

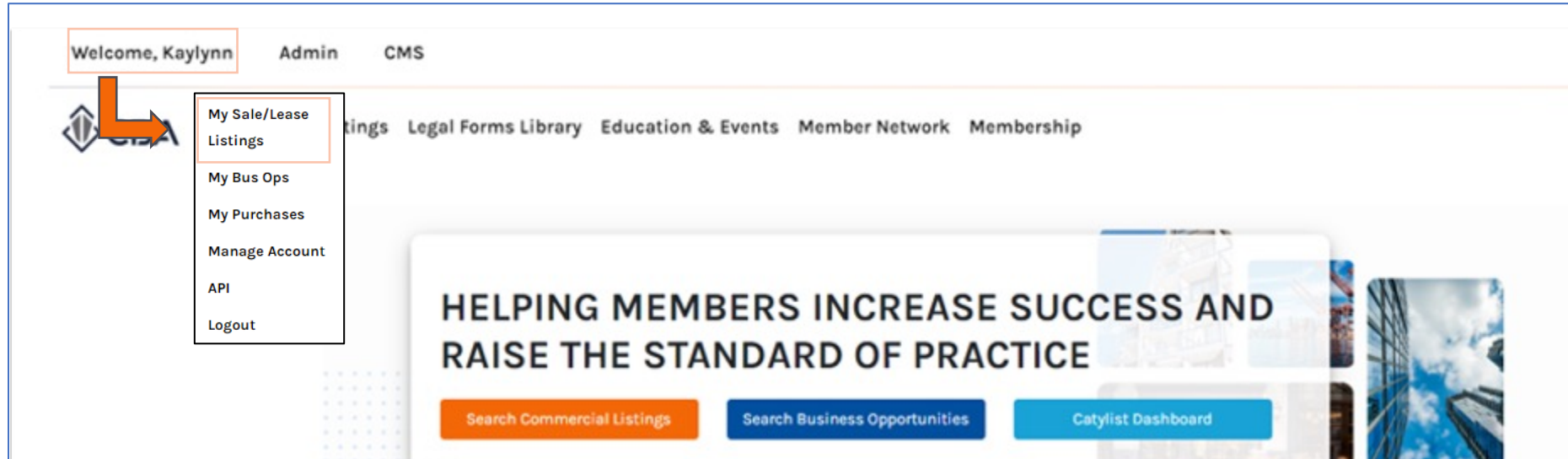


MANAGING EXISTING LISTINGS AND PROPERTY RECORDS

In this guide we will be reviewing how to edit your sale/lease listings and existing 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

See who has viewed your listing

Download your inventory report

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

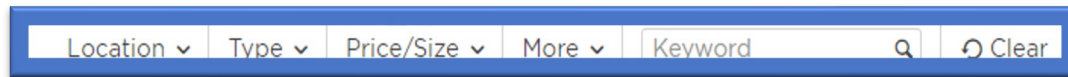
Listing management tools

Expand the listings for a specific property

The screenshot shows the 'My Listings' interface. At the top, there are filter tabs: 'Listings/Comps', 'Location', 'Type', 'Price/Size', and 'More'. A search bar with 'Keyword' and a 'Clear' button is on the right. Below the filters is a row of action buttons: '+ Add a Listing', 'Verify Listings', 'Export Listings', 'View Leads', and 'View Traffic'. A status filter bar shows 'Active' (checked), 'Leased', 'Sold', 'Withdrawn', 'Expired', and 'Hold'. To the right of the status filter are 'Expand All' and 'Sorting by Modified Date'. The main area displays two listing cards. The first card is for 'Speciality Test' at '111 - 112 N Test St SW', showing 'Office General Existing Bldg status', '13 SF Total Available', '34,754 SF Building', and '0.26 Acres Land'. It includes a 'Hide 1 Listing' button. The second card is for '96336 Test' at '12133 113th Ave NE', showing 'Office General Existing Bldg status', '0 SF Total Available', '123,123 SF Building', and '3.42 Acres Land'. It includes a 'Show 1 Listing' button. At the bottom of the listing cards are 'Bulk Edit', 'Manage Flyers', 'See Traffic', and 'Add Listing' buttons. A 'Private' lock icon is visible on the second listing card.

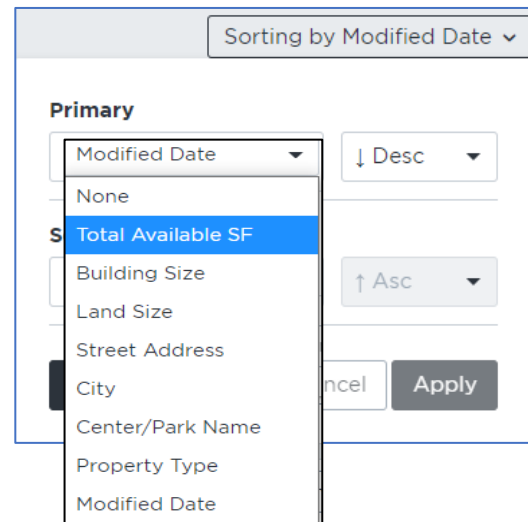


TIPS & TRICKS – SORT AND FILTER THROUGH YOUR LISTINGS



Location ▾ Type ▾ Price/Size ▾ More ▾ Keyword 🔍 Clear

Apply search filters using the top white navigation bar to quickly locate an active or off-market listing. These filters look like the filters from the search map but only search through your listing inventory when you are in the My Listings screen.



Sorting by Modified Date ▾

Primary

Modified Date ▾

None

S Total Available SF

Building Size

Land Size

Street Address

City

Center/Park Name

Property Type

Modified Date

↓ Desc ▾

↑ Asc ▾

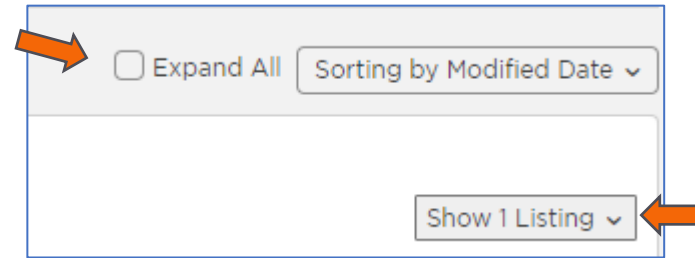
Cancel Apply

Determine which sorting method you would like to organize your listings by. You will be able to assign a primary and a secondary sorting method.



MANAGE YOUR LISTINGS

All your listings are condensed into the property they are attached to. You can choose to **Expand All** to extend your view of the listings you have at every property. To view your listings within one specific property, click the **Show # Listing(s)** button.



After you've expanded the property view to include your listings, you will have access to the following listing management tools:

Edit takes you into the update for listing screen

View shows your public listing link

Promote allows you to generate a listing report or request a broadcast

See Traffic allows you to see the views on your listings along with where those views are coming from.

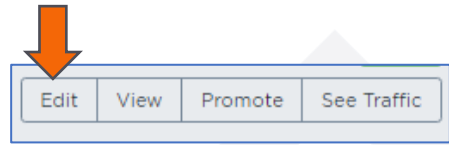
Add Listing you can use this to skip searching for a property when adding a listing to a property you've already got listings at.

A screenshot of a listing management interface. At the top left is a small image of a building. To its right, the listing title is 'Speciality Test' followed by 'test' and the address '111 - 112 N Test St SW'. Further right, there are details: 'Office General Existing Bldg status', '13 SF Total Available', '34,754 SF Building', and '0.26 Acres Land'. A 'Hide 1 Listing' button is on the far right. Below this, there are more details: '13 SF', 'Office For Lease CBA Instructor', '\$13.00 Annual/SF', and '11/20/2024 Expires'. A 'Private' lock icon is visible. A row of buttons includes 'Edit', 'View', 'Promote', and 'See Traffic'. At the bottom, there are buttons for 'Bulk Edit', 'Manage Flyers', 'See Traffic', and 'Add Listing'.



MANAGE YOUR LISTINGS

Edit your listings



Once you click the edit button you will be taken to the update screen. From this screen you can toggle between three management screens which include:

Property/Building is where you will submit an official request to make changes to the property record.

Listings is where you will make changes to the information within your listing*. You will also have access to some additional listing management tools here such as promoting a broadcast, verifying, and duplicating your listing record. Please see next page for more details on these tools.

Add Listing is how you would create a new listing at this property

*Keep in mind that the Commission Description is a locked field, to make a change to your commission please e-mail research@commercialmls.com with changes needed as well as the reason for the commission change request.

EDIT YOUR LISTINGS

Navigating the edit screen

Make changes to the property record, for more information about updating property records go to page 14

Add a new listing to this property

Return to your My Listings page

The screenshot shows the 'Listings' tab for a property. At the top, there are three tabs: 'Property/Building', 'Listings', and '+ Add Listing'. To the right are two buttons: 'View All Listings' and '← Back'. Below the tabs is a property image of a modern building. Underneath the image is the address '12131 113th Ave NE, Kirkland, WA 98034' with a location pin icon. Below the address is a dropdown menu showing 'Office For Lease CBA Test Listing 900 SF'. At the bottom of the listing card are buttons for 'View', 'Promote', 'See Traffic', 'Verify', 'Duplicate', and 'Remove Listing'. To the right of the listing card is the 'About this Listing' section, which includes an 'Active' status, a 'Public' privacy setting, and a '+ See details' link. An orange arrow points from the 'See details' link to a 'Listing Details' popup box. The popup box contains a table with two rows: one for 'Active' status and one for 'Public' privacy, both with their respective descriptions.

Use this drop-down to toggle between your listings at this property record

View details regarding the status of your listing

Verify your listing

If you would like to copy the current listing information into a new listing, simply click the "Duplicate" button and make the appropriate changes.



EDIT YOUR LISTINGS

Guidelines for updating your listings to sold (WA only)

- It is important for accurate records that you update the status of listings once a sale has been completed. The status of your listing is required to be updated within 1 business day of the change. The CMA team at CBA use this information to keep accurate data in our Sales Comparable Database
- 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?

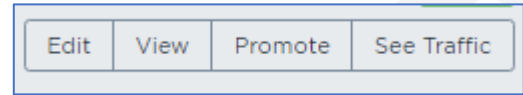


LISTING MANAGEMENT

View your listing

The view listing management tool takes you to a preview of your listing.

From this screen you can generate reports, share the URL link, return to the edit screen and view listing traffic details.

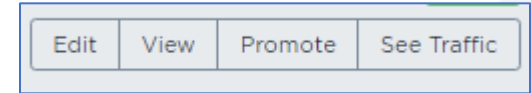


The screenshot shows a listing management interface for a property named "Touchstone Kirkland Building". At the top, there is a "Back" button and a "View Listing Traffic" button. The main header includes the property name, address "12131 113th Ave NE, Kirkland, WA 98034", and a "1 photo" indicator. Below the header is a large image of the building with an "Office" label. The interface is divided into several sections: "Land For Lease" with details like "0.01 Acres" and "Negotiable"; "Listing Details" with fields for "Asking Rate", "Total Available", and "List Date"; "Space Details" with "Total Available" and "Primary Use"; and "Property Highlights" with "Type", "Size", and "Occupancy Type". A "Contact" section on the right features a "Contact Agent" button. A map on the right shows the location of the building, and a satellite view at the bottom right highlights the building's footprint. At the bottom, there are "View All Details" and "Add to List" buttons.



LISTING MANAGEMENT

Promote your listing



The promote button has two features available for your listing:

Request a broadcast e-mail for your listing

Generate a listing report to share.

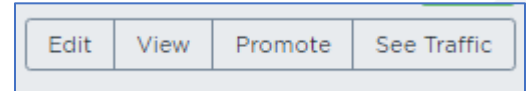
Listings for CBA Instructor

Touchstone Kirkland Building
12131 113th Ave NE, Kirkland, WA
0.01 Acres
Industrial For Lease
CBA Instructor
Negotiable
Suite 2
1,000 SF
Office For Lease
CBA Instructor

Generate Report
Request Broadcast
Done

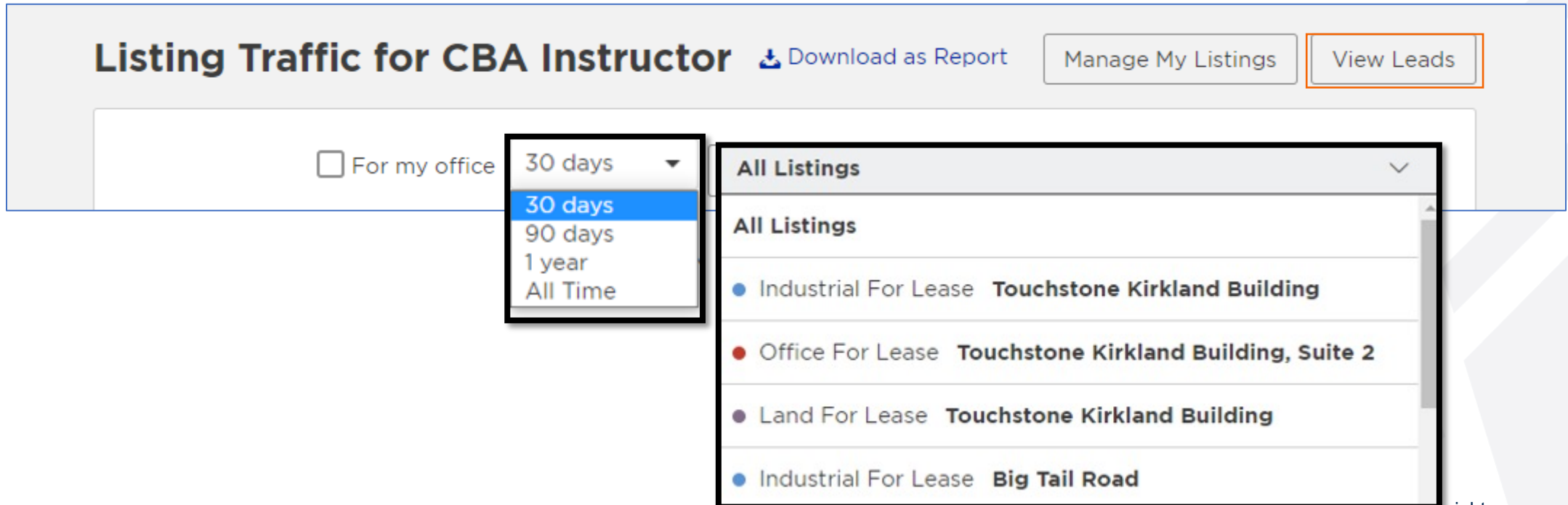
LISTING MANAGEMENT

See Traffic



The See Traffic feature allows you to view the traffic for your individual listings and the listings within your entire office. You can view the traffic for the last 30 days, 90 days, one year or all time.

You have access to three different listing reports as well as the ability to view who has viewed your listing via the **View Leads** feature.



Listing Traffic for CBA Instructor [Download as Report](#) [Manage My Listings](#) [View Leads](#)

For my office

- 30 days (selected)
- 90 days
- 1 year
- All Time

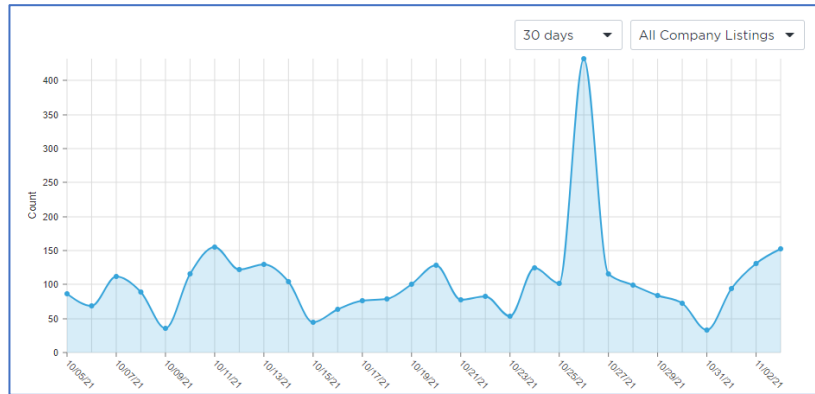
All Listings

- Industrial For Lease **Touchstone Kirkland Building**
- Office For Lease **Touchstone Kirkland Building, Suite 2**
- Land For Lease **Touchstone Kirkland Building**
- Industrial For Lease **Big Tail Road**



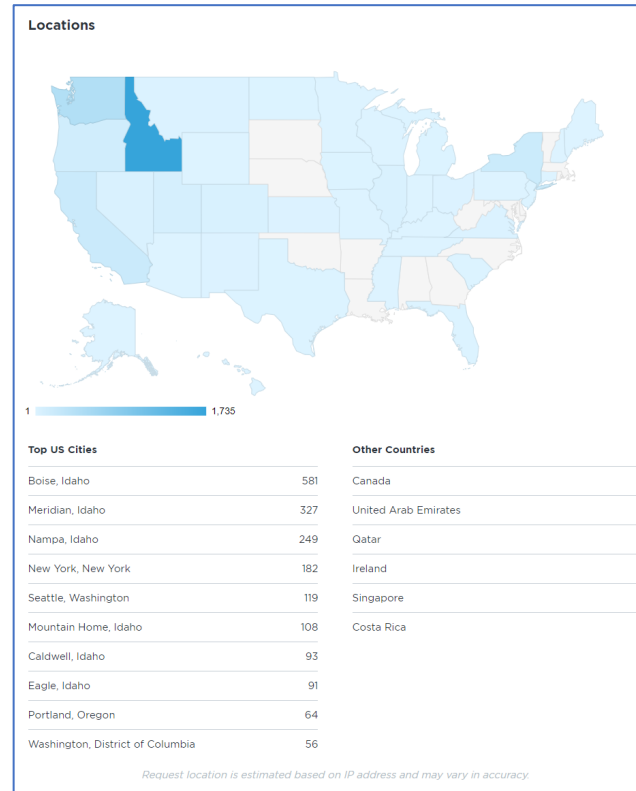
LISTING MANAGEMENT

See Traffic - Listing traffic reports



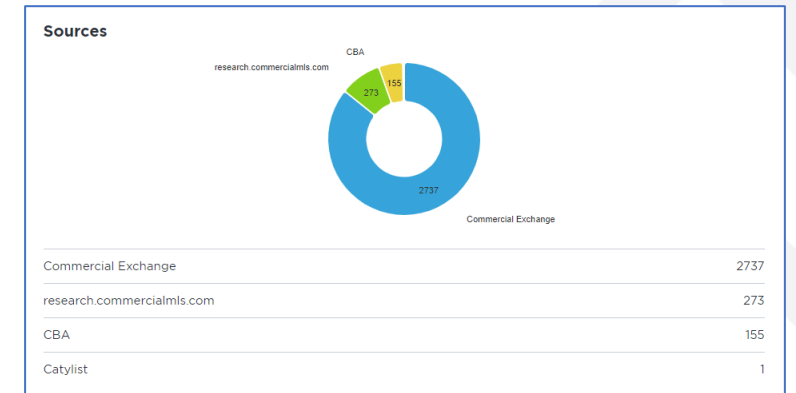
Views:

The total number of views on your listings



Locations:

Where your listings are being viewed.



Sources:

The website your listing is being view from.



LISTING MANAGEMENT

See Traffic - View Leads

Listing Leads

Not receiving email notifications [Change This](#) [Manage My Listings](#) [View Traffic](#)

All Listings ▼ [Download CSV](#)

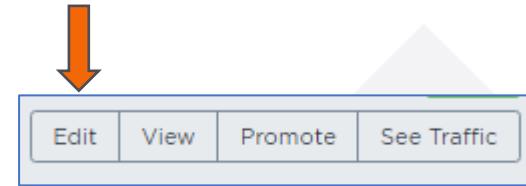
Viewed Saved Downloaded Flyer Viewed Contact Info Emailed Agent 30 days ▼

	Property Name	Action Taken	Member Name	Office Name	E-mail Address	Phone Number	User Type
12/20/2022	Property Name						
12/19/2022	Car Wash	Viewed on Catylist Resear...	First Last	Office Name	E-mail Address	Phone Number	User Type
12/19/2022	Property Name	Downloaded Flyer	Non-Member		E-mail Address	Phone Number	

When using the **View Leads** feature you will be able to see the date your listing was opened, which property was viewed, where the listing was opened from or which action was taken, you will be able to view the name and contact information of the user who opened your listing or downloaded your flyer if they were logged in or filled out the contact form.




PROPERTY RECORD MANAGEMENT



You may find that the information within the property record that is attached to your listing or the listing you're creating is incorrect. To make changes, click "Edit" on your listing and then click on Property/Building tab in the left corner to access the property details.

Property/Building Listings + Add Listing View All Listings ← Back

 12131 113th Ave NE, Kirkland, WA 98034
Office

Search fields by name..

Basic Information
Location
Building Details
Land & Utilities
Contacts
Media

Basic Property/Building Information

Name • Touchstone Kirkland Building Status Existing ▾
Type • Office ▾ Building Class A ▾
Sub Type General ▾ Condominium... Yes No

Location

Street Number 12131 Street Ma County King
Street Name 113th Ave NE Submarket CBA Kirkland

Cancel Save



PROPERTY RECORD MANAGEMENT

If you submit changes, but are missing any required details, you will get a notification of what information is missing at the bottom of your screen.

The fields with the missing information will also be highlighted in red.

Property/Building Listings Add Listing View All Listings Back

12131 113th Ave NE, Kirkland, WA 98034 Office

Search fields by name...

Basic Information
Location
Building Details
Land & Utilities
Contacts
Media

Cancel Save

Basic Property/Building Information

Name Touchstone Kirkland Building Status Existing
Type Office Building Class A
Sub Type Condominium... Yes No

Location

Street Number 12131 Street Ma County King
Street Name 113th Ave NE Submarket CBA Kirkland
Cross Street 124th St Campus Name
Postal Code 98034 Center/Park N...

Building Details

Building Size 133,004 SF Year Renovated YYYY
Rentable Space 91,378 SF Reno. While O... Yes No
Office SF 91,378 SF Const. Timefr...
Industrial SF # SF Primary Const. Masonry
Retail SF # SF Energy Star C... Yes No
Residential SF # SF LEED Level
Number of Un... # Elevators Yes 1
Number of Bu... 1 Heated Yes No
Floors 3 Air Conditioned Yes No
Floor Size Min-Max SF Sprinklers Yes No
Floor Size (Av... # # SF ESFR Sprinkle... Yes No

To save your changes, you must include all required data:
• Sub-category is missing



PROPERTY RECORD MANAGEMENT

When all changes have been made, click save. A confirm changes pop-up window will appear where you can add a note for the CBA staff and select “Submit”. These changes will be need to be approved by CBA staff before they will appear on our public site or for other CBA members.

In the meantime, you will see the requested changes and will be able to create updated reports through your individual CBA log in.

CBA staff approves property change requests within 1-2 hours.

The screenshot displays a web application interface for property record management. A 'Confirm changes' pop-up window is centered on the screen, overlaid on a dimmed background of the property details page. The pop-up window has a title bar with a close button (X) and contains the following text:

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.

Please note the reason for these changes, including any additional information for our researchers.

Below the text is a text input field and two buttons: 'Cancel' and 'Submit'.

The background interface shows a 'Property/Building' page with a search bar, a list of categories (Basic Information, Location, Building Details, Land & Utilities, Contacts, Media), and a 'Save' button. The 'Location' section is partially visible, showing fields for Street Number (12131), Street Name (113th Ave NE), County (King), and Submarket (CBA Kirkland).



PROPERTY RECORD MANAGEMENT

Requirements to keep in mind when editing 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
- 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

