

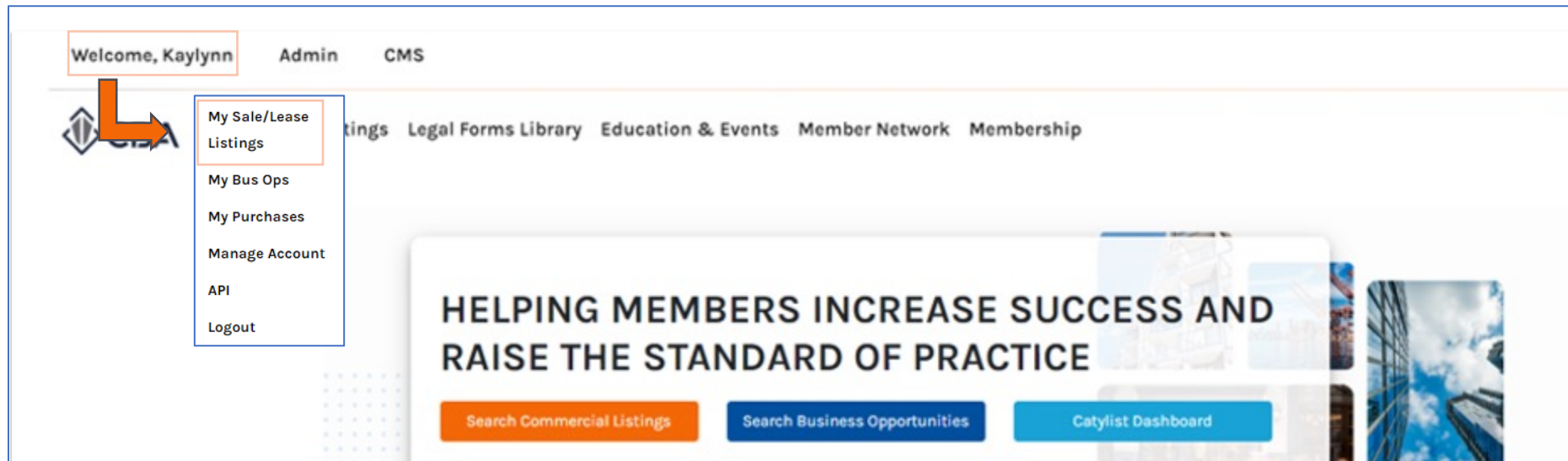


CREATING LISTINGS AND PROPERTY RECORDS

In this guide, we will review how to add a new sale or lease listing and create property records.

LOCATING YOUR LISTINGS

How to access your sale and lease listings



To access your listing inventory, click on “Welcome, NAME” on the upper left-hand side of the CBA homepage.

Once the dropdown menu appears select “My Sale/Lease Listings”, this will take you into your My Listings page.



NAVIGATING THE MY LISTINGS PAGE

Apply filters to search through your active and off-market listings

Verify your listings are accurate

Download your inventory report
See who has viewed your listing

View the traffic for all of your listings

Add a listing

Filter your listings by status

Properties your listings are attached to

Sort your listings by different criteria to best navigate your My Listings Page

Listing management tools

Expand the listings for a specific property

The screenshot shows the 'My Listings' interface. At the top, there is a search bar with filters for 'Listings/Comps', 'Location', 'Type', 'Price/Size', and 'More'. A search box labeled 'Keyword' and a 'Clear' button are also present. Below the search bar, there are several action buttons: '+ Add a Listing', 'Verify Listings', 'Export Listings', 'View Leads', and 'View Traffic'. A filter section below these buttons allows users to select listing statuses: Active (checked), Leased, Sold, Withdrawn, Expired, and Hold. There is also an 'Expand All' button and a 'Sorting by Modified Date' dropdown menu. The main area displays two listing cards. The first card is for 'Speciality Test' at '111 - 112 N Test St SW', showing 'Office General' status, 'Existing Bldg status', '13 SF Total Available', '34,754 SF Building', and '0.26 Acres Land'. It includes a 'Hide 1 Listing' button and a 'Private' lock icon. The second card is for 'Test' at '12133 113th Ave NE', showing 'Office General' status, 'Existing Bldg status', '0 SF Total Available', '123,123 SF Building', and '3.42 Acres Land'. It includes a 'Show 1 Listing' dropdown menu. At the bottom of the listing cards, there are buttons for 'Bulk Edit', 'Manage Flyers', 'See Traffic', and 'Add Listing'.



ADDING A LISTING

Step 1: Search for the property record

To add a listing from the My Listings page you will want to select “Add a Listing”, this will take you into the search by property address screen.

Add a Listing

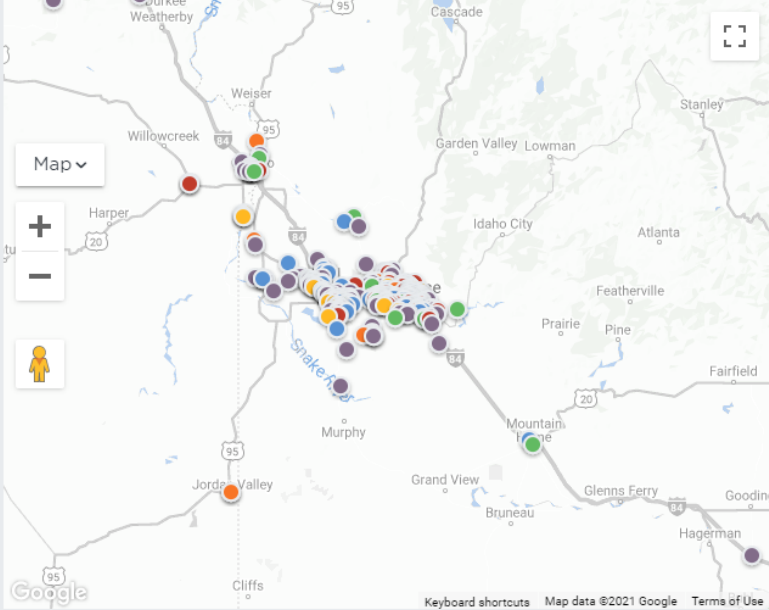
All listings must be attached to an existing property record so you must first begin by searching for the property to attach your listing to.

Begin typing in your address and then selecting the appropriate address from the dropdown menu that appears in the “Enter a Location” field.

Note: There are many places to add a listing beyond the “Add a Listing” button on the My Listings page, this is just the most common route you would take.

Add a Listing Cancel

First, search for the property by entering an address:

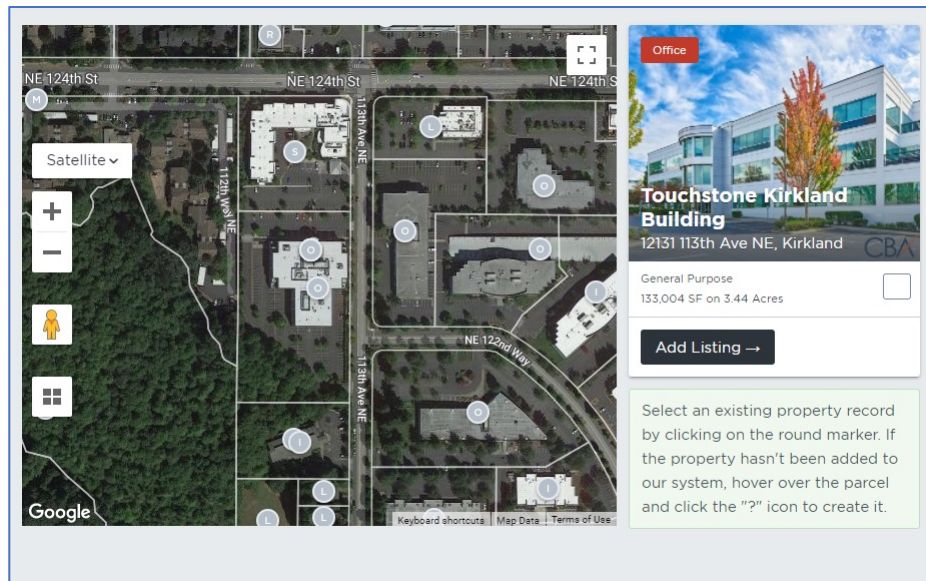


Select an existing property record by clicking on the round marker. If the property hasn't been added to our system, hover over the parcel and click the "?" icon to create it.



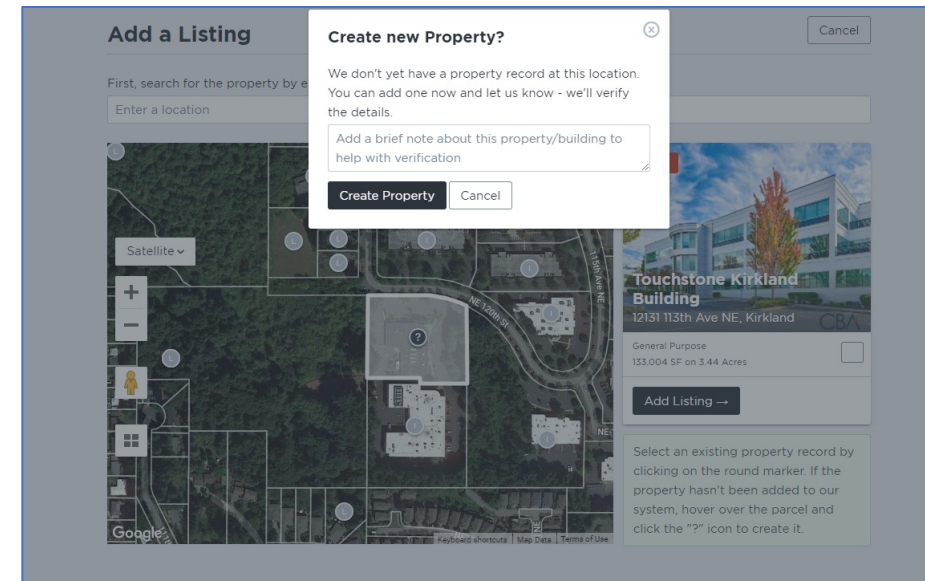
ADDING A LISTING

Step 2: Locate the property record



If your address has an existing property record, you will see the property image to the right of the search map.

If this is the correct property, select "Add Listing" to proceed.



If the address you entered did not locate a property record, the system will show a "?" when you hover over the parcel boundary.

Click on the "?" to create a new property record. Please see page 14 of this guide for additional steps on creating a new property record.



ADDING A LISTING

Step 3: Review the property record

After you've chosen the correct property record, you will be taken to the property details to be reviewed. If the property details are accurate, select **Create new listing**. However, if you need to make changes, select **Edit the property record**.

ⓘ We found an existing property record at that address

Please look over the information to ensure it accurately reflects the property you're marketing.

Does everything look good?


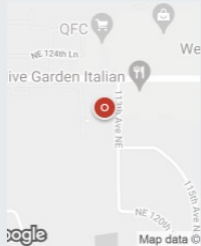

Create new listing

Need to change something?

[Edit the property record](#) →

Touchstone Kirkland Building Office

12131 113th Ave NE, Kirkland, WA 98034



1 photo

Location

Address **12131 113th Ave NE, Kirkland, WA 98034**

County **King** Submarket **CBA Kirkland**

Parcels **2926059156** Cross Street **124th St**

Building Size

Building Size **133,004 SF** Office Space **91,378 SF**

Rentable Space **91,378 SF** Largest Contiguous **4,235 SF**

Total Available Space **9,487 SF**

Building Details

Type **Office**

Number of Buildings **1** Occupancy Type **Multi-tenant**

Percent Occupied **—** Building Class **A**

Building Status **Existing** Floors **3**



For information about editing an existing property record, please view our [Manage Listings and Property Records](#) how-to-guide.

ADDING A LISTING

Step 4: Input your listing information

After you have selected or created a property record, you will then move into the listing input screen.

Access the property record and request changes to this information

Links to move between the different sections of the listing input screen

Property/Building Listings View All Listings Back

Add New Listing Property Address: 12131 113th Ave NE, Kirkland, WA 98034

Search fields by name...

- Basic Information
- Physical Characteristics
- Lease Information
- Utilities
- Comments
- Tenants
- Agents
- Media

Cancel Save

Basic Listing Information

Listing Type • For Lease Title •

Status • Available Change Status Specific Address

Primary Use • Office Specific City

Secondary Uses Floor

Current Uses Suite

Investment Tags #tag1 #tag2

Owner Occupied Yes No List Date • M/DD/YYYY

Is Vacant? • Expiration Date • M/DD/YYYY

Vacant Date M/DD/YYYY Available Date M/DD/YYYY

Condo Yes No Possession

Condo Fee Desc.

Physical Characteristics

Listing input fields

Note: Fill-in field with a “•” next to it indicates that the field is required. All fields with this symbol must be filled in, in order to submit a listing.



ADDING A LISTING

Requirements for adding a new listing

- Listing comments should never include the broker's name or contact information. This information will automatically populate for the agent attached to the listing.
- PDFs attached to listings cannot contain contact information for a Non-Member of CBA, nor may they contain any links to other listing websites.

Listings Fields

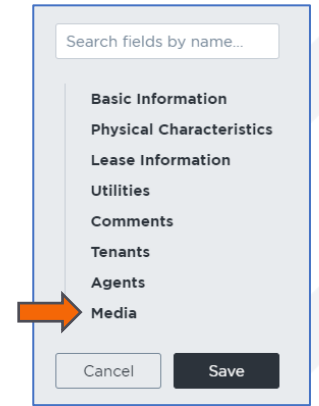
- Primary Use should be the most appropriate use of the space. If there are multiple uses for this space, you can select two additional uses in the Secondary Use fields.
- The Commission Description MUST be entered as either a percentage (2%) or a dollar amount (\$2). The acronym **PBB (paid by buyer)** can also be used when the listing broker is not offering a commission and the procuring broker must be paid by their tenant. In addition, the comments section must also be notated as "Commission to be paid by buyer"
- Listing Date and Expiration Date: These dates MUST be the dates on the listing agreement or management contract
- Investment Property (Sale Listings)- If "Investment Property" has been marked as "Yes" then, you MUST fill in the investment information in the "Income/Expenses" fields (i.e. Cap Rate)



ADDING A LISTING

Input your listing information – Adding media

Your input page includes a section to add media as you're inputting your listing!



Add a floorplan or flyer to your listing

A screenshot of a web form for adding a listing. The form is divided into several sections. At the top, there are two columns: "Flyers & Floorplans" and "Links / Videos". The "Flyers & Floorplans" section contains two buttons: "Upload Flyer PDF" and "Upload Floorplan Image". The "Links / Videos" section contains one button: "Add Link". Below these is a "Listing Photos" section with a "Manage Photos" button. Under "Listing Photos", there are two columns: "Common Listing Photos" and "Photos for this specific listed space". The "Common Listing Photos" section contains a grid of photo thumbnails. The first thumbnail is highlighted and has a "Remove Primary" button next to it. The "Photos for this specific listed space" section is currently empty and contains the text "There are no photos to display." Orange arrows point from external text annotations to the "Upload Flyer PDF" button, the "Add Link" button, the "Manage Photos" button, and the "Remove Primary" button.

Upload associated website links and videos to your listing.

Add additional images

Replace the image attached to the property record.

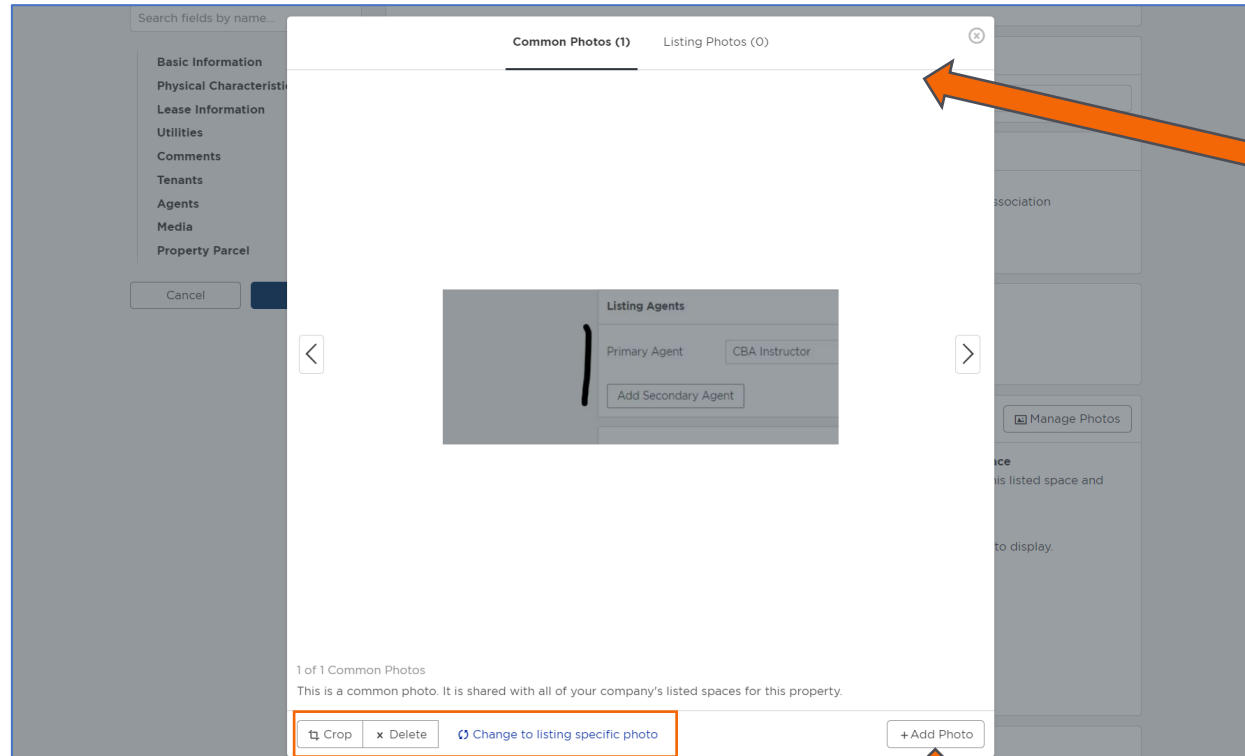


ADDING A LISTING

Input your listing information – Manage Photos

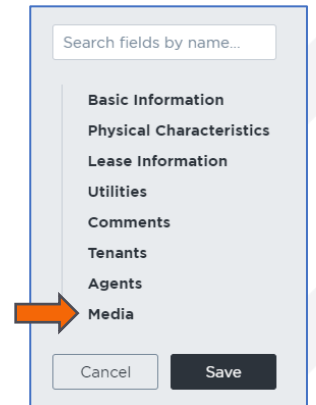
Common Photo: Images that can be applied to all of your company's listed spaces at this property (Typically exterior photos or common areas)

Listing Photo: Images that apply only to this listing (typically interior images of the suite)



Manage your uploaded images

Browse your files to select images to upload into your listing



Toggle between your listing specific photos and the building's common photos here.



ADDING A LISTING

Guidelines for adding additional media to your listing

- When uploading a new photo, you must have copyright or permission to use the image
- Do not use any photos that contain a watermark
- You may add as many additional photos as you'd like
- No contact information can be visible in any of the images added to your listing. This includes signage posted outside the building.
- URLs listed cannot contain other competitor listing sites, such as CoStar
- Documents added **MAY NOT** contain any listing or contact information for a **non-CBA** member



ADDING A LISTING

Tips & Tricks

Vacant Date
Enter the date on which the space became vacant.

Vacant Date

Condo Yes No

Condo Fee Desc.

As you move your cursor between the different fill-in fields, a blue box will appear on the left that explains what data should be filled in for that input field.

Listing Agents

Primary Agent Company: Commercial Brokers Associ

Secondary Agent Company:

Commercial Brokers Association

Add Tertiary Agen

When adding additional agents, you can begin typing in their name and then select them from the drop-down list that appears.

Search fields by name...

- Basic Information
- Physical Characteristics
- Lease Information
- Utilities
- Comments
- Tenants
- Agents
- Media

Use this menu to toggle between the different sections of the listing input page or search for a field by its name.

Asking Rent

Negotiable

- \$ /SF /Year
- \$ /SF /Month
- \$ /Month

Choose the formula you would like to enter as the asking rent rate.

You can also enter your listing without a price by checking "Negotiable"

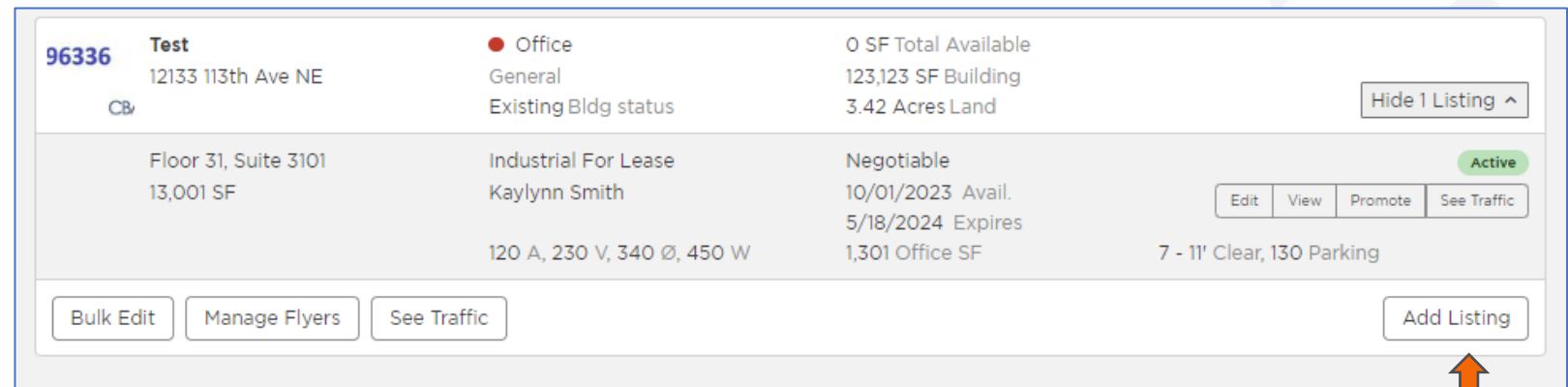


ADDING A LISTING

Time saving tip – Expand Property to Add Listing

If you have several listings at the same property/building that you already have a listing at you can select “Add Listing” once you have expanded your property.

By choosing to Add Listing you skip the process of searching for the property record and jump directly into the “Add New Listing” screen.



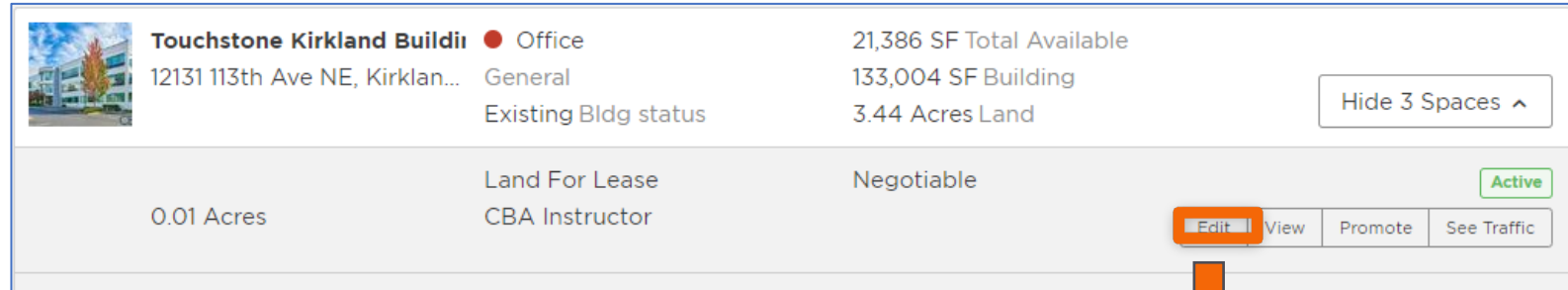
The screenshot shows a property listing card for '96336 Test' at '12133 113th Ave NE'. The card is divided into several sections. The top section includes the address, a 'CB' icon, and property details: 'Office General Existing Bldg status', '0 SF Total Available', '123,123 SF Building', and '3.42 Acres Land'. A 'Hide 1 Listing ^' button is in the top right. The middle section shows 'Floor 31, Suite 3101 13,001 SF', 'Industrial For Lease Kaylynn Smith', 'Negotiable', and '10/01/2023 Avail. 5/18/2024 Expires'. A '120 A, 230 V, 340 Ø, 450 W' specification is also present. The bottom section shows '1,301 Office SF' and '7 - 11' Clear, 130 Parking'. An 'Active' status indicator is in the top right of the middle section. At the bottom of the card, there are buttons for 'Bulk Edit', 'Manage Flyers', 'See Traffic', and 'Add Listing'. An orange arrow points to the 'Add Listing' button.

96336 Test 12133 113th Ave NE CB	● Office General Existing Bldg status	0 SF Total Available 123,123 SF Building 3.42 Acres Land	Hide 1 Listing ^
Floor 31, Suite 3101 13,001 SF	Industrial For Lease Kaylynn Smith	Negotiable 10/01/2023 Avail. 5/18/2024 Expires	Active Edit View Promote See Traffic
120 A, 230 V, 340 Ø, 450 W		1,301 Office SF	7 - 11' Clear, 130 Parking
Bulk Edit	Manage Flyers	See Traffic	Add Listing



ADDING A LISTING

Time saving tip – Duplicate listing



Touchstone Kirkland Building ● Office
12131 113th Ave NE, Kirkland, WA 98034
General
Existing Bldg status

21,386 SF Total Available
133,004 SF Building
3.44 Acres Land

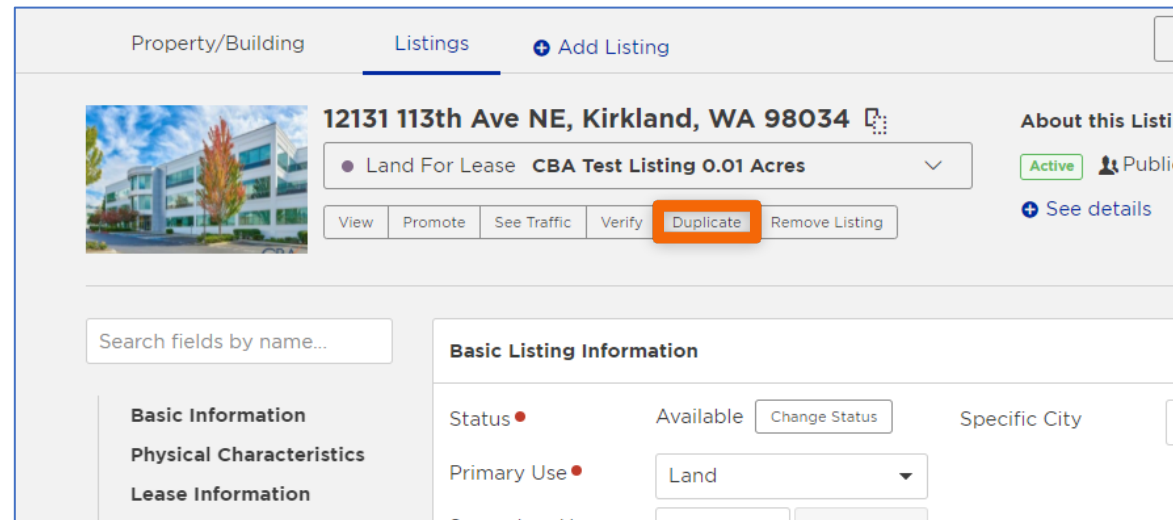
Hide 3 Spaces ^

0.01 Acres
Land For Lease
CBA Instructor

Negotiable

Active

Edit View Promote See Traffic



Property/Building Listings + Add Listing

12131 113th Ave NE, Kirkland, WA 98034

Land For Lease CBA Test Listing 0.01 Acres

Active Public

View Promote See Traffic Verify Duplicate Remove Listing

Search fields by name...

Basic Listing Information

Status ● Available Change Status Specific City

Primary Use ● Land

If you have several listings within the same property that contain similar listing information you can choose to duplicate your listing details.

To duplicate an existing listing, click the “Edit” button to be taken to the edit listing screen. On the top of this page, you will see the “Duplicate” button.

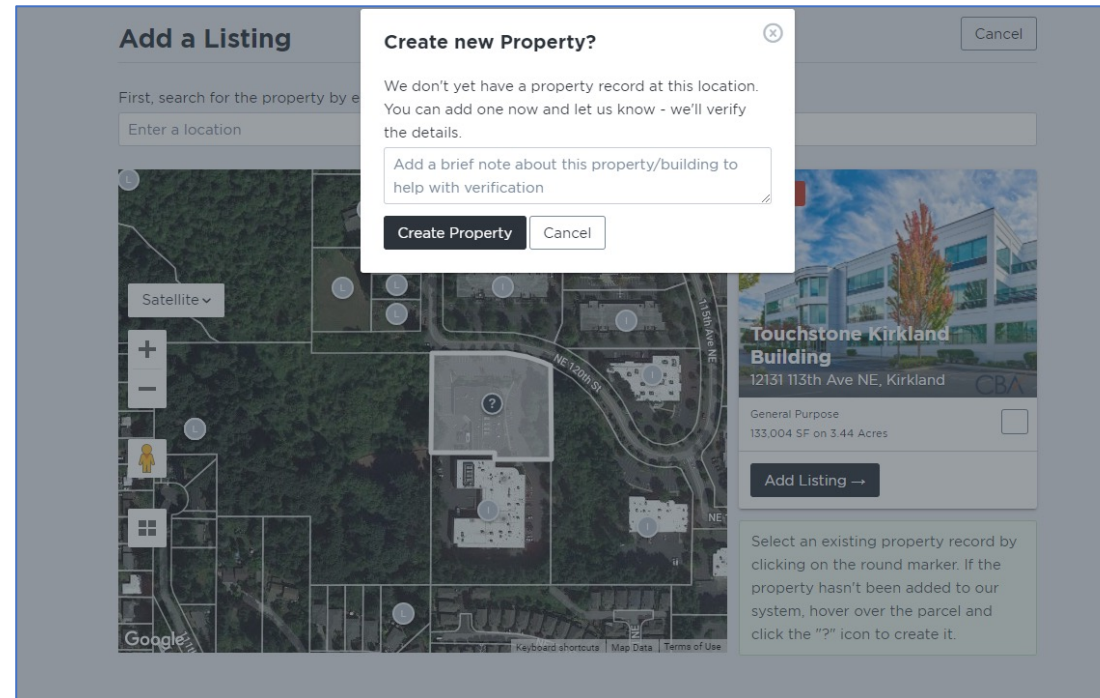
Once you select duplicate, you will see a pop-up box indicating you are creating a new and separate listing, complete with all the information, photos, and attachments from the original listing.

Remember to review this information and make any changes such as suite, SF, price, etc. needed for the new listing before selecting "save".



CREATING A PROPERTY RECORD

Step 1: Search for your property in the Add a Listing screen



If the address you entered did not locate a property record, the system will show a "?" when you hover over the parcel boundary. This indicates that CBA does not yet have a property record in our system, and one will need to be created to add a listing.

Click on the "?" to create a new property record.



CREATING A PROPERTY RECORD

Step 2: Review your newly created property record

The system will generate a default property record with limited and incomplete information. Review all fields and input the updated and correct information that applies to the property as a whole.

Keep in mind when entering property information that all listings; past, present and future will attach to this property for historical record keeping purposes.

The screenshot shows a web application interface for creating a property record. The title bar indicates the current step is 'Add Listing' for a property at '10834 NE 121 St, Kirkland, WA 98034'. A green notification box states 'New property created. A new property was successfully created. Select "Add Listing" after reviewing and adding property details below.' The form is divided into three main sections: 'Basic Property/Building Information', 'Location', and 'Land & Utilities'. The 'Basic Property/Building Information' section includes fields for Name (10834 NE 121 St), Building Status (Existing), Type (Land), Building Class, Sub Type, and Condominiumized (Yes/No). The 'Location' section includes Street Number (10834), Street Name (NE 121 St), Cross Street, Postal Code (98034), County (King), Submarket (CBA Kirkland), and Center/Park Name. The 'Land & Utilities' section includes Land Size (0.248 Acres), Lot Size (Lot Width and Lot Depth), Yard, Zoning (RSX 7.2), Topography Desc., Wetlands (Yes/No), Water Rights (Yes/No), Rail Service (Yes/No/Possible), Rail Provider, Has Natural Gas?, Natural Gas Provider Type, Natural Gas Provider Name, Has Sanitary Sewer?, Sanitary Sewer Provider Type, Sanitary Sewer Provider Name, Has Water?, Water Provider Type, and Water Provider Name.



CREATING A PROPERTY RECORD

Navigating the property record input screen

Image attached to the property record

Jump between the different sections of the property/building input

As you move between fill-in fields, this blue box will update with a definition or example of what should be input here

Property/Building Listings Add Listing View All Listings Back

10834 NE 121 St, Kirkland, WA 98034 Land

No image attached

Search fields by name...

New property created. A new property was successfully created. Select "Add Listing" after reviewing and adding property details below.

Basic Information

Location

Land & Utilities

Contacts

Media

Cancel Save

Basic Property/Building Information

Name • 10834 NE 121 St Building Status Existing

Type • Land Building Class

Sub Type • Condominiumized Yes No

Location

Street Number 10834 Street Max County King

Street Name NE 121 St Submarket CBA Kirkland

Cross Street Campus Name

Postal Code 98034 Center/Park Na...

Land & Utilities

Land Size 0.248 Acres Has Natural Gas?

Lot Size Lot Width Lot Depth Natural Gas Provider Type

Yard Natural Gas Provider Name Provider

Zoning RSX 7.2 Has Sanitary Sewer?

Topography Desc. Sanitary Sewer Provider Type Provider

Wetlands Yes No Sanitary Sewer Provider Name

Water Rights Yes No Has Water?

Rail Service Yes No Possible Water Provider Type

Rail Provider Water Provider Name Provider

Street Name

Note: This value can be modified but it cannot be removed. Empty values will not be applied or saved.

Property information fill-in fields

Note: If a fill-in field has a "•" next to it, this indicates that the field is required.



CREATING A PROPERTY RECORD

Step 3: Saving your property record

Property/Building Listings Add Listing View All Listings Back

11311 NE 120 St, Kirkland, WA 98034 Industrial

Search fields by name...

Basic Property/Building Information

Name: 11311 NE 120 St Building Status: Existing

Type: Industrial Building Class:

Sub Type: Flex/R&D Condominiumized: Yes No

Location

Street Number: 11311 Street Max: County: King

Street Name: NE 120 St Submarket: CBA Kirkland

Cancel Save

After you have filled in all fields select “Save” on the right-hand side.

Property/Building Listings Add Listing View All Listings Back

11311 NE 120 St, Kirkland, WA 98034 Industrial

Search fields by name...

Basic Property/Building Information

Name: 11311 NE 120 St Building Status: Existing

Type: Industrial Building Class:

Sub Type: Flex/R&D Condominiumized: Yes No

Location

Street Number: 11311 Street Max: County: King

Street Name: NE 120 St Submarket: CBA Kirkland

Postal Code: 98034 Center/Park Na...:

Building Details

Building Size: 18,680 SF Restrooms: #

Rentable Space: # SF Year Built: 1991

Office SF: # SF Year Renovated: YYYY

Industrial SF: # SF Reno. While Occu: Yes No

Retail SF: # SF Const. Timeframe:

Residential SF: # SF Primary Const.:

Industrial Office ...: # SF Energy Star Cert. Yes No

Industrial Shell SF: # SF LEED Level:

Mezz. Office SF: # SF Elevators: #

Building Size

Enter the total, gross floor area for this property, measured in square feet

Note: This value can be modified but it cannot be removed.

Cancel Save

To save your changes, you must include all required data:

- Occupancy Type is missing
- Number of Buildings is missing
- Sub-category is missing

If you select save changes, but are missing any required details, you will get a notification at the bottom of your screen. The fields with missing information will also highlight in red.

Property/Building Listings Add Listing View All Listings Back

11311 NE 120 St, Kirkland, WA 98034 Industrial

Search fields by name...

Basic Property/Building Information

Name: 11311 NE 120 St Building Status: Existing

Type: Industrial Building Class:

Sub Type: Flex/R&D Condominiumized: Yes No

Location

Street Number: 11311 Street Max: County: King

Street Name: NE 120 St Submarket: CBA Kirkland

Postal Code: 98034 Center/Park Na...:

Building Details

Building Size: 18,680 SF Restrooms: #

Rentable Space: # SF Year Built: 1991

Office SF: # SF Year Renovated: YYYY

Industrial SF: # SF Reno. While Occu: Yes No

Retail SF: # SF Const. Timeframe:

Residential SF: # SF Primary Const.:

Industrial Office ...: # SF Energy Star Cert. Yes No

Industrial Shell SF: # SF LEED Level:

Mezz. Office SF: # SF Elevators: #

Confirm changes

Are you sure you want to submit?

You're submitting an official change. Customizations you make will be verified by our research team and then updated in the public database. In the meantime, your changes will be visible only via your account and included in reports you generate.

Cancel Submit

After selecting “Save” a confirmation pop-up window will appear. This box will remind you that all property record changes need to be reviewed by CBA staff. After you click submit the changes you made will reflect on your screen and reports created with your log-in, however, property changes will not reflect on the public site or to other members until approved. Property change requests are reviewed by CBA staff every hour.



CREATING A PROPERTY RECORD

Requirements/Standards for entering a new property record.

- Property Name: Should always be the name of the property ONLY. 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 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

