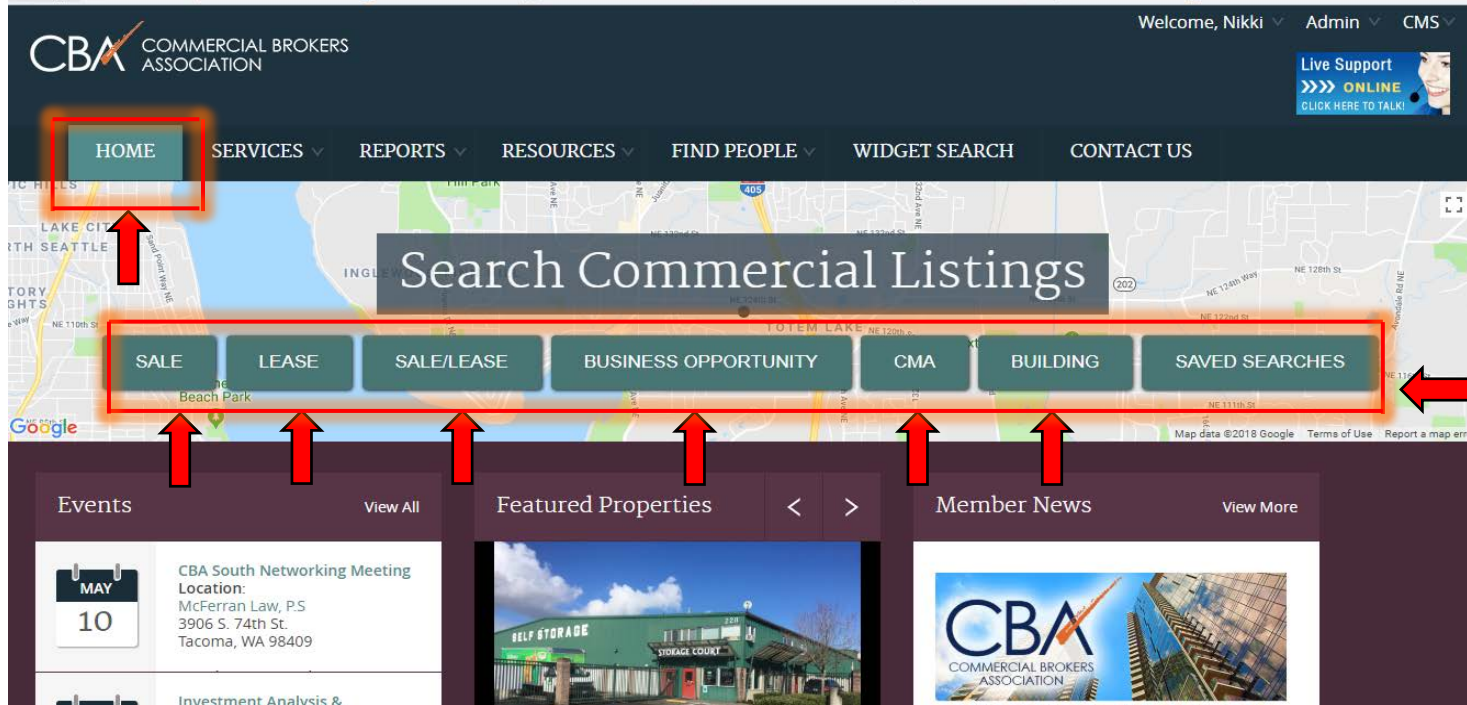
© Commercial Brokers Association  
May 2018

Select the **“Home Tab”**

Then select the type of search you want to conduct  
You can choose searches for Sale/Lease, Buildings, Bus Ops or CMA.

CMA is our Commercial Market Analysis which provides members with sales comparables

**Note:** you will find that the CBA site hosts **two** different searching options. One found in the Home screen and the other within the top navigation bar titled “widget search”  
The widget search is our retired search tool that we have kept available for members who are familiar with its layout and navigation, however, it is not the preferred method



You can also quick access your saved searches here

Click **“Show Filters”** if you are unsure of what is being refined or **“Reset”** your filter here anytime

## Map Overview

Use the polygon tool to draw a specific area

**TIP:** If your map does not load the entire State of WA image - check the location settings in your Internet Browser

Search Listings Show Filters/Reset Map Satellite AL 360 VR 3D Street View Map Key + - Pe or + - McCal

**There are 10,652 active sale/lease listings in CBA. Your search exceeds 250 results - please refine.**

Listing Type: 2 selected

Asset Class: All selected (11)

Sublease: Include

Available SF: Min SF 500 SF

Total Building SF: Min SF Max SF

Lot SF Acres: Min SF Max SF

Sale Price: \$ Min \$ Max

Lease Rate: \$ Min \$ Max

Total Rent Per Month: \$ Min \$ Max

Total Units: Min Home Max Home

Sale with Lease: Yes No

Condo: Include

CBA ID: CBA ID#

Map data ©2018 Google Terms of Use Report a map error

Here in the main tool bar you will select the requirements for your search parameters

**Note:** You can also change the “Listing Type” here to search for Bus Ops or CMA for Sales Comparables

This box will show how many listings are available within your current search parameters. In this example we have not filtered the results. Once your search has been refined, you will see this number reduce and your results will populate to the right of this map

## Refine your search

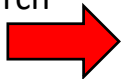
The screenshot shows a search interface with the following sections:

- Search Listings** (with Show Filters and Reset buttons)
- Listing Type**: 2 selected
- Asset Class**: All selected (11)
- Search Tag (optional)**: None selected
- Sublease**: Include
- Listing Status**: 5 selected
- Available SF**: Min, SF, Max, SF
- Total Building SF**: Min, SF, Max, SF
- Lot SF** Acres: Min, SF, Max, SF
- Sale Price**: \$, Min, \$, Max
- Lease Rate**: \$, Min, \$, Max
- Total Rent Per Month**: \$, Min, \$, Max
- Total Units**: Min, Home icon, Max, Home icon
- Sale with Lease**: Yes, No
- Condo**: Include
- CBA ID**: CBA ID# (with search icon)

At the bottom, a red box highlights a list of additional search options:

- Area / Location
- Price Options / Sale Type
- Additional Search Options
- Property
- Construction

There are many filter options for you to utilize. You can access the additional options by scrolling through the left-hand navigation and selecting on the various search headings.



### Helpful Tips:

- The search tool will automatically start you with your **LAST** search history. If you would like a new search you **MUST** click **“Reset”** at the top before beginning. You will know that the filters are cleared by seeing 10k+ listings available in the box on the upper right side of the map or by viewing the **“Show Filter”** button in the upper left side
- **When it comes to filters, sometimes less is more**
- After selecting or entering a filter click anywhere on the screen to submit. Results will update the map with each filter added
- Multiple CBA ID's or Zip codes can be searched at the same time when separated by using commas.
- If you are not getting results scroll back up and click the **“show filters”** to verify what is being refined
- Using certain fields (ex. “search tags”) may **restrict** your results to only listing in which the non-required data was or was not specifically entered in by fellow brokers and may result in missing listings that could also fit your client's needs
- Search results will only populate once you have filtered and refined your search **to under 250 listings** results

# Understanding your Results

Select the drop down menu to sort properties in different orders

Click to change to satellite view

The screenshot displays the CBA Commercial MLS interface. On the left, search filters are set for 'For Sale', 'All Asset Class', and a 'Min Sale Price' of '\$6,000,000'. The central map shows 186 sale listings with various icons (L, O, X, I, R, FR) representing different property types. On the right, a list of listings is shown, including 'Frederickson Pacific Industrial Park' and 'Cherry Point Development'. A 'Map Key' is visible in the bottom right of the map area.

In this example, we have selected the search filters of “For Sale” “All Asset Class” and “Min Sale Price \$6,000,000”. To narrow these results to a specific market you can add an Area/Location filter from additional filters on the bottom left or you can zoom in/out and drag your cursor to move around the map.

From here you can select the listings you wish to view or click the “X” to remove any unwanted listings from your results

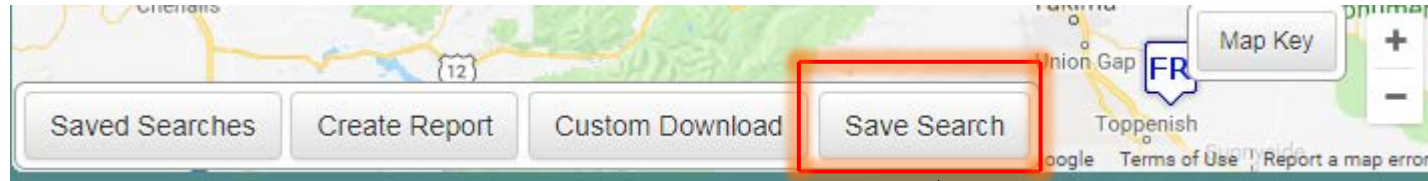
Click for previously saved searches

Create reports for you and your clients

Save your commonly used searches

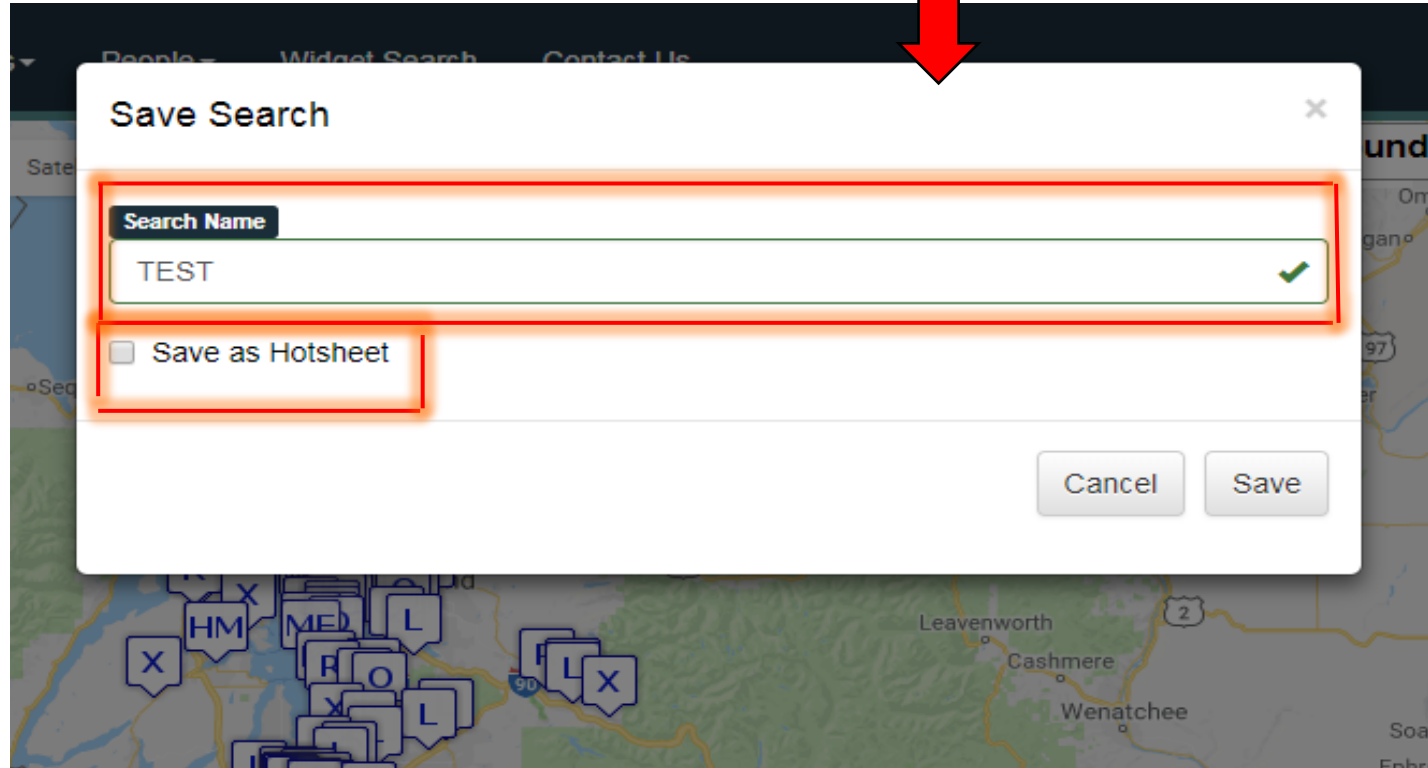
The Map Key will explain each property indicator on the map

## Saving Common Searches & Saving Hot Sheets



### Save a Search

You can save your most commonly used search filters for easy access to new results anytime. Be sure to use special identifiers when saving multiple like search parameters



### Save as Hot Sheet

Hot Sheets ensure you receive email notifications when a new listing that matches your search is entered into CBA's website. **Click the box** to the left to save your Hot Sheet

## Creating Reports

Brief   
  Summary Details   
  Full Listing   
  Tour Map   
  Listing Comparison

For Brokers   
 Property Information   
 All Member & Public Comments   
 Building Owners   
 Agent Information  
 For Clients   
 Basic Property Information   
 All Public   
*Reports for clients do NOT show listing agent information*

Page Break between Properties   
 Print Property History   
 Cancel    Save    Custom Map    Download    Email

- Once you select the report type you can further customize below by selecting the audience view. Example: if you select “ For Clients” the reports will **NOT** show listing agent information
- From the bottom row, you can then Download or Email directly from CBA’s website
- There is a maximum of **50** listings per report. If you have more than 50 the system will generate multiple reports for you

You can send an email for an individual listing

You can create a report for an individual listing

When you are done viewing your listing you **MUST** select "Back to Map" **DO NOT** use the back arrow on your internet browser

## Individual listing View

The screenshot displays the CBA Commercial Brokers Association website interface. On the left is a search sidebar with filters for Listing Type (For Sale), Asset Class (All selected), Search Tag (optional), Listing Status (5 selected), Available SF, Total Building SF, Lot SF, Sale Price, Total Units, Sale with Lease, Condo, and CBA ID. The main listing view features a large blue price tag: **For Sale: \$75,493,836**, followed by **Land Price/SF: \$7.95**. The listing title is **Frederickson Pacific Industrial Park**, with address **3219 208th St E Spanaway, WA 98446[E]**, Asset Type: Land, and Listing #586233[E] | Status: Available. Below the text is an aerial map showing the property location near Whirlpool and IKEA. Three red arrows point to the **Email**, **Report**, and **Back to Map** buttons. The right sidebar shows a list of other listings, including Renaissance Plaza Hotel - Land, Hotel Undisclosed Address, Seattle Times North Creek - Land, 3410 Pacific Highway E, and The Humphrey.