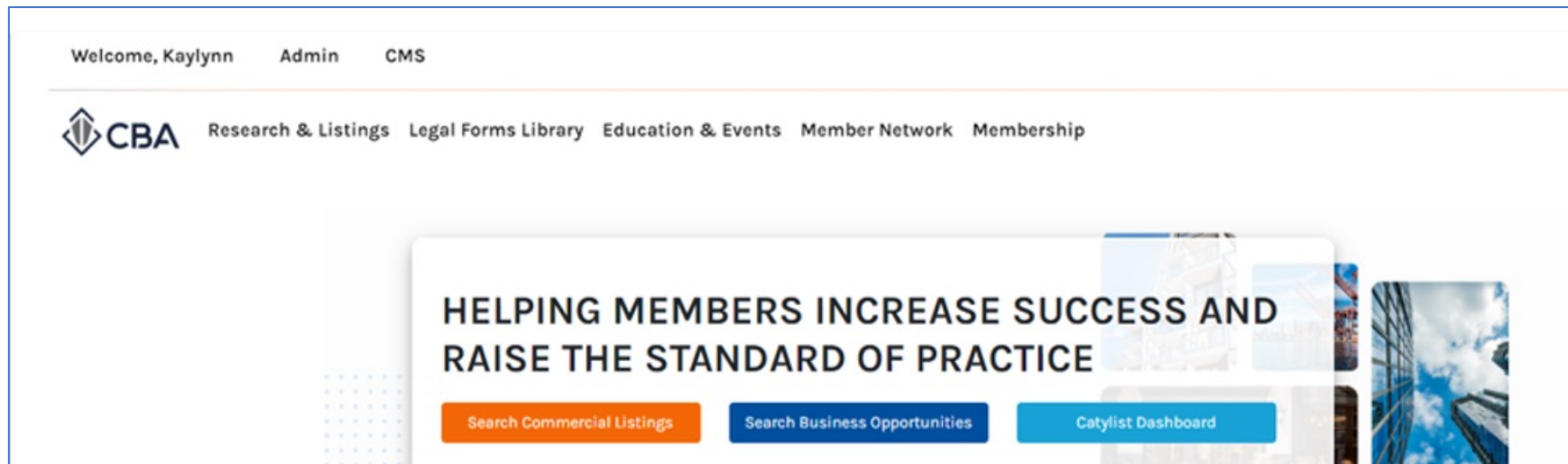




SEARCHING FOR BUSINESS OPPORTUNITIES

In this guide, we will review the process of searching for business opportunities and provide tips on how to perform a successful search.

ACCESSING THE BUSINESS OPPORTUNITY SEARCH



To search for Business Opportunities, click the blue “Search Business Opportunities” button on the CBA homepage.



SEARCH OVERVIEW

Use the polygon tool to draw a search area on the map

Set up your search filters here, click on the title of the category to expand it and, access those filters.

Note: Property and construction filters do not apply to business opportunities, these categories will show no filter options when expanded

266 listings found that match your criteria. Your search exceeds 200 results - please refine.

Map Satellite

Listing Type Business Opportunity Type
Business Opp All selected (10)
Listing Status
5 selected

Sale Price
\$ Min \$ Max

CBA ID
CBA ID#

Area / Location
Price Options / Sale Type
Additional Search Options
Property
Construction

Map Key + -

Keyboard shortcuts Map data ©2022 Google, INEGI Terms of Use

See the number of listings that match your set search parameters.

Please note that if your search yields over 250 results you will be unable to view the listings. If this is the case, you will need to further refine your search filters.

Load your saved search filters



TIPS FOR USING SEARCH FILTERS TO REFINE YOUR SEARCH

- When it comes to filters, sometimes less is more
- After selecting or entering a filter click anywhere on the screen to submit. Results will update the map with each filter added
- Multiple CBA ID's or Zip codes can be searched at the same time when separated by using commas.
- If you are not getting results click the “Filters” button on the top to verify what filters have been applied, you may need to remove or adjust some of the applied filters
- Using certain fields (ex. “search tags”) may restrict your results to only listing in which the non-required data was or was not specifically entered in by fellow brokers and may result in missing listings that could also fit your client’s needs



UNDERSTANDING YOUR SEARCH RESULTS

Click to toggle between the map and satellite views

Choose how you would like to sort your results

The screenshot displays a search results page for bus operations in Renton, WA. On the left, there are filter panels for 'Listing Type', 'Business Opportunity Type', 'Listing Status', 'Sale Price', and 'CBA ID'. The main area is a map showing 13 listings marked with 'FB' icons. On the right, a list of listings is shown, each with a photo, listing ID, address, and price. The 'Create Report' and 'Custom Download' buttons are highlighted at the bottom of the map area.

Your search results appear here.

Click on a listing to expand into the individual listing view.

Remove any unwanted listings from your search by clicking the "X" to the right of the listing

Create reports using these search results

Save your filters to easily perform the same search again or to set up e-mail alerts for listings matching your parameters!

INDIVIDUAL LISTING VIEW

When you are done viewing the listing select "Back to Map" to return to your map view.

E-mail this listing

Generate a report for this listing

Do not use the back arrow on your browser.

The screenshot shows the 'Individual Listing View' interface. On the left is a search sidebar with filters for Listing Type (Business Opp), Business Opportunity Type (Food & Bev), Listing Status (5 selected), Sale Price (Min/Max), and CBA ID. The main content area displays listing details for 'Business Opportunity: \$200,000', 'Restaurant', '0 Undisclosed, Tukwila, WA 98188', 'Asset Type: Food and Beverage', and 'Listing #638134[E] | Status: Available'. Below the text is a photo of a dish with red chilies. At the top of the main area are three buttons: 'Email', 'Report', and 'Back to Map'. Three orange arrows point to these buttons from the text above. On the right is a list of other listings, each with a thumbnail, title, and price. A 'Back to Map' button is also visible at the top of this list. The interface includes a search bar at the top left and a 'Quick Filters Reset' button.



CREATING REPORTS

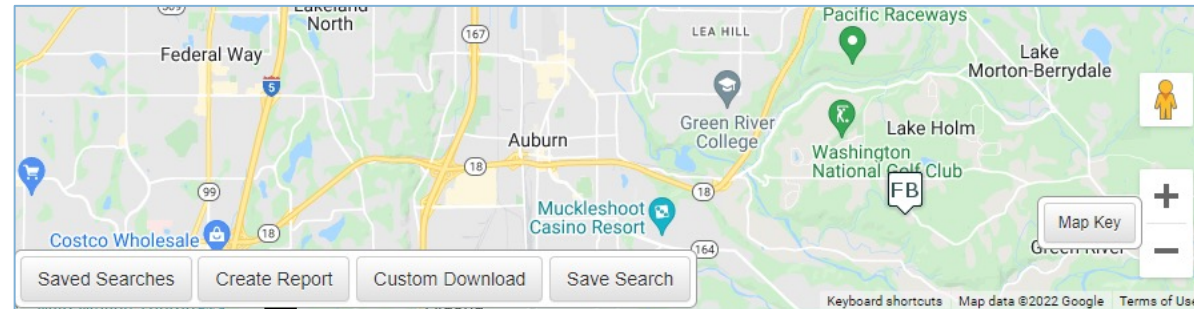
After you have narrowed down your search results and removed any unwanted listings you can create a report. Use the “Create Report” button on the bottom left corner of the map to do so.

When the “Create Report” pop-up appears you will want to select the report type you would like to use, for business opportunities you can pull a Full Listing report or a Brief report.

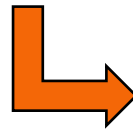
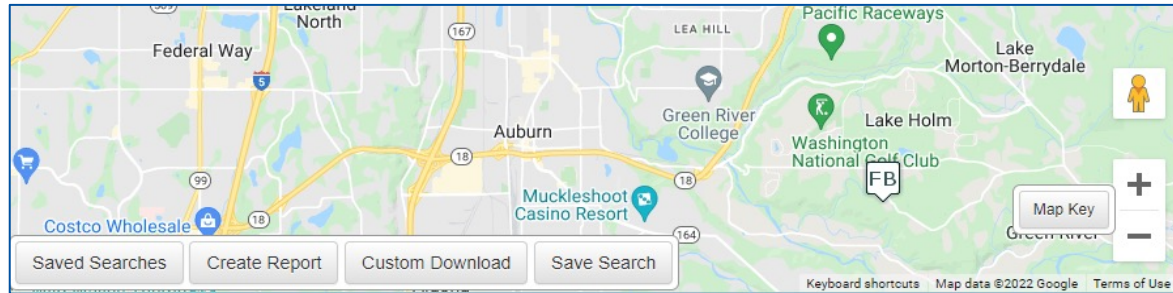
Once you have selected the report type you would like to pull you can choose how you would like to customize it. Keep in mind when selecting “For Clients” the report will not show the information for the listing agent

Once you have got your report set up how you want it you can choose to download the report or e-mail it directly from the CBA website on the bottom of the pop-up window.

NOTE: There is a maximum of 50 listings per report. If you have more than 50 listings the system will generate multiple reports for you.

A screenshot of the 'Create Report' pop-up window. It features a title bar with 'Create Report' and a close button. Below the title bar are 'Deselect All' and 'Select All' buttons. The main content area shows two preview thumbnails for 'Bankruptcy Opportunity Listing Details' and 'Brief Report'. Below these are radio buttons for 'Listing Detail' and 'Brief'. There are three input fields for 'Title', 'Client First Name', and 'Client Last Name'. A row of checkboxes includes 'For Brokers', 'Property Information', 'All Member & Public Comments', 'Building Owners', and 'Agent Information'. Below that, there are checkboxes for 'For Clients', 'Basic Property Information', and 'All Public', with a note: 'Reports for clients do NOT show listing agent information'. At the bottom, there are checkboxes for 'Page Break between Properties' and 'Print Property History', followed by 'Save', 'Preview', 'Download', and 'Email' buttons.

SAVING YOUR SEARCH



Save Search

Search Name

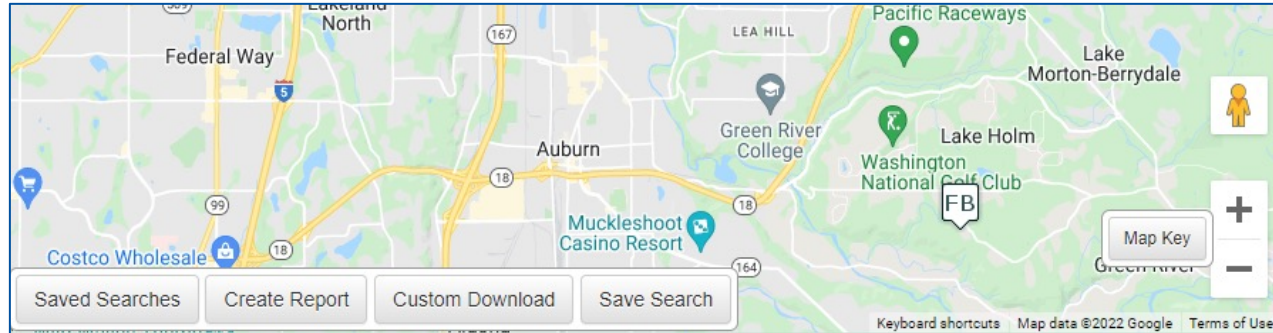
Save as Hotsheet

Cancel Save

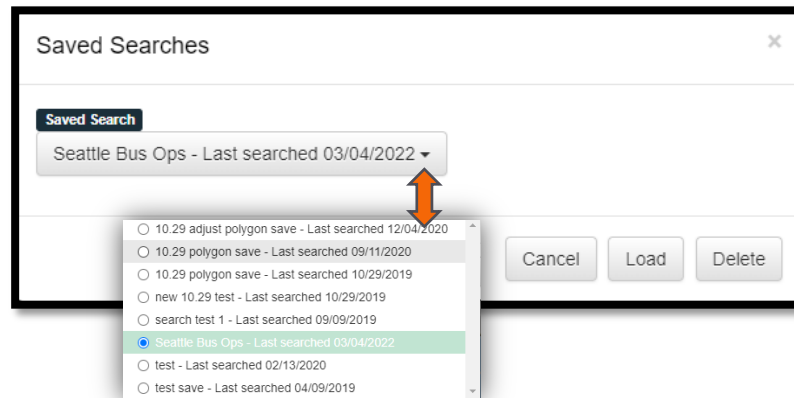
If you know that you will use the same search filters frequently a time-saving step would be to save your search filters. You can do this by selecting “Save Search” on the bottom left corner of the search map. This will store your search filters and allow you to perform a search quickly and access new results at any time.



SAVED SEARCHES



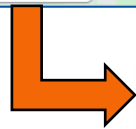
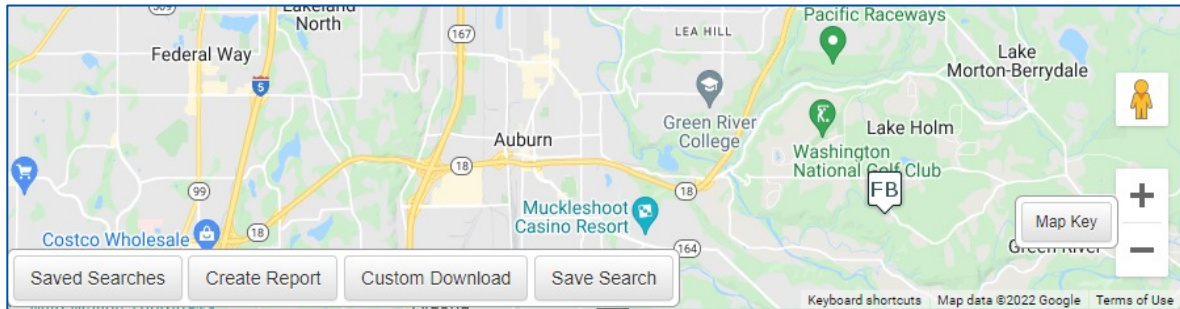
You can access your saved search at any time by selecting the “Saved Searches” button on the bottom left corner of the map. Once you do this a pop-up window will load your previously saved searches.



From this window, you can load your search to view any results that match the saved search filters, and you can remove any searches you no longer need.



SETTING UP HOT SHEETS TO RECEIVE E-MAIL ALERTS



Save Hotsheet

Search Name
Enter Search Name

Search name is required.

Save as Hotsheet

AM

PM

Cancel Save

If you would like to receive e-mail alerts for new listings that match your search filters, select “Save Search” on the bottom left corner of the map.

When the pop-up window appears, you will then want to check the “Save as Hotsheet” button and select the timeframe when you’d like to receive your hot sheet before selecting save!



Note: If you would like to easily access your search filters again and receive e-mail alerts you will need to save the search twice, once with “Save as Hotsheet” selected and again without it selected.

ACCESSING YOUR HOT SHEETS

The screenshot displays the CBA website's navigation menu. The 'Research & Listings' tab is highlighted with an orange box. A dropdown menu is open, showing 'Marketing Tools' highlighted with an orange box. An orange arrow points from 'Marketing Tools' to a secondary dropdown menu where 'Hot Sheets' is highlighted with an orange box. The background shows a search interface with a map of Seattle and a list of property listings.

Welcome, Kaylynn Admin CMS About Us Contact Us

CBA Research & Listings Legal Forms Library Education & Events Member Network Membership Live Support Offline

Search Listings

Area / Location

Market Area
12 selected

Address

City

State

Zip Code

Distance/Radius

Price Options / Sale Type

Additional Search Options

Property

Construction

Satellite

15 bus op listings found

Marketing Tools Overview

Become a Featured Property

Hot Sheets

Broadcast Emails

High to Low Select All Deselect All

- Tasty Pot
Listing ID: 648984
4509 University Way NE, Se...
University Way
For Sale: \$450,000
- Specialty Construction
Listing ID: 649091
1234 work from home, Seat...
Specialty Construction Busi...
For Sale: \$350,000
- Restaurant
Listing ID: 649004
0 Undisclosed, Shoreline, W...
Richmond Beach Shoreline
For Sale: \$350,000
- Specialty Pizza and Lo...
Listing ID: 648284
0 Undisclosed, Seattle, WA ...
Well Established Specialty ...
For Sale: \$259,000
- Tobacco, Cigar and V...
Listing ID: 647960
0 Undisclosed, Seattle, WA ...
High Volume Smoke Shop
For Sale: \$249,000

To access your saved hot sheets you will want to click the “Research and Listings” tab on the top of the webpage.

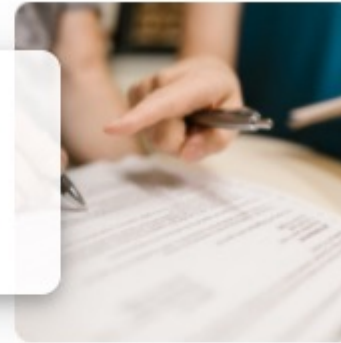
From the research and listings menu you will select “Marketing Tools”.

From the marketing tools menu you will then select “Hot Sheets”



YOUR HOT SHEETS

HOT SHEETS



Hot Sheets allow you to receive notifications of listings matching your search criteria that have come on the market during the last day.

Edit	Description	Date Created	Type	Delivery Time	Delete
Edit	Seattle Bus Ops	03/04/2022	Business Opportunity	AM	Delete

Once you've made your way to your hot sheet page you will be able to see your full list of previously created hot sheets. For each hot sheet, you can edit search filters or remove the hot sheets when you no longer need them.

