



MANAGING SEARCH RESULTS

In this guide, we will review how to use and share the results from your sale and lease searches.

VIEWING YOUR SEARCH RESULTS

After conducting your search, a preview of your listing results will appear on the right side of the map.

Note: If you do not see the results section on your screen click < to make the results visible.

The screenshot displays a real estate search interface. At the top, there is a search bar with the text "Listings/Comps" and "Search locations...". Below the search bar are filters for "Location", "Type", "Price/Size", and "More (1)", along with a "Clear" button and a notification "14 properties · 23 listings". A "Map View" button is highlighted with a red box. Below the search bar are buttons for "All", "Create Report", "Save to List", "Analyze", and "No Selections".

The main area is a map of the Pacific Northwest region, showing parts of British Columbia, Washington, Oregon, Idaho, Nevada, and Utah. A red circle on the map indicates the location of Seattle. To the right of the map is a grid of listing cards. The first card is for an "Office" property at "196336" with 13,001 SF, negotiable price, and general use. The second card is for an "Industrial" property at "RH North Creek Business..." with 2,022 SF - 10,882 SF, price range of \$26.00 - \$27.00 Annual/SF, and 4 matching listings. The third card is for an "Office" property at "9985 W Emerald Street" with 2,456 SF, \$15.00 Annual/SF, and Bldg. Class: B. The fourth card is for a "Retail" property at "12335 SW 72nd Ave" with 1,944 SF, day care use, and APEX logo. The fifth card is for an "Office" property at "North Creek Business Ce..." with 1,717 SF - 2,637 SF, \$26.00 Annual/SF, and 2 matching listings. The sixth card is for an "Office" property at "Speciality Test test" with 13 SF, \$13.00 Annual/SF, and Bldg. Class: C. The seventh card is for a "Retail" property at "1918 E Main St" with 2,119 SF, \$699,000, and Freestanding use. The eighth card is for "Land" at "Silcott Road Land" with 156.71 Acres and \$1,890,000.

At the bottom right of the map area, there is a "14 Results" label and "Prev" and "Next" buttons.

This is the map view, you can switch your view by clicking "Map" and then select a different view option.



VIEWING YOUR SEARCH RESULTS

When you perform your search, you are automatically at the map view however by selecting "Grid", "Table" or "List" you will be able to change how you view your results.

The grid and list views allow you to sort your listings, you cannot choose a sorting method using the map view.

Grid View

The Grid View interface displays 14 search results in a grid format. Each listing includes a thumbnail image, a title, and key details such as square footage, price, and location. The interface also features a search bar, filters, and a 'Grid View' button.

Property Name	Size	Price	Location
400 Fairview	395 SF - 539 SF	Negotiable	Seattle, WA
Veranda Plaza in El Dorado...	5,500 SF - 25,534 SF	\$29.45 - \$29.95 Ann...	Meridian, ID
Scottish Rite Temple	1,716 SF	\$22.00 Annual/SF	Shoreline, WA
Blackstone in Silverston...	8,160 SF	\$28.95 Annual/SF	Meridian, ID
327 W Lewis Street	7,502 SF	\$600,000	Seattle, WA
180 Business Park	16,000 SF - 17,142 SF	Negotiable	Seattle, WA
196336	13,001 SF	Negotiable	Seattle, WA
RH North Creek Business...	2,022 SF - 10,882 SF	\$26.00 - \$27.00 Ann...	North Creek, WA
9985 W Emerald Street	2,456 SF	\$15.00 Annual/SF	Seattle, WA
12335 SW 72nd Ave	1,944 SF	Day Care	Seattle, WA
North Creek Business C...	1,717 SF - 2,637 SF	\$26.00 Annual/SF	North Creek, WA
Specialty Test	13 SF	\$13.00 Annual/SF	Seattle, WA
1918 E Main St	2,119 SF	\$699,000	Seattle, WA
Silcott Road Land	156.71 Acres	\$1,890,000	Seattle, WA

Select the grid view to see your results side by side. This view allows you to choose a method to sort your search results by.

List View

The List View interface displays the same 14 search results in a list format. Each listing includes a thumbnail image, a title, and key details such as square footage, price, and location. The interface also features a search bar, filters, and a 'List View' button.

Property Name	Size	Price	Location
Veranda Plaza in El Dorado Business Cam...	73,734 Building ...	\$63,729/mo	Meridian, ID
Veranda Plaza in El Dorado Business Cam...	73,734 Building ...	\$15,474/mo	Meridian, ID
Veranda Plaza in El Dorado Business Cam...	73,734 Building ...	\$26,603/mo	Meridian, ID
Veranda Plaza in El Dorado Business Cam...	73,734 Building ...	\$28,824/mo	Meridian, ID
Scottish Rite Temple	29,540 Building ...	\$3,146/mo	Shoreline, WA
Blackstone in Silverstone Park, Suite 130	117,036 Building ...	\$19,696/mo	Meridian, ID
400 Fairview, Suite 108	532,636 Buildin...	Negotiable, NNN	Seattle, WA
400 Fairview, Suite 107	537 Avail SF	Negotiable, NNN	Seattle, WA
400 Fairview, Suite 102	532,636 Buildin...	Negotiable, NNN	Seattle, WA
327 W Lewis Street	7,502 Building ...	\$600,000	Seattle, WA

Select the list view and ungroup by property to quickly review listing details. This view allows you to choose a method to sort your search results by.



VIEWING YOUR SEARCH RESULTS

Table View

Listings/Comps		Search locations...	Location	Type	Price/Size	More (1)	Clear	14 properties · 23 listings		Results filtered by map bounds		Table View					
<input checked="" type="checkbox"/> All <input type="checkbox"/> Create Report <input type="checkbox"/> Save to List <input type="checkbox"/> Analyze <input type="checkbox"/> Export No Selections												<input type="checkbox"/> Listings <input type="checkbox"/> Edit Columns <input type="checkbox"/> Sort <input type="checkbox"/> Saved Searches					
	Address	Floor	Suite	Primary Use	Listing Type	Sublease	Title	Divisible	Available Space	Minimum Divisible	Max Contiguous	Price	Leased Rate	Lease Signed Date	Lease Type	Building St...	A
<input type="checkbox"/>	1800 S. Bonito Way (Ste. TBD), Meridian, ID	3rd	TBD	Office	For Lease		Veranda Plaza		25,534 SF	6,000 SF		\$29.95 Annual/SF			Full Service	Existing	11/
<input type="checkbox"/>	1800 S. Bonito Way (Ste. TBD), Meridian, ID	2nd ...	TBD	Office	For Lease		Veranda Plaza		6,305 SF			\$29.45 Annual/SF			Full Service	Existing	11/
<input type="checkbox"/>	1800 S. Bonito Way (Ste. TBD), Meridian, ID	1st	South	Office	For Lease		Veranda Plaza		10,840 SF	5,500 SF		\$29.45 Annual/SF			Full Service	Existing	11/
<input type="checkbox"/>	1800 S. Bonito Way (Ste. TBD), Meridian, ID	1st	North	Office	For Lease		Veranda Plaza		11,745 SF	6,028 SF		\$29.45 Annual/SF			Full Service	Existing	11/
<input type="checkbox"/>	1207 N 152nd St, Shoreline, WA	1		Office	For Lease		Medical/Office Spa...		1,716 SF			\$22.00 Annual/SF			NNN	Existing	4/
<input type="checkbox"/>	1820 S. Silverstone Way, Meridian, ID	1st	130	Office	For Lease		Blackstone buildin...		8,160 SF			\$28.95 Annual/SF			Full Service	Existing	
<input type="checkbox"/>	400 Fairview Ave N, Seattle, WA	1	Suit...	Retail	For Lease		The Hall at 400 Fai...		539 SF						NNN	Existing	5/
<input type="checkbox"/>	400 Fairview Ave N, Seattle, WA	1	107	Retail	For Lease		The Hall at 400 Fai...		537 SF						NNN	Existing	5/
<input type="checkbox"/>	400 Fairview Ave N, Seattle, WA	1	Suit...	Retail	For Lease		The Hall at 400 Fai...		395 SF						NNN	Existing	5/
<input type="checkbox"/>	327 W Lewis St, Pasco, WA			Retail	For Sale		PRICE REDUCED		7,502 SF			\$600,000				Existing	
<input type="checkbox"/>	18025 Hwy 99, Edmonds, WA	Gro...		Flex/R&D	For Lease		16,000 SF Light Mf...	Yes	17,142 SF	16,000 SF					Net NNN	Existing	1/
<input type="checkbox"/>	321 test address, Test Town, WA	31	3101	Industrial	For Lease		Edited Test Lease L...		13,001 SF						Other	Existing	10
<input type="checkbox"/>	11822 North Creek Pkwy N, Bothell, WA	1st	Suit...	Industrial	For Lease		Suite 6-110		2,398 SF		10,882 SF	\$26.00 - \$27.00 An...			NNN	Existing	11/
<input type="checkbox"/>	11822 North Creek Pkwy N, Bothell, WA	1st	6-109	Industrial	For Lease		6-109		2,022 SF		10,882 SF	\$26.00 - \$27.00 An...			NNN	Existing	11/
<input type="checkbox"/>	11822 North Creek Pkwy N, Bothell, WA	1st	6-10...	Industrial	For Lease		6-107/108		4,045 SF	4,045 SF	10,882 SF	\$26.00 - \$27.00 An...			NNN	Existing	10
<input type="checkbox"/>	11822 North Creek Pkwy N, Bothell, WA	1st	Suit...	Industrial	For Lease		Suite 6-106		2,417 SF		10,882 SF	\$26.00 - \$27.00 An...			NNN	Existing	10
<input type="checkbox"/>	9985 W Emerald St, Boise, ID		9985	Office	For Lease		Westpark Corporat...		2,456 SF			\$1.25 Monthly/SF			NNN	Existing	6/
<input type="checkbox"/>	12335 SW 72nd Ave, Portland, OR			Retail	For Sale		12335 SW 72nd		1,944 SF			Negotiable				Existing	
<input type="checkbox"/>	11714 North Creek Pkwy N, Bothell, WA	1	135	Office	For Lease		11714 North Creek ...		2,637 SF			\$26.00 Annual/SF			NNN	Existing	
<input type="checkbox"/>	11714 North Creek Pkwy N, Bothell, WA	1	125	Office	For Lease		11714 North Creek ...		1,717 SF			\$26.00 Annual/SF			NNN	Existing	
<input type="checkbox"/>	111 - 112 N Test St SW, Gig Harbor, WA			Office	For Lease		Test Mom Listing		13 SF			\$13.00 Annual/SF			Other	Existing	
<input type="checkbox"/>	1918 E Main St, Quincy, CA	1		Retail	For Sale		1918 E Main St					\$699,000				Existing	8/
<input type="checkbox"/>	Silcott Rd, Clarkston, WA			Land	For Sale		Silcott Rd					\$1,890,000					

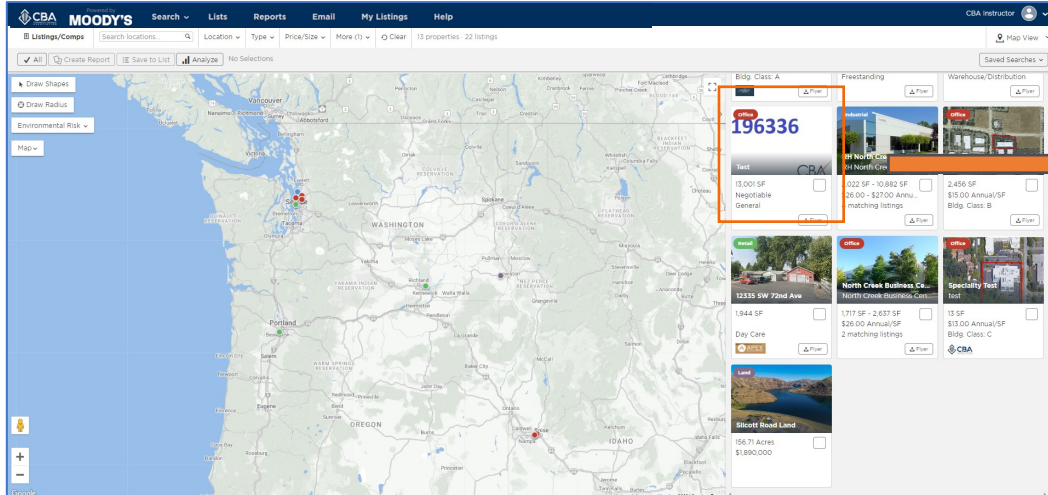
Table View is a spreadsheet-like option that makes browsing and comparing properties and listings easy.

You can adjust the information provided in this view by editing the columns and you can choose to view the data at either a property or listing level.

You can also export this data into a CSV file.



VIEWING INDIVIDUAL LISTINGS



If you would like to review the property or listing details prior to running a report, you can click on the box or line containing the listing from your results.

This should open a new side screen with the property highlights at the top as well as an image of the property. Under these items you will find the listing details. From this screen, you can pull a report for this listing using the **Generate Report** button.

If you would like to see the street view of this property you can select **Zoom** on the listing preview screen.

If you would like to review the property details for a listing, you can select **View Details**

If you have finished with previewing the property and would like to go back to your results simply click the **X** on the upper right-hand side.

Zoom < Previous Next > X

Test
12133 113th Ave NE, Kirkland, WA 98034

Property Highlights

Type: **Office: General**

Size: **123,123 SF, 3.42 Acres**

Percent Occupied: **100%**

Building Class: **C**

[View Details](#)

Currently Available Select All

- Industrial For Lease** 13,001 SF
- Floor 31, Suite 3101 Negotiable Collapse

[View Details](#) [Download Flyer](#) [Generate Report](#)

Listing Details

Asking Rate	Negotiable	Commission	3.1% test
Total Available	13,001 SF	Rent Esc. Type	CPI
Rent Esc. Desc.	Different Escalated Rent	Lease Type	Other
Expense Type	Tax & CAMs	Lease Terms	fairly complicated terms
Expenses	\$1.30	Sublease Exp.	5/03/2025
List Date	5/18/2023	Last Updated	3/05/2024
Available Date	10/01/2023	Days On Market	309 days



VIEWING PROPERTY DETAILS

If you would like to review the property details for a listing, you can select “View Details” from the listing preview from your search map.

There are several sections within the property detail page:

Details shows the property information regarding the land and building(s) that we have on file for this space.

Listings shows any active sale/lease listings at this property record

History shows any inactive listings we have on file for this property

Tenants shows the businesses located within this property

Contacts show who is leasing the space or who owns it

Performance preview some key performance indicators such as asking rent and vacancy trends

This section also allows you to pull geospatial reports directly relating to the property via the **Property Report** button all the way at the bottom of the page.

When you are done with this page simply click **Back** and then once you are back to the preview screen select the **X** to close the property preview and view all search results.

Test Office: General
12133 113th Ave NE, Kirkland, WA 98034

196336

NE 124th Ln
Olive Garden Italian
Monolith Productions
113th Ave NE
NE 120th

2 photos

Details Listings History Tenants Contacts Location Performance Loans

Location

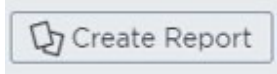
Address	12133 113th Ave NE, Kirkland, WA 98034		
County	King	Submarket	CBA Kirkland
Parcels	2926059156		

Building Size

Building Size	123,123 SF	Total Available Space	0 SF
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CREATING A LISTING REPORT



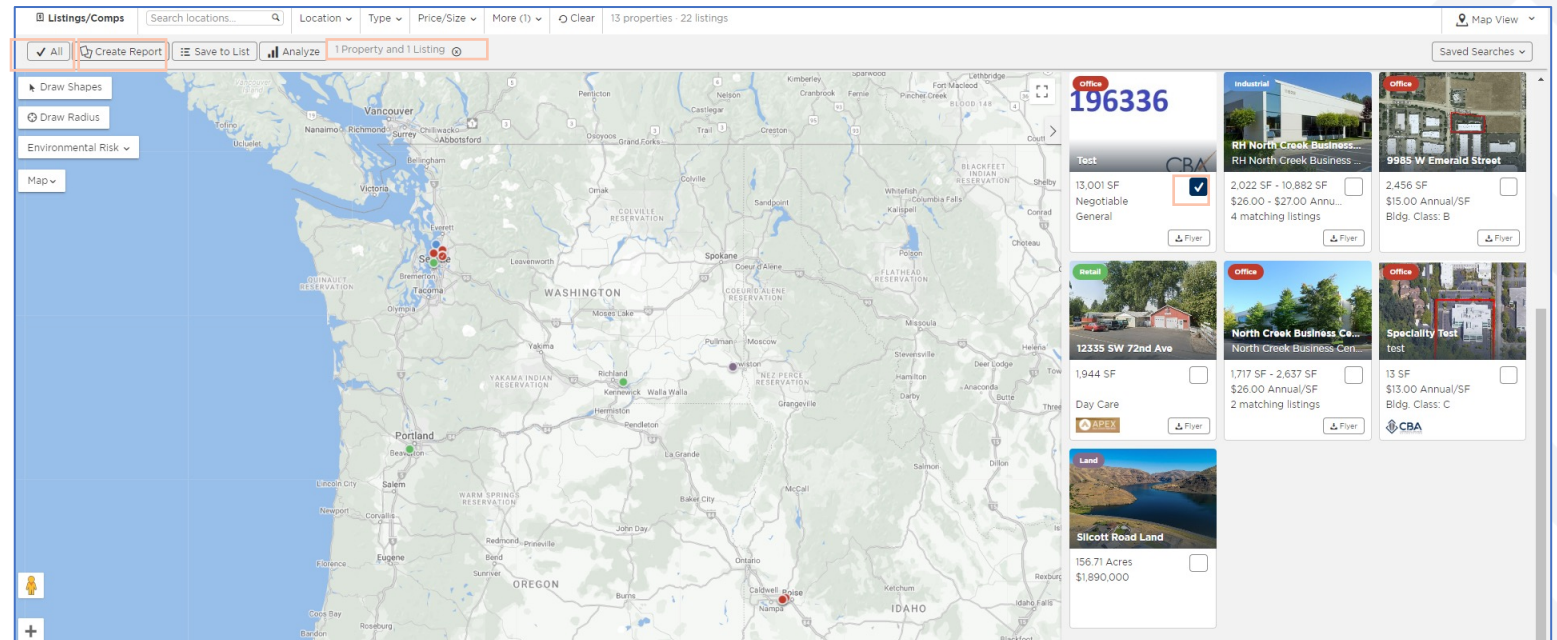
The first step to creating a report is to select the listings you would like to include.

Click on the blank square next to the individual listing you would like to include in your report. Once you have clicked on the box it will be filled with a checkmark.

If your search has yielded below 250 results you can also use the **✓ All** on the gray toolbar above your results to include all search results in your report.

Once you have finished selecting the listings you would like to include in your report then select the **Create Report**.

Note: You can tell how many properties and listings you have selected on the gray toolbar above your results



CREATING A LISTING REPORT

After selecting “Create Report” a pop-up box will appear with all available report options. There are several reports types available that you can pull, but keep in mind that the availability of these reports depends on the number of results.

Please view the next page for information on report limitations.

Generate Report for Selection

General REIS Google Earth Excel

Generate Report

Select the components below that you'd like to be included in your report.

General <input type="checkbox"/> Cover Page <input type="checkbox"/> One-Liner	Listing <input type="checkbox"/> CBA Brochure <input type="checkbox"/> Listing Single Page <input type="checkbox"/> Listing Multi-Page <input type="checkbox"/> 4-Up Comparison <input type="checkbox"/> Peer Chart Comparison	Geospatial <input type="checkbox"/> Demographics by Radius <input type="checkbox"/> Demographics by Drivetime <input type="checkbox"/> Demographic Infographic <input type="checkbox"/> Retail Logos <input type="checkbox"/> Traffic Counts <input type="checkbox"/> EPA Facility
Map <input type="checkbox"/> Map <input type="checkbox"/> Aerial <input type="checkbox"/> Map (Vertical) <input type="checkbox"/> Parcel Aerial <input type="checkbox"/> Elevation/Contour		Misc <input type="checkbox"/> Biography <input type="checkbox"/> Property Contacts <input type="checkbox"/> Property Contacts with Photo
Property <input type="checkbox"/> Summary <input type="checkbox"/> Summary with Space <input type="checkbox"/> Property Single Page <input type="checkbox"/> Property Multi-Page		Includes <input type="checkbox"/> Include Broker Flyers

Include only properties/buildings, exclude sale or lease listings

Generate Report for Selection

General REIS Google Earth Excel

Generate Report

Choose Geospatial Analysis Format

Parcel Analysis

Include only properties/buildings, exclude sale or lease listings

Note: You must have a separate Google Earth account in place in order to open this report

Generate Report for Selection

General REIS Google Earth Excel

Generate Report

Choose Spreadsheet Format

Summary
 Single Line

Include only properties/buildings, exclude sale or lease listings



TIPS FOR CREATING REPORTS

- “**CBA Brochure**” is specifically designed for CBA members, this is the only report you will find the days on market and commission information on
- “**Biography**” = your biography as created in your profile
- You have the option to choose to include the Listing Broker’s contact information and 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

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:

- 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



SAVING TO A LIST

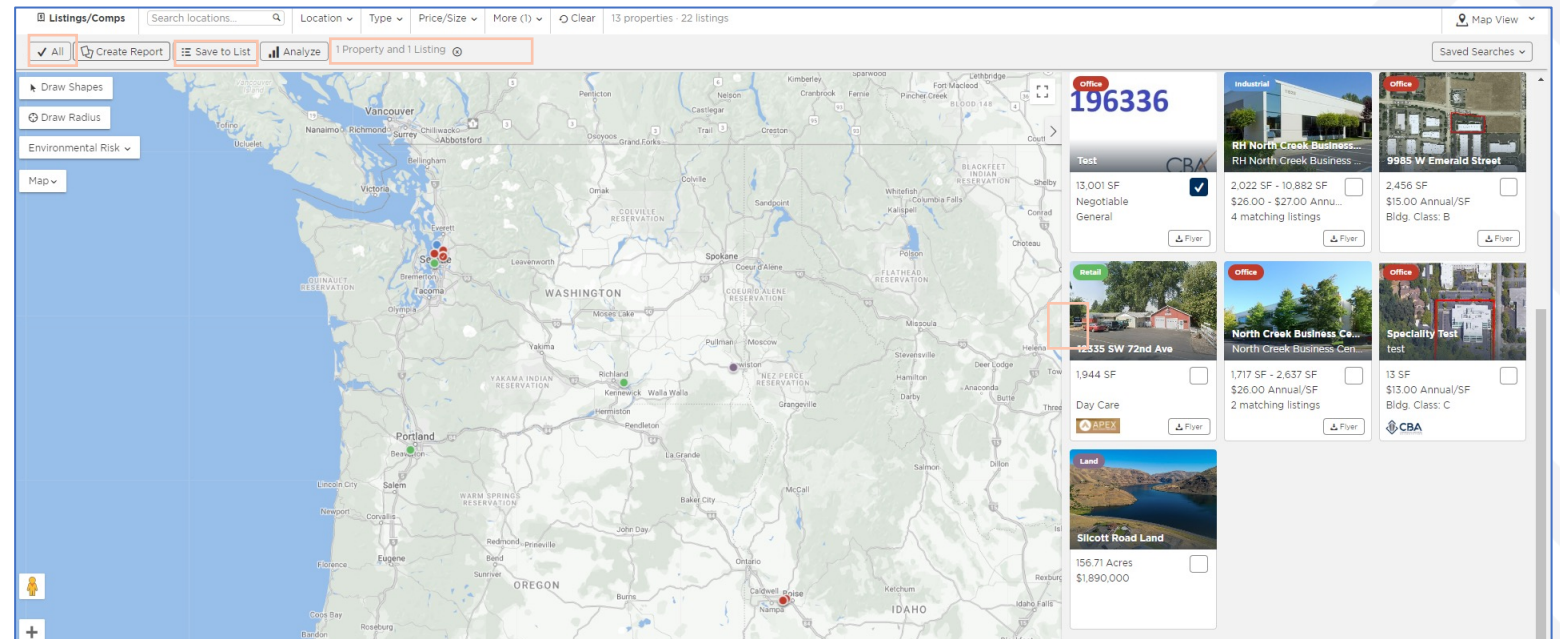
Save to List

The list function allows you to keep the listings that you would like to review all in one place. You can add to or remove listing on a list at any time. You can save up to 250 listings/properties in a list. Lists can be created for yourself or to share with your clients.

Select the listings you would like to add to a list.

You can do this by clicking on the square next to the individual listings so that it is filled with a check mark.

Once you have finished selecting the listings you would like to include in your list then select the **“Save to List”** button.



Note: You can tell how many properties and listings you have selected on the gray toolbar above your results



SAVING TO A LIST

After selecting “Save to List” a pop-up window will appear with previously saved lists, or the options to create a new one.

If you would like to save these listings to an existing list, click on the name of the list and it will save automatically.

If you would like to save the listings you selected to a new list, click “New List”, enter in a list name or any additional list settings then click save.

After you have selected an existing list or created a new one and clicked on save, you will get a notification at the bottom of your screen letting you know the listings have been successfully saved to your list.

Save to a List

Use lists to group properties you're interested in.

List Name	Client	Modified
Quick List		03/24/2022
Training 3/8/22		03/24/2022
Training 2/24	Test Client	02/24/2022
Training Listing 1.27		01/27/2022
Training 1/25		01/25/2022
Training 12/16		12/16/2021
Training 10/28		10/28/2021
Training 9/30		10/15/2021

32 Lists 1 2 3 4

Include only properties/buildings, exclude sale or lease listings



ACCESSING AND MANAGING YOUR LISTS

To access your existing lists, select “Lists” from the top, blue toolbar.

This link will take you to view all of your existing lists. Click on the list name to use, view and manage your list.

If you would like to delete any existing lists, check the box next to the list name and then click “Delete Selected” from this screen.

The screenshot shows the MOODY'S Lists management interface. The top navigation bar includes the CBA logo, MOODY'S logo, and navigation links for Search, Lists, Reports, Email, My Listings, and Help. The user is logged in as CBA Instructor. The main content area is titled 'Lists' and features a search bar, a 'New List' button, and a 'Delete Selected' button. A table displays the following data:

<input type="checkbox"/> List Name	Client	Items	Created	Modified
<input type="checkbox"/> Webinar Test list 7-27	-	3	07/27/2023	09/05/2023
<input checked="" type="checkbox"/> Practice List 7/27/23	-	3	07/27/2023	07/27/2023
<input type="checkbox"/> Test List 7-26-23	-	2	07/26/2023	07/26/2023
<input type="checkbox"/> Webinar 4.27	-	4	04/27/2023	04/27/2023
<input type="checkbox"/> Practice 4-27 (2nd)	-	4	04/27/2023	04/27/2023
<input type="checkbox"/> Practice 4-27	-	5	04/27/2023	04/27/2023
<input type="checkbox"/> Practice List 4-26-23	-	5	04/26/2023	04/26/2023
<input type="checkbox"/> member testing 2	-	5	03/16/2023	03/16/2023
<input type="checkbox"/> member testing	-	6	03/16/2023	03/16/2023
<input type="checkbox"/> Webinar 1.26.23	Client 123	2	01/26/2023	02/17/2023

At the bottom right of the table, it indicates '19 Lists' and provides navigation buttons for 'Prev', '1', '2', and 'Next'.



MANAGING A LIST

Generate a link to share this list with others, you can stop sharing at any time

Assign a property as the subject property

Return to view all lists

Create a report for this list

Manage or delete list details

View All Lists

4 Properties Prev 1 Next

How-To List

Sort Sort Manually List View

Multi-Family

714-734 12th Avenue
714 12th Ave, Seattle

Mixed Use
47,892 SF on 0.70 Acres

Retail For Lease

1,875 SF @ \$38.00 Annual/SF
Jason Miller, Kidder Mathews

Report Details Edit

Multi-Family

Vertex Off Broadway
802 E Thomas St, Seattle

General Purpose
60,591 SF on 0.18 Acres

Retail For Lease

2,000 - 3,150 SF @ \$32.00 Annual/SF
Paul Jacobson, West Coast Commercial Re...

Report Details Edit

Retail

Thornton Place
308 NE Thornton Pl, Seattle

Mixed Use
555,965 SF on 4.56 Acres

Retail For Lease

1,463 SF @ Negotiable
Francesca Howard, Jones Lang LaSalle

Retail For Lease

824 SF @ Negotiable
Francesca Howard, Jones Lang LaSalle

2 more spaces

Report Details Edit

Office

Century Square
1501 4th Ave, Seattle

Mixed Use
812,428 SF on 0.96 Acres

Retail For Lease

388 SF @ \$2,587 Monthly
Laura Miller, Gibraltar, LLC

Retail For Lease

4,520 SF @ \$62.00 Annual/SF
Laura Miller, Gibraltar, LLC

Report Details Edit

4 Properties Prev 1 Next

Properties on your list

Listings on your list

Choose a method to sort your listings OR drag your listings into the order in which you would like them to be sorted by

Note: A list is the only way to manually sort how the listings appear in your reports

To remove a property or listing from your report uncheck the box next to the property or listing.

View the property/listing details, pull a report or make custom edits* to the listing.

Note: these edits are available only to you in reference to this list

SAVING SEARCHES & SETTING UP E-MAIL ALERTS

If you know that you will use the same search filters frequently a time-saving step would be to save your search. Doing this will allow you to perform the search quickly and access new results at any time.

After conducting a search, click on **Saved Searches** on the upper right-hand side of the search window. When the drop-down menu appears, select the **Save Current Search** button.

When the **Save this Search** pop-up appears, you will then want to give your search a name.

If you would like to receive e-mail alerts on this search, be sure to set up an e-mail frequency. This will notify you when your search gets a new match.

Note: You can add your clients to receive a copy of these e-mail alerts, however, please keep in mind you cannot adjust information they are seeing.

The diagram illustrates the process of saving a search and setting up email alerts. It starts with a 'Saved Searches' dropdown menu in the top right corner. An orange arrow points to the 'Save Current Search' option in the dropdown menu. Another orange arrow points to the 'Save this Search' pop-up window. The pop-up window contains the following fields and options:

- Search Name:** A text input field with the placeholder text 'Name of your search here...'.
- Email frequency:** A section with four radio button options: Never, Immediately, Daily, and Weekly.
- Clients (optional):** A section with a text input field and the placeholder text 'Enter the email of your client here...'.
- Buttons:** 'Cancel' and 'Save' buttons at the bottom right.



VIEWING AND EDITING YOUR SAVED SEARCHES

Click **Saved Searches** on the upper right-hand side of the search window to make edits or run the search again. When the drop-down menu appears, click on **View Saved Searches**.

This will open a pop-up window that will give you access to all the saved searches you have set up. From this window you can view new results that match your saved search parameters, adjust the frequency in which you are getting e-mail alerts and delete your saved searches.

Note: If you would like to change the filters of a search you will need to view the saved search, adjust your filters and then follow the steps for saving a new search. Once this is done you will want to delete the original search.

The screenshot displays the 'My Saved Searches' window with three search entries: 'Training 1/25', 'Webinar 10/22', and 'Webinar 4.30'. Each entry includes a dropdown menu set to 'All matches', a 'Search →' button, and an 'Edit' link. An orange arrow points from the 'Edit' link of the 'Webinar 4.30' search to the 'Edit Saved Search' dialog box. The dialog box shows the search name 'Training 1/25' and allows selection of an email frequency: 'Never' (selected), 'Immediately', 'Daily', or 'Weekly'. It also includes a section for 'Clients (optional)' with a text input field and 'Cancel', 'Delete', and 'Save' buttons.

