

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.



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SEARCHING FOR BUSINESS OPPORTUNITIES

Welcome, Kaylynn 👻 Admin CMS

CBA Research & Listings Legal Forms Library Education & Events Member Network Membership Sponsorship Agency Law Resources



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



Search Screen Overview



SEARCH FILTER OVERVIEW

Listing ID

Search by listing ID to quickly pull up an individual listing

Note: You can only search one listing ID number at a time

Agent Name

Office Name

Search by specific agent or office names

Note: The information entered in these fields must match the information within CBA exactly in order for them to appear

Keyword

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 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.

SEARCH FILTER OVERVIEW: SEARCHING BY LOCATION

Location		

Location:

Search for business opportunities by city, county, states, or zip code

Tip 1: To search by county simply use the name (ex: King)

Tip 2: You can search for multiple locations at a time by inserting a comma between them (ex: King, Pierce)

Area/Location:

Search for a specific address of a business opportunity.

You can also apply a radius (Distance) from a specific address to locate business opportunities nearby.



SEARCH FILTER OVERVIEW



Status:

Search for business opportunities by their listing status

Note: All active status types are automatically selected



Category:

Search for specific types of businesses



SEARCH FILTER OVERVIEW



Area/Location Status (5) Category (0) Date Price Cash Flow
Select All Select None Custom Download Minimum Price
Min.
Maximum Price

Area/Location	Status (5)	Category (0)	Date	Price	Cash Flow
Select All Se	lect None Cu	ustom Download		Save Ho	Minimum Cash Flow Min. Maximum Cash Flow Max.

Date:

Search for business opportunities based on the listing date

Price:

Search for business opportunities within a specific price range

Cashflow:

Search for business opportunities within a cash flow range.

SEARCH FILTER TIPS

- When it comes to filters, sometimes less is more: The fewer filters you apply, the more results you will see
- After selecting or entering a filter click anywhere on the screen to submit. Results will update with each filter added
- 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

Your search results appear here.

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

Select the listings you'd like to include in your reports by clicking the check box to the left of the image



Choose how you would like to sort your results



Clear Filt

Desc 🔻

\$175,000

Cash Flow: \$

\$280,000

\$380,000

\$750.000

\$629,000

Toggle between the different pages of your results

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The total number of results you search yielded

tal Records: 277

INDIVIDUAL LISTING VIEW

Business Opportunity Detail Page Overview



Note: When you are done viewing the selected listing simply close the pop-up window to return to your results

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CREATING REPORTS

How to Create a Report

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 search filter box.

When the "Create Report" drop-down menu appears you will want to select the report type you would like to use, for business opportunities, you can pull a Listing Detail report or a Brief report.

Once the report has been rendered you can choose to print or download it.

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.



CREATING REPORTS

Report Preview

	Business (Doportur	ity Listing Details			*
			, Lining Bottano			
	KAYLYNN TEST	[E]				
Photo	123 TEST SEATT	LE WA 9	8155			
	CBA ID# 620427					
Coming Soc	on					
	2					
Bui	Iding Information			Listing In	formation	
County	KING		List Brissy	5.0	Statue	Expired
county	NINO .		List Price.	11/24/2010	Days on Market:	1719
			Selling	TEST	View	No
			Commission:	1201	w/Discretion:	
			Excl on SOC:	No		
	B	usiness In	formation:			
Le	ase Information:			# of Er	nploy:	
Assignable:		No	Full Time:			1
Category:		Retail	Part Time:			1
Busin	ess Characteristics:			Special L	icenses:	
Type/Name:		1	Beer / Wine:			Uni
Year Estab:		2019	Class H:			Uni
Living Qrts:		No	Professional:			Unk
			Gambling:			Unk
			None:			Unk
				Propose	d Terms:	
			All Cash:			No
			Seller Terms:			0
			Form of Own:			Corporation
	Fi	inancial In	formation:			
Оре	rating Information:			Selling Pric	e Includes:	
Accounting:	Ur	nknown	Real Prop:			No
Gross Income:		1	Bus Phone:			No
Oper Expenses:		1	Trade Name:			No
Net Profit:		0	Excl Items:			No
Expns Incl. Salry:		No		Associat	ed Files:	
	Documents:		CBA Flyer			
Data Avail w/Offr:		No				
Pft/Loss State #Yrs:						
Balance Sheet:						
Scheudle C #TIS:		No				
The open state.		NU				
		Comm	ents:			
Public Remarks:						
Listing Agent Comments:						
					CBA	



Listing Detail Report

Brief Report



HOT SHEETS

Saving a Hot Sheet

Listing ID	Agent Nan	ne	Office Name	Keyword	
Area/Location - Statu	us (5) Category (0) Date	e Price - Cash	Flow		Clear Filter
Select All Select None	Custom Download	Save Hotsheet		View Map	Create Report
			Save Hotsheet	×	
up a 'Hot Sheet' to receiv	ve e-mail alerts for new li	stings that	Hotsheet Name Enter Hotsheet Name		
ch your search filters. You heet" on bottom the of the	can do this by selecting e search filters section or	"Save 1 the Search	©ам Орм		
Э.				Cancel Save	

Saving your search as a Hotsheet will store your search filters and allow you to perform a search quickly and access new results at any time.



HOT SHEETS

Accessing Your Hot Sheets



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"



HOT SHEETS

Viewing Your Hot Sheets

	HOT SHE	ETS			
				P //	
ot She	ets allow you to receive i	notifications of listings	matching your search criteria th	nat have come on the mar	rket during t
lot She ast day	ets allow you to receive	notifications of listings	s matching your search criteria th	nat have come on the mar	rket during t
lot She ast day Edit	ets allow you to receive Description	notifications of listings Date Created	matching your search criteria th Type	nat have come on the mar Delivery Time	rket during 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.

