FAQS FOR OUR NEW CATYLIST-POWERED SEARCH PLATFORM

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Why did you choose Catylist?

This search platform was vetted by a committee of CBA's Board of Directors who reviewed several leading vendors, and it was determined that Catylist was our best choice.

Are you taking member suggestions for website improvements?

The Catylist platform serves 50+ markets, so we do not have full control over every change/enhancement that they make. However, we will continue to collect membership feedback and work with industry professionals to make sure Catylist provides valuable tools and features that are scalable across all their membership partnerships.

What is available in Phase 1?

Phase 1 includes the ability to search our listings database, create saved lists, save search criteria, and set up email alerts for new listings on the market. You also can create property and listings reports, which includes the new demographic and retailer reporting.

What will be released in Phase 2 and 3?

Phase 2 will include all listing management, including adding and editing listings, image and flyer uploads, and custom listing management. Phase 2 will also allow users to send Broadcast Emails from Catylist and post Haves/Wants.

Phase 3 will include searching for Business Opportunities and purchasing and searching Apartment CMA sales.

When will Phase 2 be available?

You will receive notice from us 30 days prior to launch. Since we have launched Phase 1, our sole focus remains on getting all our membership to Phase 2, but at this time we do not have a complete timeline. We are still in development on Phase 2 to make sure you have everything you need for listings management.

When will Business Opportunities and Apartment CMAs be available, and why are they not a part of the first two phases?

Business Opportunities and Apartment CMA sales are scheduled for Phase 3. These functions are new to the Catylist platform, so until they are developed and released, you will still have access to them as you do now on the CBA site.

Why am I searching on the new platform, but still inputting listings on the legacy platform? Why can't I use the listing management tool now?

Because 80 percent of our member activity on the site is search-based, we opted to do a phased rollout so that you are able to use the search functionality as soon as possible. Phase 2 has a later release date so that we can ensure that all the data fields and capabilities that you have come to expect as CBA members are available.

Can I place a listing on Hold? What does it mean to make your listing Private?

The status "Hold" will not be available in the Catylist platform; however, "Private" is a similar status with a few enhancements. In the Catylist system you can mark a listing as private until you are ready for entire membership to see it. But it is important to note that **no one will be able to view listings marked as private** until you as the owner change the settings. Please note that this includes CBA staff; you will be the **only** person to see this listing.

This feature can also be beneficial for CMA reporting. For example: If you need a to create a listing report for a CMA, but it is not already in the system because the sale doesn't meet CBA's in-house research requirements, you can use this private status feature to do that.

What will the new processes and rules for Broadcast & Needs/Wants be in Phase 2?

Within the Catylist platform, you can broadcast your listings and post any needs and wants to the CBA membership. Utilize the "My Profile" option within Catylist to set your preferences. You have full control over what you chose to receive and not receive. CBA will continue to limit the number of times one listing goes out so the system is fair and equitable, but you have full control of the messages you choose to receive and can block specific users if you no longer want to receive emails from them.

How soon will my listing input on CBA take to show on Catylist?

Listings inputted on the CBA website will show on the Catylist-powered search platform on the same day.

How do Admin users conduct a search?

Admins will need to click on "My Company," choose a broker, and then click to login as that person.

How can I search using the CBA market areas?

Click on the "Location" box in the top left-hand corner, and then start typing "CBA" in that box. The list of CBA market areas will populate from there.

Why are some of the reporting options not available? Is there a listing/property limit for each report type?

Due to the improved and robust information provided, the number of properties/listings you have will affect which reports are available to you. Here are the following size limitations for each report type:

- Listings on a saved My List: 250 maximum
- Flyers: 25 flyers maximum

- **Reports**
    - For 50 or fewer properties/listings, members will have access to:
        - Both Excel reports

- Google Earth
- Cover page, one-liner, biography, summary, summary with space, cba brochure, listing brochure, listing brochure - detailed, property brochure, 4-up comparison, peer comparison chart, map, aerial, map (vertical)

  - Over 50 properties, members will only have access to:
    - Both Excel reports
    - Cover page, one-liner, biography, summary, summary with space

  - Over 100 properties, members will only have access to:
    - Both Excel reports
    - Cover page, one-liner, biography

  - Over 250 properties: Limits reached, must remove some

What are some best practices for searching CMAs on the new platform?

To search for CMAs/Researched sales comparables on Catylist, you must check both the "Sold" field located under the "Type" menu and "Fully Researched" located under the "More" menu. If you just want to search for broker listings that have a sold status but have not been researched or verified, you must only check the "Sold" option.

What is the difference between a building asset class and space use?

For Sale listings, in most cases, you will want use Property/Building type. For lease listings, in most cases, you will want use Space Type. For CMAs, use space type as well for more accurate results, as the use of the CMA at the time of sale might be different than the buildings current use/build-out. Example: Currently a High Tech/Flex building but was purely used as Industrial at the time of sale.

Will my API (data feed to my own website) be affected by this change?

As long as you have a current data-download agreement, then your API will not be affected by the transition to our new platform.