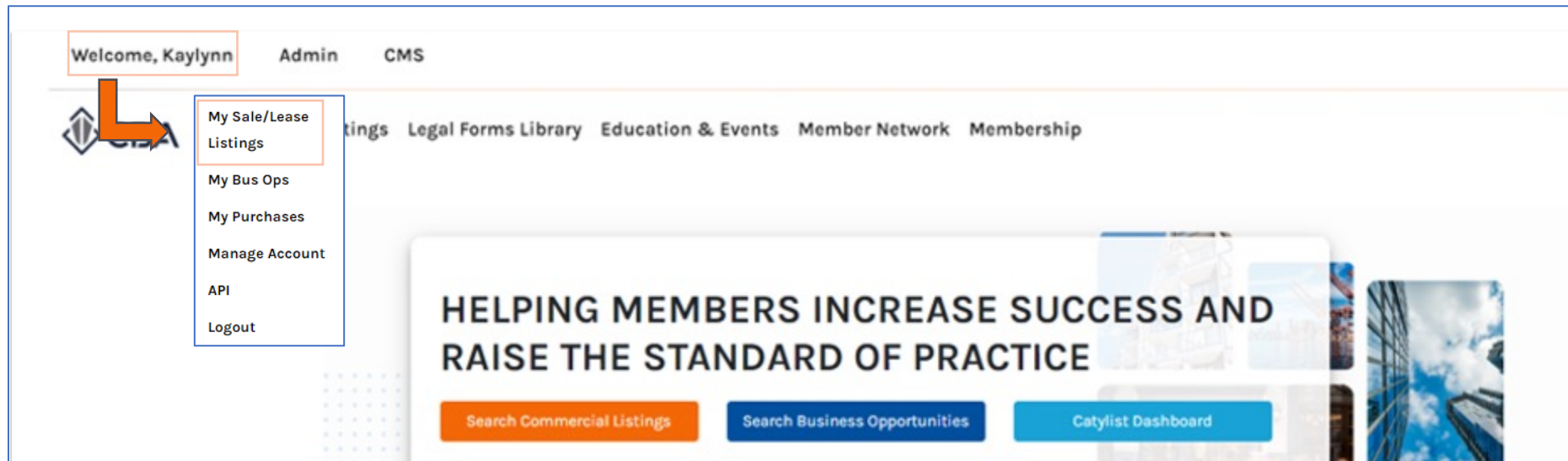# CREATING LISTINGS AND PROPERTY RECORDS

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.

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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

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

Listing management tools

Properties your listings are attached to

Expand the listings for a specific property

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.
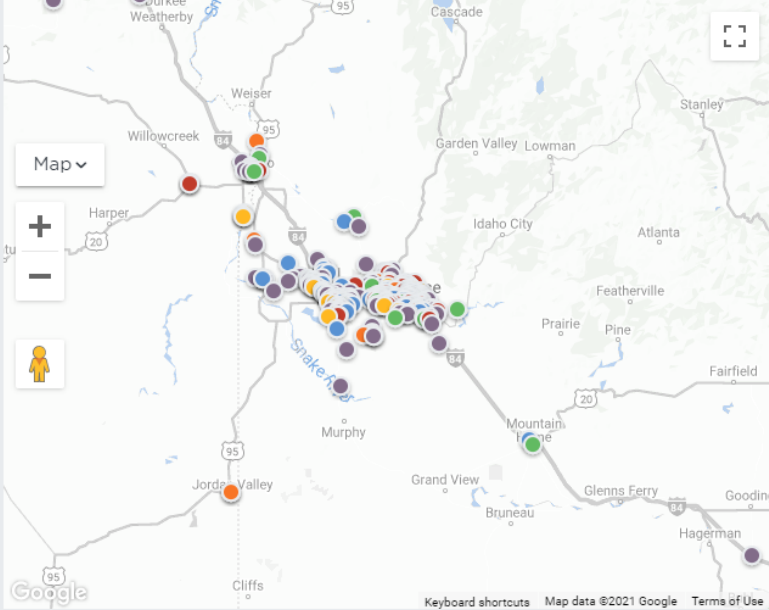

All listings must be attached to an existing property record so you must first begin by searching for the property to attach your listing to.

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

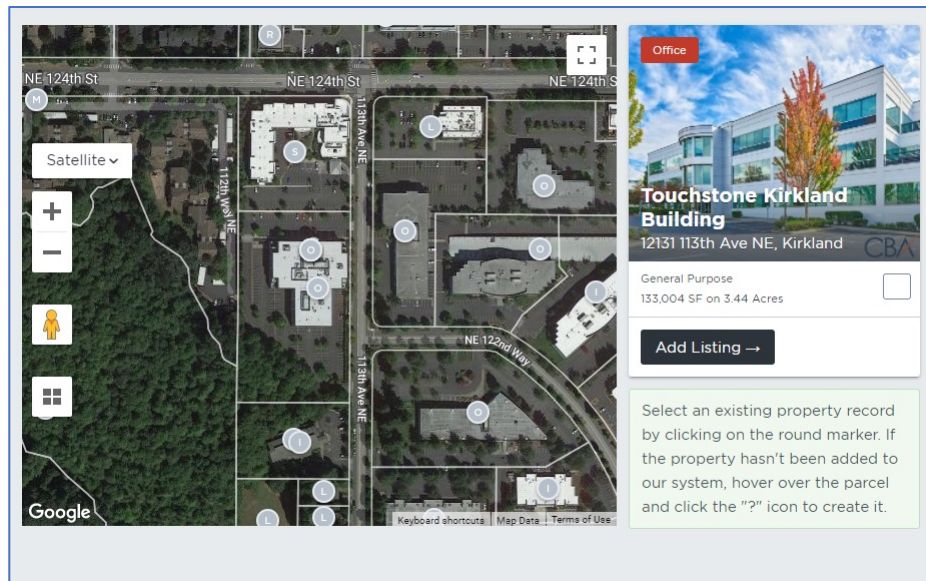First, search for the property by entering an address:

Enter a location

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.
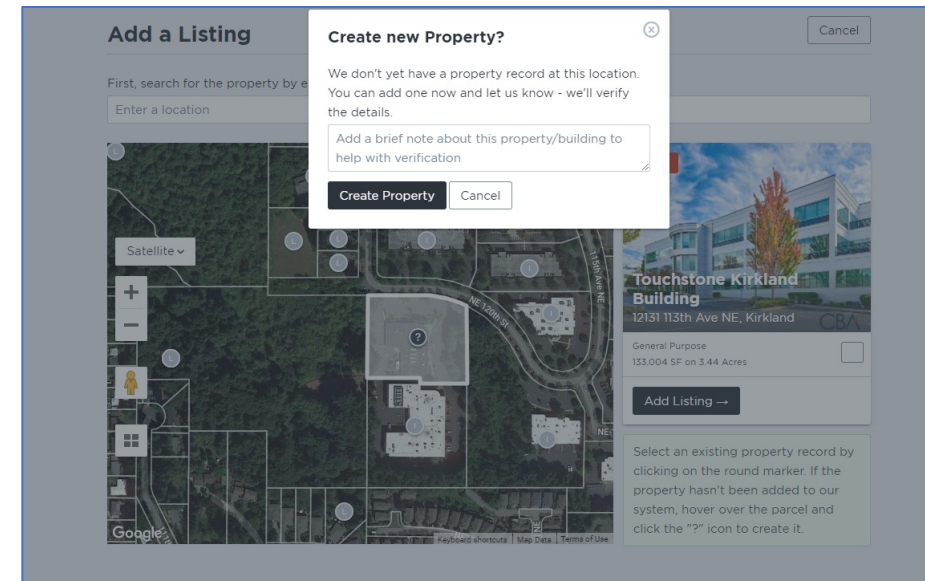
ADDING A LISTING

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**.

For information about editing an existing property record, please view our Mange 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

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.
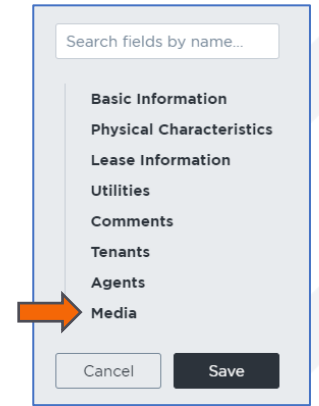
Listings Fields

- Primary Use should 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 be 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!

Search fields by name...

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

Cancel   Save

Add a floorplan or flyer to your listing

Flyers & Floorplans

⬆ Upload Flyer PDF   ⬆ Upload Floorplan Image

Links / Videos

🔗 Add Link

Upload associated website links and videos to your listing.

Listing Photos   🖼 Manage Photos

Add additional images

Common Listing Photos
These will be displayed on all of your company's listed spaces for this property and are typically exterior photos.

Photos for this specific listed space
These will be displayed only on this listed space and typically include interior photos.

There are no photos to display.

Replace the image attached to the property record.

This is the primary listing photo. It is the default photo for the listing.
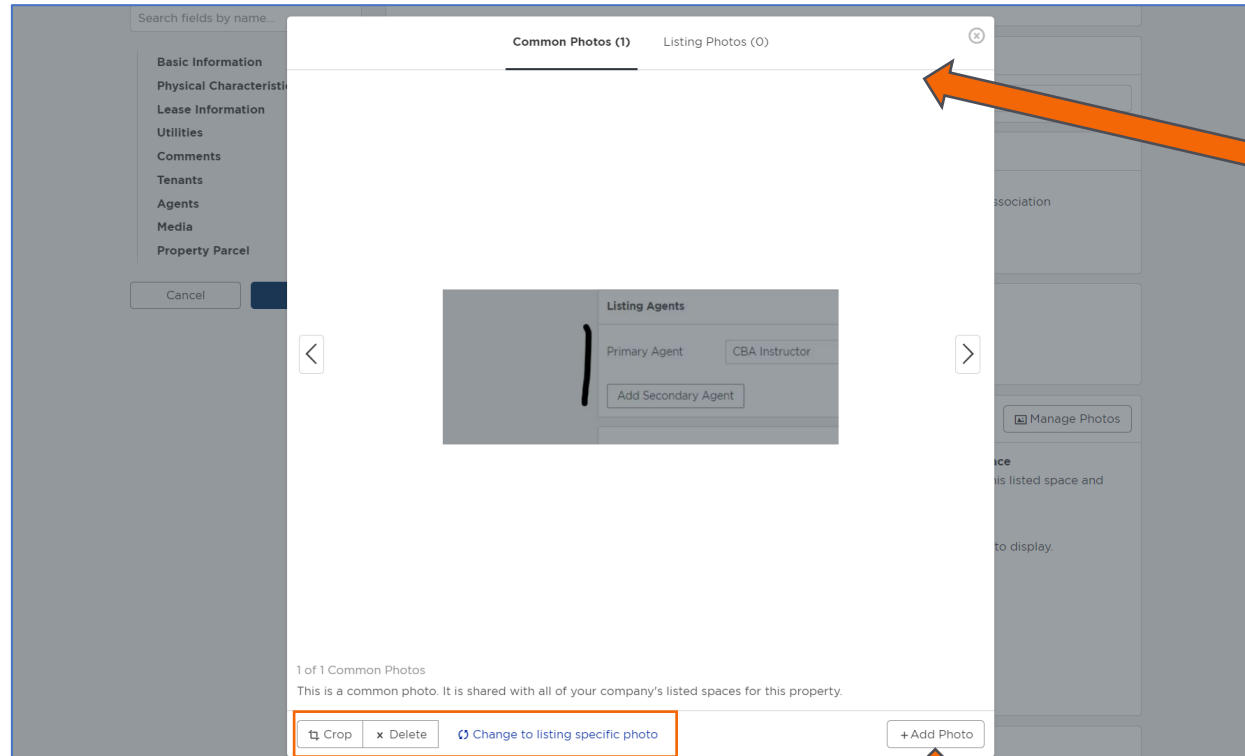✕ Remove Primary

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ADDING A LISTING
Input your listing information – Manage Photos
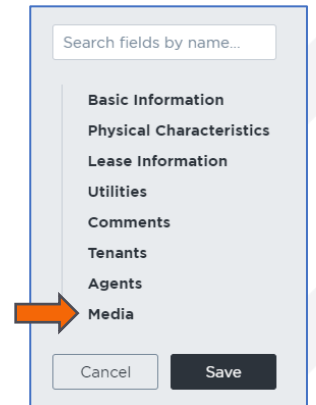

Common Photo:
Images that can be applied to all of your company's listed spaces at this property (Typically exterior photos or common areas)

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

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

Manage your uploaded images

Browse your files to select images to upload into your listing

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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	M/DD/YYYY
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   CBA Instructor   Company:Commercial Brokers Associ

✎ Secondary Agent   cba   Company: ✕
CBA Instructor
Commercial Brokers Association

Add Tertiary Agent

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

Cancel   Save

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

Asking Rent $Min-Max $/SF/Y ▾
☐ Negotiable   **$/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"
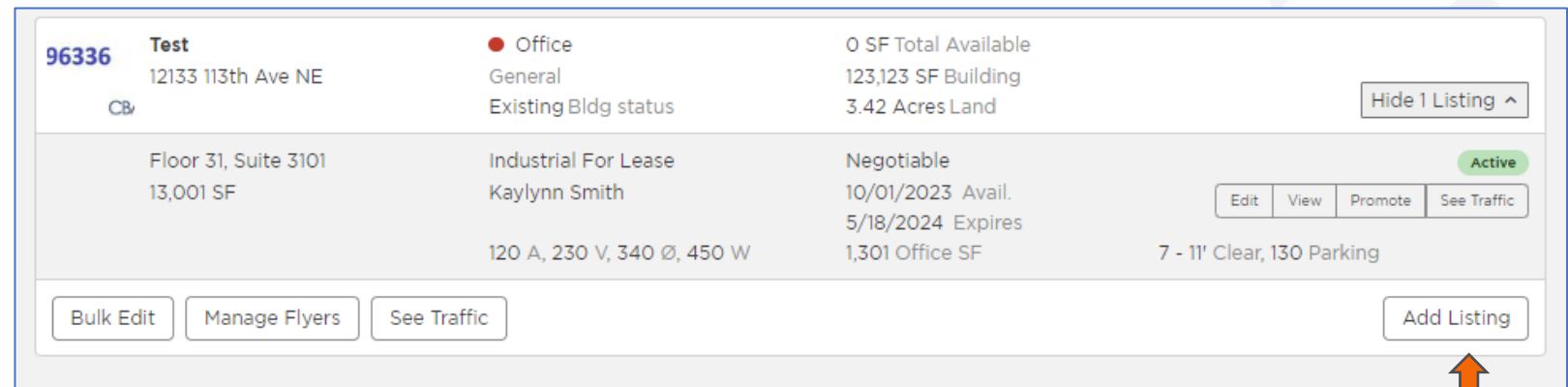
ADDING A LISTING

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.

ADDING A LISTING

Time saving tip – Duplicate listing

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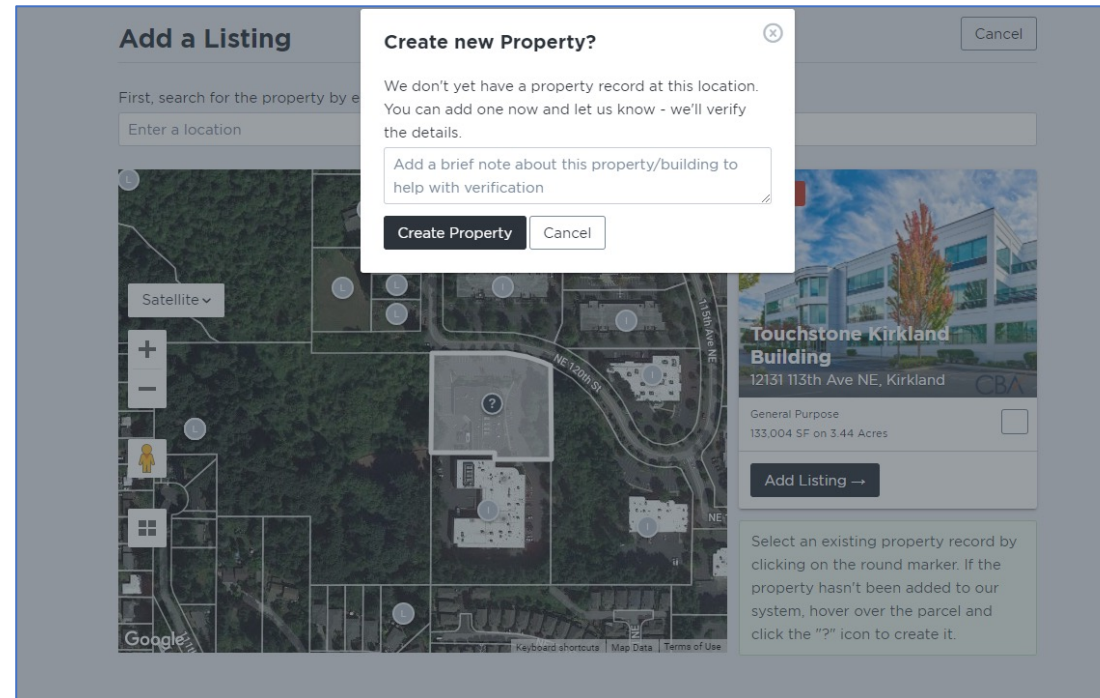
If the address you entered did not locate a property record, the system will show a "?" when you hover over the parcel boundary. This indicates that CBA does not yet have a property record in our system, and one will need to be created to add a listing.

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.

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 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

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

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.

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

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