SEARCHING: REPORTS

In this guide, we will cover the different report types for properties, sale and lease listings, and CBAcmas.

CREATING LISTING REPORTS FROM YOUR SEARCH RESULTS

SELECT YOUR LISTINGS

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

You can do this by clicking on the square next to the individual listings you would like to include in your reports. Once you have clicked on this blank square a checkmark will appear, this indicates that the listing has been selected.
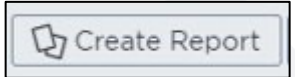
If your search yields below 250 results you can also use the "✓ **All**" button on the gray toolbar above your results to include all search results in your report.

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

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SEARCH RESULT LISTING REPORT TYPES

Once you've selected the listings you want to include click "Create Report" to generate a report.

There are several reports that you can pull, but keep in mind that availability depends on the number of results please view the next page for information on these limitations.

Generate Report for Selection

General | REIS | Google Earth | Excel

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

General	Listing	Geospatial
☐ Cover Page	☐ CBA Brochure	Not available when multiple properties are selected
☐ One-Liner	☐ Listing Single Page	
Map	☐ Listing Multi-Page	**Misc**
☐ Map	☐ 4-Up Comparison	☐ Biography
☐ Aerial	☐ Peer Chart Comparison	☐ Property Contacts
☐ Map (Vertical)		☐ Property Contacts with Photo
Property		**Includes**
☐ Summary		☐ Include Broker Flyers
☐ Summary with Space		
☐ Property Single Page		
☐ Property Multi-Page		

☐ Include only properties/buildings, exclude sale or lease listings

Generate Report for Selection

General | REIS | Google Earth | Excel

Generate Report

Choose Spreadsheet Format

☐ Summary
☐ Single Line
☐ Loans

☐ 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: Geospatial and REIS reports will only be available if only one property has been selected. These reports are outlined in the Property Reports section of this guide.

Note: In order to open a Google Earth report, you must have a separate Google Earth account set up.

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NUMBER OF LISTINGS AND REPORT AVAILABILITY

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

- 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

LISTING REPORT OVERVIEW: PDF REPORTS

General Reports

Cover Page: This report page provides the number of properties and spaces within your report as well as your contact information.

One-Liner: This report is very brief, it will give a single line of listing and property information

Map Reports

Map: This report page is a horizontal map view of the properties

Aerial: This report page is a horizontal satellite view of the properties.

Map(vertical): This report page is a vertical map view of the properties; you will find them numbered on the map and on the list on the right of the map.

Misc. Reports

Biography: This report page contains the biography created in your profile and your contact information.

Property Contacts: This report is very brief and contains property and owner information

Property Contacts with Photo: This report tells you more information about the property and owner. This report includes the image attached to the property record and a Google Map image of the property.

LISTING REPORT OVERVIEW: PDF REPORTS

Listing Reports

CBA Brochure: This report was specifically designed for CBA members; this is the only report you will find the total days on market and commission information.

CBA CMA: This report is only available for listings that have sold and researched by our CMA team. This report will provide you with the property characteristics as well as information regarding the sale of the property. This is a suggested report to use when pulling CBAcmas

Listing Single Page: This report contains the property photo and a map view of the property; it provides brief listing and property details.

Listing Multi-Page: This is a two-page report. The first page provides the property photo and a map view of the property, some listing details, the listing comments, and some quick property features. The second page has additional building details, owner information, the available listings at this property and additional images.

4-Up Comparison: This report will compare listings side by side, it includes the property image, building information and listing information. This is a suggested report to use when pulling CBAcmas.

Peer Chart Comparison: This is a single page report designed to compare listing data. This report shows you the number of listings pulled as well as the average price and SF listed. Under the comparison chart you will find some brief listing information for the items compared. This is a suggested report to use when pulling CBAcmas.

Sale Comp Detail: This report is only available for listings that have sold. This report includes transaction information, buyer/seller information as well as property information. This is a suggested report to use when pulling CBAcmas.

LISTING REPORT OVERVIEW: PDF REPORTS

<u>Property Reports</u>

Summary: This is a brief two-page report. The first page provides you with an image of the property and some quick property/listing details, the second page will have some brief listing information within a single line.

Summary with Space: This is another brief report with the property information and image, it contains a single line of listing details.

Property Single Page: This report shows you property features, the property image, map views and some brief listing information.

Property Multi-Page: This two-page report begins with a property image and map views of the properties followed by property features, location information, building information and owner contact information. The second page of this report will some brief listing information.

LISTING REPORT OVERVIEW: GOOGLE EARTH AND EXCEL REPORTS

Google Earth Report

Parcel Analysis: The is an interactive Google Earth Pro map to view the property. In order to pull and use this report you must have a separate Google Earth account in place.

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Excel Reports

Summary: This report will pull the listings in an Excel spreadsheet. the items included are a property image as well as property record data and listing price information.

Single Line: A condensed report with some property and listing information listed on a single line within an Excel spreadsheet.

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TIPS FOR CREATING LISTING REPORTS

You may choose to include the Listing Broker's contact information and to attach the broker uploaded flyer(s) in the "**Includes**" section once you have selected your listing report types

Includes

☐ Include Broker/Owner Information

☐ Include Broker Flyers

When the report is generated, you will have access to the report as a link (so you can copy it into an email) or as a viewable, downloadable PDF

Your Report ⊗

PDF

https://catyli.st/6238b49dl Copy Link View

Links expire after 30 days.

PROPERTY LEVEL REPORTS

PROPERTY LEVEL REPORT TYPES

Property level reports are available when only one property has been checked on your search results. You can also access this by opening the property details from the search screen. When pulling a report at the property level you will have access to geospatial reports that relate directly to the property, all listing level reports, and the REIS analytic reports.

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PROPERTY LEVEL REPORT OVERVIEW

PDF Reports

Demographics by Radius: This report shows demographic information within a 1, 3, and 5 mile radius of the selected property.

Demographics by Drivetime: This report shows demographic information within a 3, 5, and 10 minute drive of the selected property.

Demographic Infographic: This report page is a quick infographic report showing location facts and demographics for the city of your selected property.

Retail Logos: This report page a map view of retailers near the selected property.

Traffic Counts: This report page shows traffic counts for streets near the selected property.

EPA Facility: This report page lists any properties near the selected property that are being monitored by the EPA as reported by ECHO.

PROPERTY LEVEL REPORT: REIS

REIS Market and Submarket Reports

Through our tech partnership, you have access to analytic reports provided by Moody's Analytics I REIS. These quarterly analytic reports are for office, retail, industrial, and multi-family asset classes in over 275 metropolitan markets and 7,700 submarkets.

The reports include the aggregate and average yearly and quarterly data regarding rents, vacancy trends, construction activity, sales trends and notable transactions, demographic overviews, and much more!

To access these reports make sure only one property has been selected on your search results, click "Create Report" and then click on the "REIS" tab from the Generate Report for Selection screen. Once you have this open you will then select either the Market Report or the Submarket Report.

Note: If no report options appear here, it means our tech partner has not researched this area and the data is not available. Since this data is not researched by CBA staff, we are unable to provide this report for those areas.

Generate Report for Selection

⊗

ⓗ General   📄 REIS   🌐 Google Earth   ☰ Excel

Reports

Download in-depth market analytic reports through our partnership with REIS, another Moody's Analytics company. REIS reports include historical rent and vacancy trends, and other market fundamentals.

REIS Market Report

REIS Submarket Report

Market: Seattle
Submarket: Kirkland/Redmond/Bothell