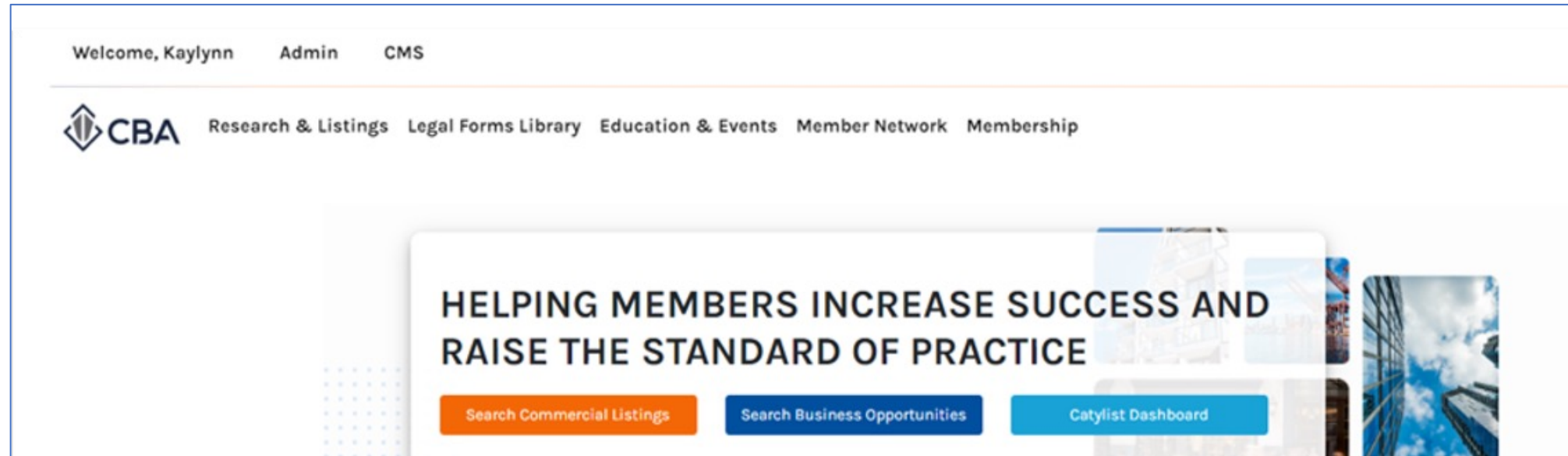




# SEARCHING: PERFORMING A SEARCH

In this guide, we will review the search process for lease and sale listings.

# HOW TO ACCESS THE SEARCH PLATFORM



To search for, For Sale and For Lease listings select the orange “Search Commercial Listings” button – to search for Business Opportunities click the blue “Search Business Opportunities” button\*.



\*If you need help with searching for biz ops, please view the Searching: Business Opportunities how-to-guide



# SEARCH FEATURE OVERVIEW

Toggle between different ways to view your results here

Apply and remove search filters

Access the shape & radius drawing tools

The screenshot shows the MOODY'S search interface. At the top, there's a navigation bar with 'CBA INSTRUCTOR' and a user profile icon. Below it, a search bar is labeled 'Search locations...' with a magnifying glass icon. To the right of the search bar are filters for 'Location', 'Type', 'Price/Size', and 'More', along with a 'Clear' button. The search results are displayed as '219,887 properties'. On the right side of the search bar, there's a 'Map View' button with a location pin icon. Below the search bar, there are buttons for 'All', 'Create Report', 'Save to List', and 'Analyze'. The main content area is split into two parts: a map on the left and a list of property results on the right. The map shows a large area of Washington state with various colored dots representing different property types. A 'Draw Shapes' and 'Draw Radius' tool is visible on the map. The property results list includes items like 'Office', 'Industrial', 'Private School', 'Retail', 'Land', and 'Multi-Family'. Each result card shows a photo, address, square footage, price per square foot, and occupancy status.

Quick views of your results

**Note:** If you do not see a preview of your results here you will need to hit the button to show them.

Color Guide:

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

Use the map as a tool to adjust the location you want to obtain results for



# USING THE MAP AS A SEARCH FILTER: ZOOMING IN AND OUT OF THE MAP

The screenshot displays the CBA Moody's real estate search interface. At the top, there is a navigation bar with options like Search, Lists, Reports, Email, My Listings, and Help. Below this is a search bar with a dropdown menu for 'Properties' and a search input field. To the right of the search bar, there are filters for Location, Type, Price/Size, and More, along with a 'Clear' button and a count of '219,887 properties'. Below the search bar, there are buttons for 'All', 'Create Report', 'Save to List', and 'Analyze', along with a 'No Selections' indicator and a 'Saved Searches' dropdown.

The main content area is divided into two sections. On the left is a map of Washington state, showing various cities and reservations. The map is overlaid with a grid and has several colored pins indicating search results. On the right is a list of commercial listings, each with a thumbnail image, a title, and key details:

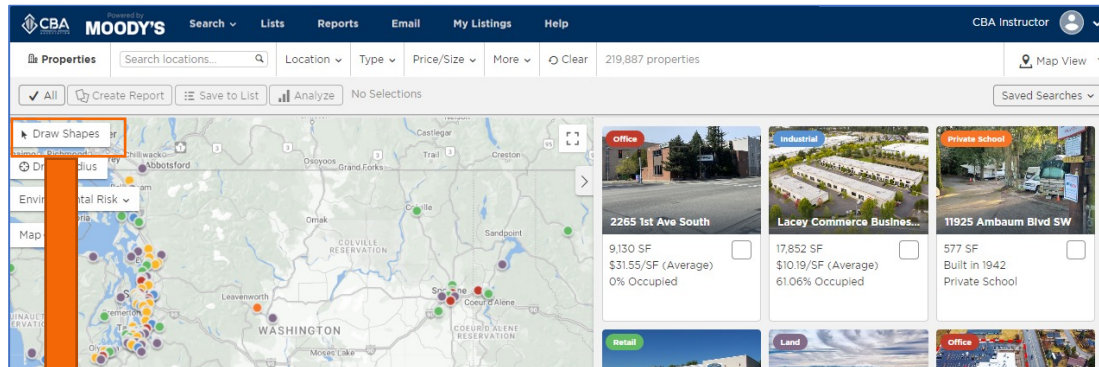
- Office:** 2265 1st Ave South, 9,130 SF, \$31.55/SF (Average), 0% Occupied.
- Industrial:** Lacey Commerce Busines..., 17,852 SF, \$10.19/SF (Average), 61.06% Occupied.
- Private School:** 11925 Ambaum Blvd SW, 577 SF, Built in 1942, Private School.
- Retail:** 6711 N Glenwood Street, 11,758 SF, \$10.86/SF (Average), 100% Occupied.
- Land:** 18927 160 St E, 5 Acres, Residential Developm..., Zoning: Msf.
- Office:** Prairie Professional Build..., 26,500 SF, Built in 2024, Bldg. Class: A.
- Industrial:** Hawks Hub - Building 1, Hawks Prairie Industrial P.
- Land:** 16645 NE 85 St.
- Multi-Family:** 6408-6412 N Normandle ...

After clicking the “Search Commercial Listings” button you will be taken into the search map, with immediate results based on map boundaries. Zooming in/out act as a geolocation filter and will change your boundaries with new results. You may also click & drag the map with your mouse to change the map location.

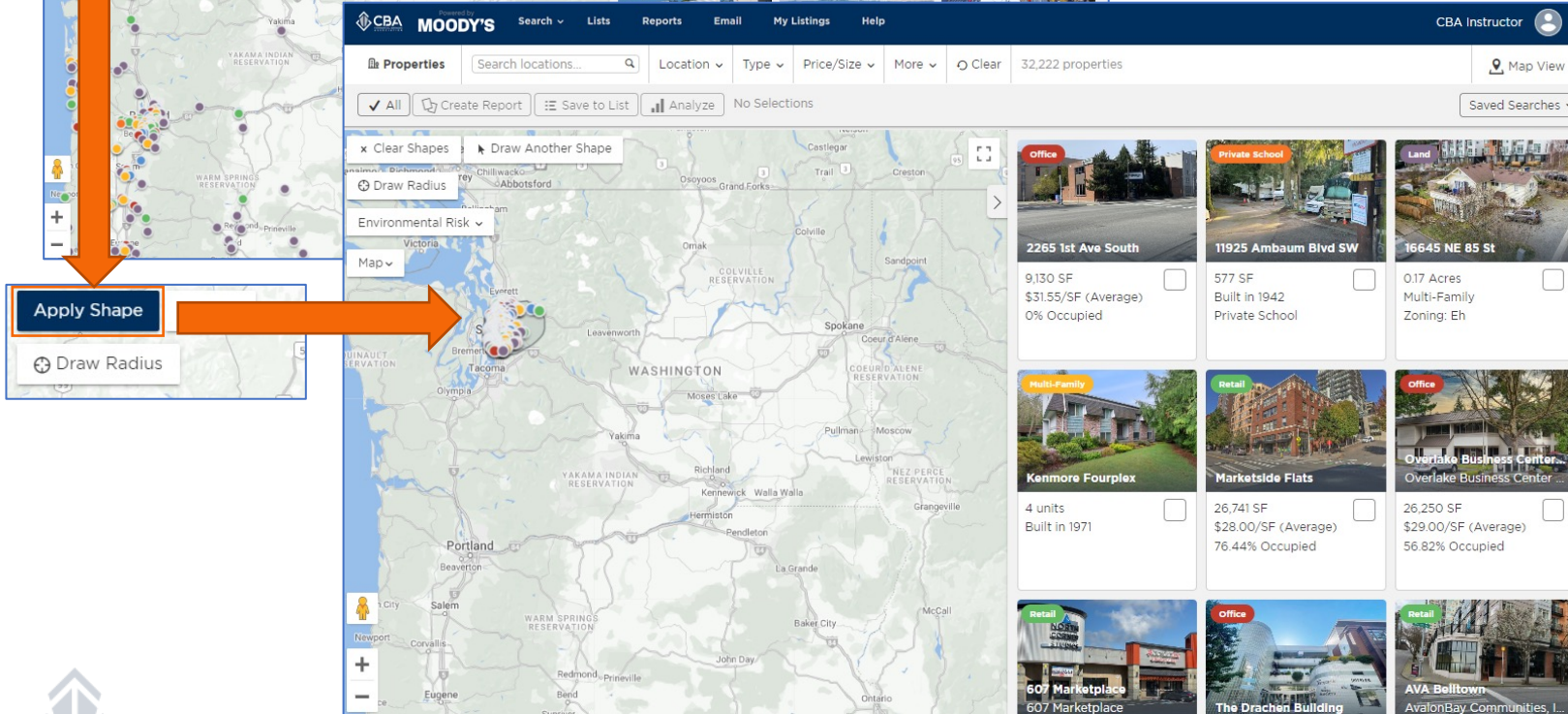




# USING THE MAP AS A SEARCH FILTER: DRAWING SHAPES

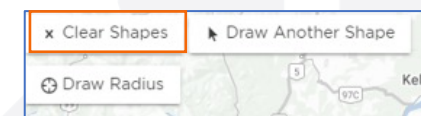


Use the "Draw Shape" feature in the upper-left side of the map to create and view a customized area of the map. After this button has been selected you will draw your boundary on the map area and then click "Apply Shape". Once you have applied the shape only the listings/properties in that area will appear in your results.

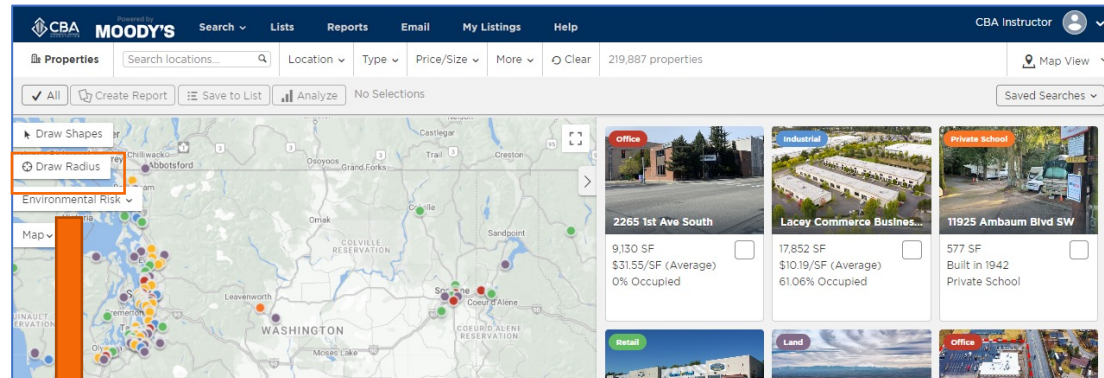


**Note:** You can apply as many shapes as you would like, select "Draw Another Shape", and then repeat the steps above.

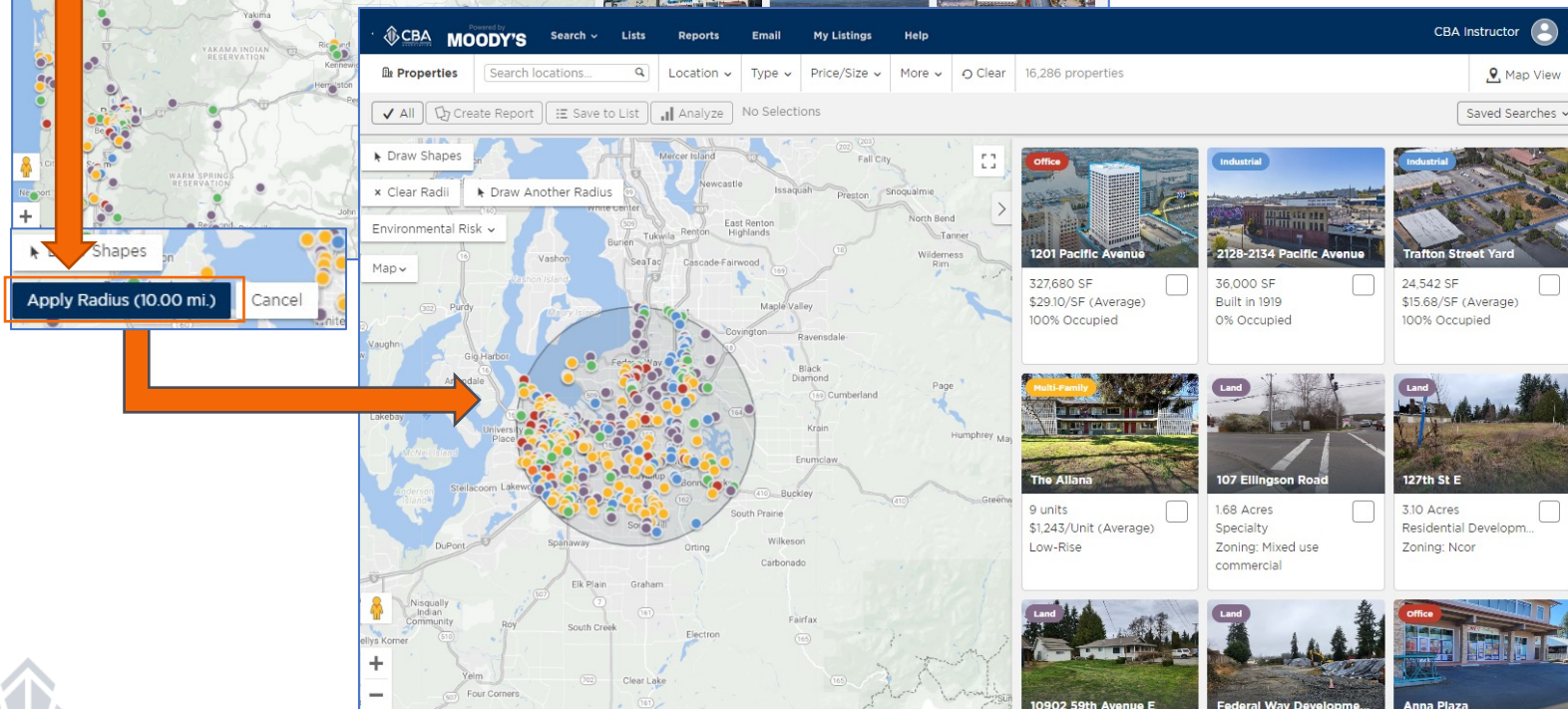
If you would like to remove these at any time, select the "Clear Shapes" button.



# USING THE MAP AS A SEARCH FILTER: DRAWING A RADIUS

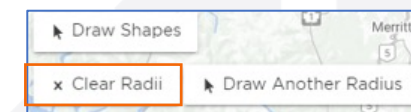


Another way to view your results for a specific area of the map is to draw a radius. Select “Draw Radius” from the upper left-hand side of the search map. Then move and click your cursor to place a pin as the center of the radius. You can extend or reduce the distance by dragging one of the points in the outer circle. Finally, select “Apply Radius”. Once the radius has been applied only the listings within the radius will appear.



**Note:** You can apply as many radii as you would like by selecting “Draw Another Radius” and then repeat the steps above.

If you would like to remove these at any time, simply select the “Clear Radii” button.





# SEARCH FILTERS: LOCATION

The location tab has four sets of filters you can choose to search by.

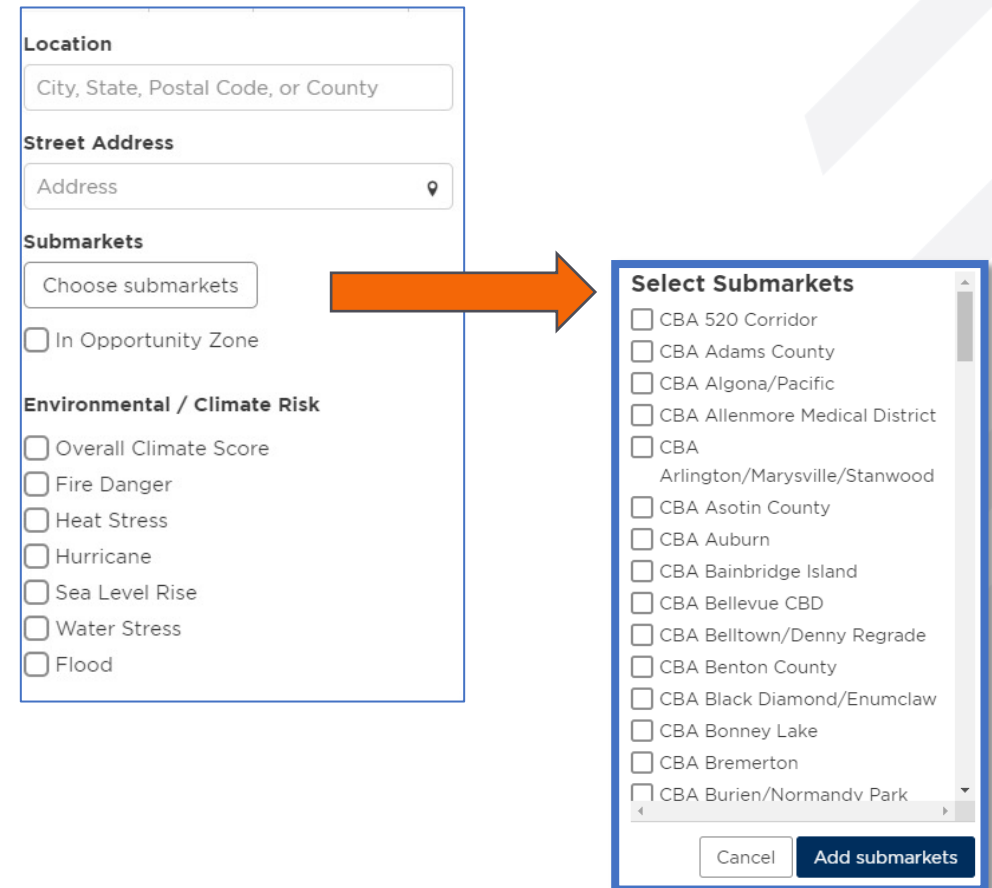
**Location** allows you to search by states, counties, cities, or zip codes. You can apply as many or as few of these options as you'd like.

**Street Address** allows you to search for a specific address

**Submarkets** allows you to select your search area by checking off the CBA submarket(s) you would like to search for

**In Opportunity Zone** shows you properties in opportunity zones only

**Environmental/Climate Risk** shows the impact of six different physical climate risk factors in a given area.



The image shows a screenshot of a search filter interface. On the left, a panel titled 'Location' contains four sections: 'Location' (with a text input for 'City, State, Postal Code, or County'), 'Street Address' (with a text input for 'Address' and a location pin icon), 'Submarkets' (with a 'Choose submarkets' button and an 'In Opportunity Zone' checkbox), and 'Environmental / Climate Risk' (with checkboxes for 'Overall Climate Score', 'Fire Danger', 'Heat Stress', 'Hurricane', 'Sea Level Rise', 'Water Stress', and 'Flood'). An orange arrow points from the 'Submarkets' section to a larger, expanded view on the right. This expanded view is titled 'Select Submarkets' and features a list of 17 CBA submarkets, each with an unchecked checkbox. The submarkets listed are: CBA 520 Corridor, CBA Adams County, CBA Algona/Pacific, CBA Allenmore Medical District, CBA, Arlington/Marysville/Stanwood, CBA Asotin County, CBA Auburn, CBA Bainbridge Island, CBA Bellevue CBD, CBA Belltown/Denny Regrade, CBA Benton County, CBA Black Diamond/Enumclaw, CBA Bonney Lake, CBA Bremerton, and CBA Burien/Normandv Park. At the bottom of this expanded view are 'Cancel' and 'Add submarkets' buttons.



# SEARCH FILTERS: TYPE

**i** You are searching for space in **all types** of buildings.

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

Select the type of listing and asset class for your search criteria. Keep in mind while selecting asset classes there are two columns to choose from. Tips to keep in mind when choosing the asset class:

- “Property/Building” is the main building use and is most commonly used for Sale searches
- “Space Type” is to specify the asset class for the specific space and is most commonly used for Leases.
- Example of how they can differ: An office building in a populated area that has a retail shop space available for lease on the first floor. In this scenario the Property/Building is office while the Space use is "retail"
- Use one column at a time and narrow filters based on results
- The **i** at top of the type filter will remind you of the space use and types of buildings you are searching for

**Note:** Back on market is not a property type available for our market area, selecting this will not yield results

**\*For more information on performing a CBACma search please jump to page 12**





# SEARCH FILTERS: PRICE/SIZE

The diagram illustrates how search filters expand. At the top, a box contains two sections: 'Price' with 'Lease Rate' and 'Sale Price' (both unchecked), and 'Size' with 'Available (SF)', 'Building (SF)', and 'Land (Acres)' (all unchecked). Two orange arrows point from the 'Lease Rate' and 'Available (SF)' checkboxes to expanded filter boxes below. The 'Lease Rate' box shows 'Lease Rate' checked, with radio buttons for '\$/SF/Year', '\$/SF/Month', and '\$/Month', and a range input '\$ Min... - \$ Max...'. The 'Available (SF)' box shows 'Available (SF)' checked and a range input 'Min... - Max...'.

As search filters are applied, additional search parameters will open up, allowing you to further define your specific search criteria.

All of the available search criteria fields in the price/size category are condensed, simply check the box to open the search filter up and then fill in any necessary search parameters.



# SEARCH FILTERS: MORE

Select “More” to view additional search parameters for your search. This section includes filters for various date ranges, property/building details, listing agent/office, investment information and pending listing status

**Note:** If you are searching by an agent, company, or owner name and don't see it populating, continue typing the complete name until it shows in the drop-down list that appears. If you have entered in the full name and still don't see what you are looking for, then it is possible we have no listings for that agent/office that fit with your other current search criteria.

If you are looking for something specific the keyword search may be a great search filter. This feature searches for keywords throughout the entire listing, including the comments section.

**Note:** We do suggest if you are using the keyword filter you use this as your primary search filter and then add additional filters on an as needed basis.

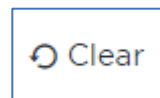
<b>Dates</b> <input type="checkbox"/> Date Added <input type="checkbox"/> Date Modified <input type="checkbox"/> Date Sold <input type="checkbox"/> Date Leased <input type="checkbox"/> Lease Expires <input type="checkbox"/> Available Date Last Verified Anytime ▾	<b>Property Details</b> <input type="checkbox"/> Year Built <input type="checkbox"/> Moody's CLS <input type="checkbox"/> Virtual Tour <input type="checkbox"/> Parking Spaces <input type="checkbox"/> Floors Zoning Code <input type="checkbox"/> Include only results verified by researchers	<b>Contacts</b> Agent Name Agent Company Name Owner Name Tenant Name
<b>Private Access</b> Private To	<b>Space Details</b> Condo Any ▾ Sublease Any ▾	<b>Occupancy</b> <input type="checkbox"/> Multi-tenant <input type="checkbox"/> Single Tenant <input type="checkbox"/> Percent Occupied <input type="checkbox"/> Is Vacant Owner Occupied
<b>Building Status</b> <input type="checkbox"/> Existing <input type="checkbox"/> Under Construction <input type="checkbox"/> Planned <input type="checkbox"/> Proposed <input type="checkbox"/> Demolished	<b>Property Loans</b> <input type="checkbox"/> Loan Amount <input type="checkbox"/> Maturity Date <input type="checkbox"/> Interest Rate	<b>Investment</b> <input type="checkbox"/> Investment Property <input type="checkbox"/> NNN Investment <input type="checkbox"/> Cap Rate 1031 Exchange
<b>Keywords</b>		



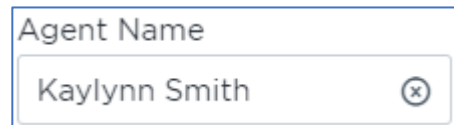


# SEARCH FILTERS: TIPS & TRICKS

- When it comes to search filters, sometimes **less is more**.
- Using certain fields may restrict the search to match with non-required listing information which may not have been entered by fellow brokers. This can cause your results to leave out listings that could fit your client's needs
- Reports are limited to a maximum of 250 results. Please see report how-to-guide for more information.
- You can remove search filters in two ways:



Removes all search filters



Clicking the "X" or unchecking a field removes individual filters



# PERFORMING A CMA SEARCH

To perform a CMA search for sales researched by our staff, you must check the following two fields:

1. “Sold” under the Type filters
2. “Only Confirmed prices” under the Price/Size filters

Once you have these boxes selected you have enabled your search to pull results from only the CMA database. After these have been selected you can then add other fields to narrow your search to get more specific results.

**Note:** If you’re looking to find data and generate reports that are more tailored to closed transaction information, these are popular options:

- Sale Comp Detail
- Peer Chart Comparison
- CBA CMA
- 4-Up Comparison

The screenshot shows a search filter interface with the following sections:

- Type:**  For Sale,  For Lease,  Sold,  Leased,  Auction,  Back on Market
- Space Use:**  Office,  Retail,  Industrial,  Land,  Flex/R&D,  Executive Suites/Coworking
- Property/Building:**  Retail,  Office,  Industrial,  Life Science,  Self Storage,  Multi-Family,  Student Housing,  Senior Housing,  Affordable Housing,  Hospitality,  Specialty,  Land,  Farm/Ranch

Additional UI elements include dropdown menus for 'Type', 'Price/Size', and 'More', a 'Keyword' search box, a 'Clear' button, and a 'Map View' button. A 'Saved Searches' sidebar is also visible on the right.

The screenshot shows a search filter interface with the following sections:

- Price:**  Sale Price,  Only confirmed prices
- Size:**  Available (SF),  Building (SF),  Land (Acres)

Additional UI elements include dropdown menus for 'Price/Size (1)' and 'More', and a 'Keyword' search box.





# CMA SEARCH FAQs

## **Does CBA only research sales that are listed on CBA?**

No, CBA researches all commercial sales \$250,000 and up in King, Snohomish, Pierce, Spokane, Kitsap, and Thurston Counties

## **Does CBA have lease comparables?**

Not formally, but members do have the ability to search for “leased” listings and can look at the listing’s listed lease rate(s).

## **Can I include active listings into my CMA?**

Yes. However, due to the nature of Active and Sold listings having different applicable fields, i.e., active listings can’t be searched by “Sold Date,” it’s best practice to run separate searches and save your chosen listings using the [List Tool](#) . Once the listings are saved in a list you can then run a report with all status types combined. Please see the how-to-guide on Managing Search Results for more information.

