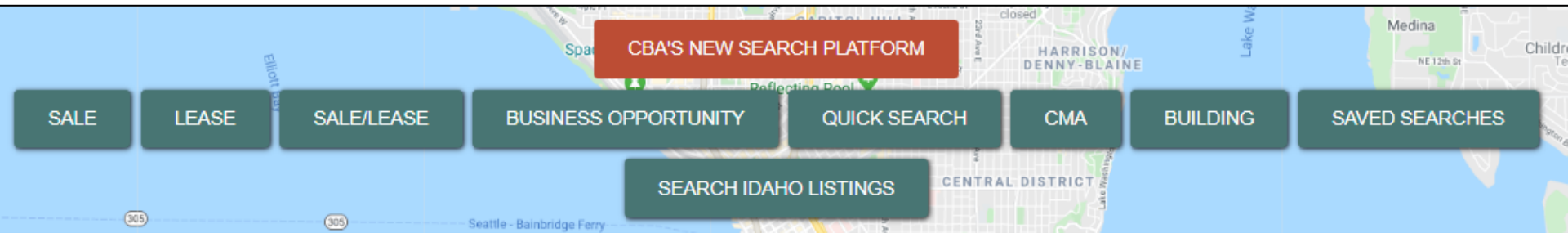


# SEARCHING COMMERCIAL LISTINGS

In this guide, we'll review the search process on the new CBA search platform and provide tips for successful search results.

# SEARCHING LISTINGS USING THE NEW SEARCH PLATFORM

Click on "CBA's New Search Platform"



A new landing page will open with details on the new platform. After reading this valuable information, proceed by clicking on the "CBA's New Search Platform" button.

## BENEFITS OF THE NEW PLATFORM INCLUDE:

### **Powerful, Easy-to-Use Technology**

CBA's new, mobile-friendly platform works seamlessly on all browsers and devices, so you can access your listings and marketing tools anytime, anywhere! The platform provides all of the functionality our members have requested and come to expect with a streamlined, intuitive, easy-to-use interface.

### **Local Understanding, National Exposure**

By partnering with Catylist, we can give you the best of both worlds: a local service specifically tailored to the needs of your markets, with the benefits of exposure on Commercial Exchange, Catylist's nationwide network.

[CBA'S NEW SEARCH PLATFORM](#)

To return to CBA's Website, simply click on the CBA logo in the upper left-hand corner of the new platform or on "Log Out" in the upper right-hand drop-down.

The screenshot displays the CBA Commercial Brokers Association's search platform. The interface is divided into a map view on the left and a list view on the right. The map shows various Seattle neighborhoods with colored markers representing property listings. The list view displays several office properties with their respective details:

Property Name	Square Footage	Monthly Rent	Matching Spaces
Bellevue Technology Ce...	5,726 SF - 9,774 SF	\$20,363 Monthly	8 matching spaces
U S Bank Centre	500 SF - 69,938 SF	\$9,917 - \$145,704 Mon...	101 matching spaces
Columbia Center	222 SF - 165,000 SF	\$462.50 - \$391,875 M...	315 matching spaces
Norton Building	500 SF - 8,405 SF	\$6,789 - \$23,114 Mont...	44 matching spaces
Ridgewood Corporate S...	800 SF - 10,909 SF	\$31,818 Monthly	13 matching spaces
Centra Office Park - East...	45,427 SF	\$5,276 Monthly	

The new search platform will open to a map, with immediate results based on map boundaries. Zooming in/out will change those boundaries and return new results. You may also click & drag the map with your mouse to change the map location.

# SEARCH FEATURES OVERVIEW

Search Filters are located at the top, along with different page view options: "Grid" & "List".



Polygon & Radius drawing tools are available here.




Quick views of results appear here.

Color Key:

- Retail
- Office
- Industrial
- Life Science
- Land
- Farm/Ranch
- Hospitality
- Specialty
- Multi-Family

## SEARCH FILTERS:

### Location:

**Location**

**Street Address**

 In Opportunity Zone

CBA market areas may be used, just type "CBA" in the "Location" box and the list will populate.

### Type:

Type	Property/Building	Space Use
<input type="checkbox"/> For Sale	<input type="checkbox"/> <span style="color: green;">●</span> Retail	<input type="checkbox"/> Office
<input type="checkbox"/> For Lease	<input type="checkbox"/> <span style="color: red;">●</span> Office	<input type="checkbox"/> Retail
<input type="checkbox"/> Sold	<input type="checkbox"/> <span style="color: blue;">●</span> Industrial	<input type="checkbox"/> Industrial
<input type="checkbox"/> Leased	<input type="checkbox"/> <span style="color: blue;">●</span> Life Science	<input type="checkbox"/> Land
<input type="checkbox"/> Back on Market	<input type="checkbox"/> <span style="color: purple;">●</span> Land	<input type="checkbox"/> Flex/R&D
	<input type="checkbox"/> <span style="color: purple;">●</span> Farm/Ranch	<input type="checkbox"/> Executive Suites/Coworking
	<input type="checkbox"/> <span style="color: orange;">●</span> Hospitality	
	<input type="checkbox"/> <span style="color: orange;">●</span> Specialty	
	<input type="checkbox"/> <span style="color: yellow;">●</span> Multi-Family	

"Property/Building" searches are most commonly used for Sale searches and "Space Type" is most commonly used for Leases & CBAcmas. As a filter is checked, additional filters will appear to further define search parameters.

## SEARCH FILTERS (CONT.):

As filter boxes are checked, additional search parameters will open, allowing you to further define your parameters.

### Price/Size:

<p><b>Price</b></p> <p><input type="checkbox"/> Lease Rate</p> <p><input type="checkbox"/> Sale Price</p>	<p><b>Size</b></p> <p><input type="checkbox"/> Available (SF)</p> <p><input type="checkbox"/> Building (SF)</p> <p><input type="checkbox"/> Land (Acres)</p>
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Lease Rate

\$/SF/Year

\$/SF/Month

\$/Month

\$  – \$

Sale Price

\$/SF

\$/Acre

Total Price

\$  – \$

### More:

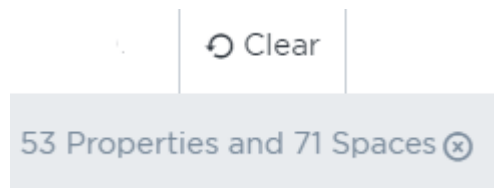
<p><b>Dates</b></p> <p><input type="checkbox"/> Date Added</p> <p><input type="checkbox"/> Date Sold</p> <p><input type="checkbox"/> Date Leased</p> <p><input type="checkbox"/> Lease Expires</p> <p><input type="checkbox"/> Available Date</p> <p>Last Verified</p> <p><input type="text" value="Anytime"/></p> <p><b>Private Access</b></p> <p>Private To</p> <p><input type="text"/></p> <p><b>Building Status</b></p> <p><input type="checkbox"/> Existing</p> <p><input type="checkbox"/> Proposed</p> <p><input type="checkbox"/> Under Construction</p> <p><input type="checkbox"/> Demolished</p>	<p><b>Property Details</b></p> <p><input type="checkbox"/> Year Built</p> <p><input type="checkbox"/> Moody's CLS</p> <p><input type="checkbox"/> Virtual Tour</p> <p>Condo</p> <p><input type="text" value="Any"/></p> <p>Sublease</p> <p><input type="text" value="Any"/></p> <p><input checked="" type="checkbox"/> Include only results verified by researchers</p>	<p><b>Occupancy Type</b></p> <p><input type="checkbox"/> Multi-tenant</p> <p><input type="checkbox"/> Single Tenant</p> <p>Owner Occupied</p> <p><input type="text"/></p> <p><b>Investment</b></p> <p><input type="checkbox"/> Investment Property</p> <p><input type="checkbox"/> NNN Investment</p> <p><input type="checkbox"/> Cap Rate</p> <p>1031 Exchange</p> <p><input type="text"/></p>
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### Keyword:

More robust keyword search

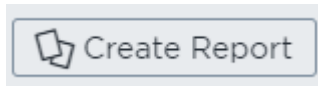
## SEARCH FILTER TIPS:

- ✓ When it comes to search filters, **sometimes less is more.**
- ✓ Using certain fields may restrict your results to only listings in which the non-required data was or was not specifically entered by fellow brokers and may result in missing listings that could also fit your client's needs
- ✓ Reports are limited to a maximum of 250 results
- ✓ You can remove search filters in two ways:



- ← Removes all search filters
- ← Clicking the X removes individual filters

## USING SEARCH RESULTS:



**Generate Report for Selection**

PDF  Google Earth  Excel

**Choose Components**

Cover Page

One-Liner

Summary

Summary with Space

CBA Brochure

Listing Brochure

Listing Brochure - Detailed

Property Brochure

4-Up Comparison

Peer Chart Comparison

Map

Aerial

Map (Vertical)

Biography

---

Include Broker Information

Include Broker Flyers

Click this to create the reports listed below.  
Availability depends on # of results.


### NOTES:

- "CBA Brochure" is specifically designed for CBA members
- "Biography" = your biography as created in your profile
- Excel report options are similar to the current CBA "Custom Download" tool
- You may still choose whether to include the Listing Broker's contact information and whether to attach the broker uploaded flyer(s)
- Reports are generated as both a link (so you can copy it into an email) or as a viewable, downloadable PDF



## USING SEARCH RESULTS (CONT.):

If you click on one of your listing results, you will see the "Generate Report" button. This will give you access to a different set of reports, based on that specific property:



**Property Highlights**

Type ..... ● Office: General

Size ... **99,269 SF, 3.44 Acres** Floors ..... **3**

In Opportunity Zone .... **No**

Select All Expand ▾

---

**Currently Available**

● For Lease

TEST LISTING TEST LISTING Negotiable ⌵

[Generate Report](#)

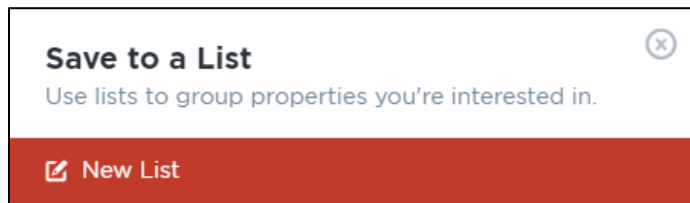
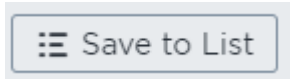


**Generate Report** ✕

- Listing Brochure (PDF)
- Listing Brochure - Detailed (PDF)
- Property Brochure (PDF)
- Demographic Infographic (PDF)
- Demographics by Radius (PDF)
- Demographics by Drivetime (PDF)
- Retail Logos (PDF)
- Map (PDF)
- Parcel Aerial (PDF)
- Site Analysis (KML)
- Traffic Counts (PDF)
- EPA Facilities (PDF)
- Tenants (PDF)
- Tenants (XLS)
- Elevation/Contour (PDF)

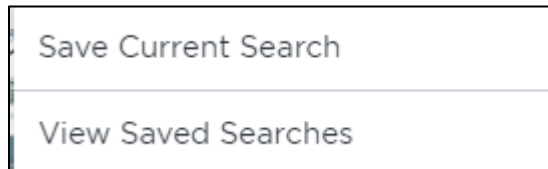
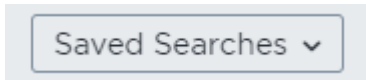
📄 Create Report Bundle

## USING SEARCH RESULTS (CONT.):

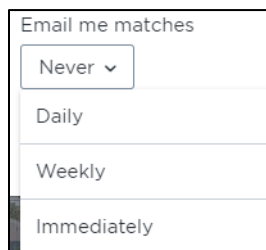


Allows you to save a group of listings/properties.

These will then be available to view from the "My Lists" tab. Listings may be added or removed once the list has been created.



From here, you can either access any previously saved searches or save your current search.



Saved Searches can also function like CBA Hot Sheets, notifying you either Daily, Weekly or Immediately when your search generates a new match.

# NEED ASSISTANCE? HAVE QUESTIONS?

Contact CBA's Research Department:

800-275-2522

425-820-3348

[research@commercialmls.com](mailto:research@commercialmls.com)

Live Support (M-F, 8am - 5pm Pacific)

