

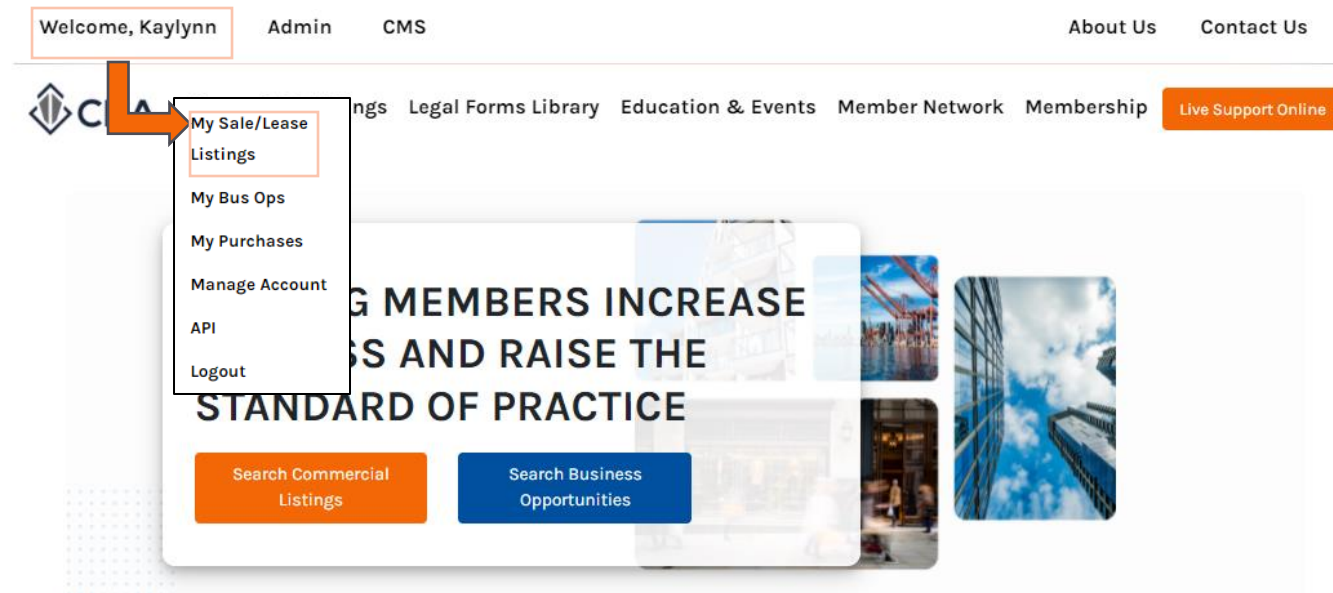


CREATING LISTINGS AND PROPERTY RECORDS

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.



NAVIGATING THE MY LISTINGS PAGE

Apply filters to search your listings

Verify your listings are accurate

See who has viewed your listings

Add a listing

Download your inventory report

View the traffic for all of your listings

Filter your listings by status

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

Property Record your listing is attached to

Listing management tools

Expand the listings for a specific property




The screenshot shows the 'My Listings' page for a user named 'CBA Instructor'. At the top, there are filter tabs for Location, Type, Price/Size, and More, followed by a keyword search bar and a 'Clear' button. Below the filters, the page title 'Listings for CBA Instructor' is displayed. To the right of the title are several action buttons: '+ Add a Listing', 'Verify Listings', 'Export Listings', 'View Leads', and 'View Traffic'. Below the title, there is a status filter section with checkboxes for Active, Leased, Sold, Withdrawn, Expired, and Hold. To the right of the status filter is an 'Expand All' button and a 'Sorting by Modified Date' dropdown menu. The main content area displays two listings. The first listing is 'Touchstone Kirkland Building' with details: 12131 113th Ave NE, Kirkland, WA; Office General; Existing Bldg status; 8,487 SF Total Available; 133,004 SF Building; 3.44 Acres Land. The second listing is '110th Avenue NE Land' with details: 110th Avenue Northeast, Kirkland, WA; Retail; Existing Bldg status; 0 SF Total Available; 1 SF Building; 0.28 Acres Land. Below each listing are management tools: 'Bulk Edit', 'Manage Flyers', and 'Add Space'. At the bottom right, there is a pagination bar showing '2 Results' and 'Prev 1 Next'.

Location ▾ Type ▾ Price/Size ▾ More ▾ Keyword 🔍 Clear 2 properties · 2 spaces

Listings for CBA Instructor

+ Add a Listing Verify Listings Export Listings View Leads View Traffic

☒ Active ☐ Leased ☐ Sold ☐ Withdrawn ☐ Expired ☐ Hold ☐ Expand All Sorting by Modified Date ▾

	Touchstone Kirkland Building 12131 113th Ave NE, Kirkland, WA	● Office General Existing Bldg status	8,487 SF Total Available 133,004 SF Building 3.44 Acres Land	Hide 1 Space ▾
		Industrial For Lease CBA Instructor	Negotiable	Private  Edit View Promote See Traffic
Bulk Edit Manage Flyers		Add Space		
	110th Avenue NE Land 110th Avenue Northeast, Kirkland, WA	● Retail Existing Bldg status	0 SF Total Available 1 SF Building 0.28 Acres Land	Show 1 Space ▾

2 Results Prev 1 Next



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.

Add a Listing

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.

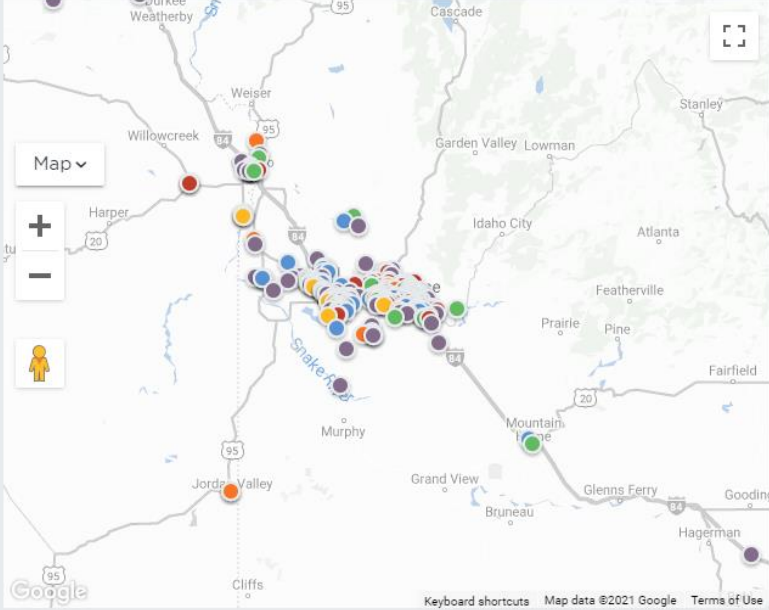
Note: There are many places to add a listing beyond the “Add a Listing” button on the My Listings page, this is just the most common route you would take.

Add a Listing

Cancel

First, search for the property by entering an address:

Enter a location

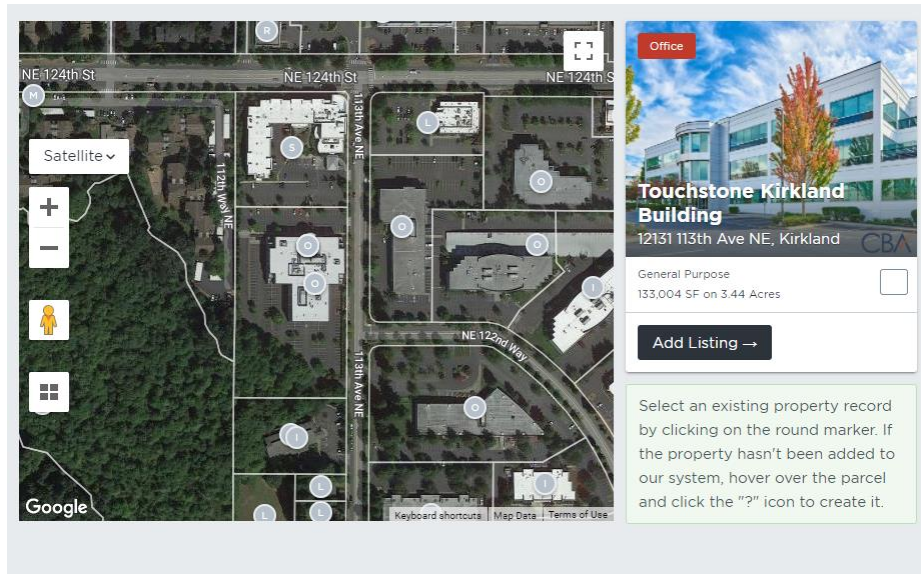


Select an existing property record by clicking on the round marker. If the property hasn't been added to our system, hover over the parcel and click the "?" icon to create it.



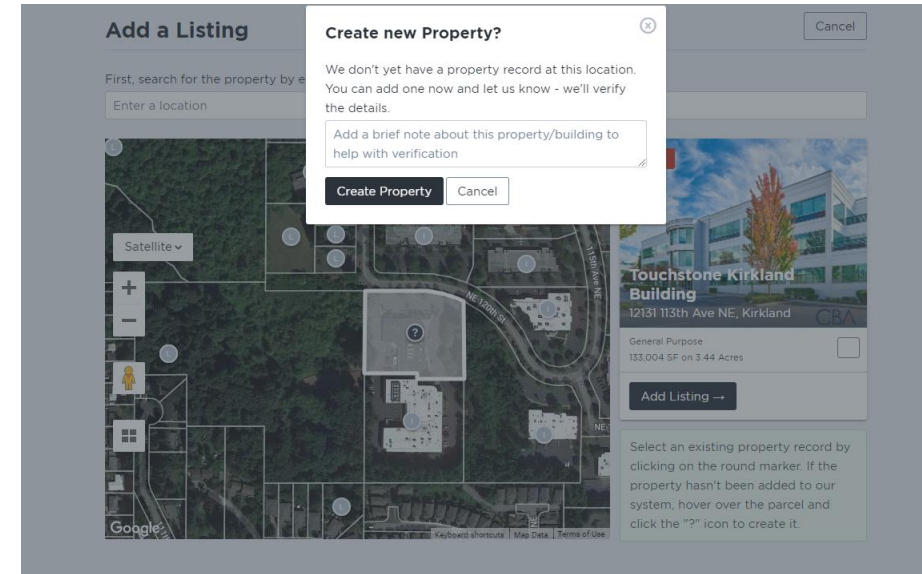
ADDING A LISTING

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**.

i We found an existing property record at that address

Please look over the information to ensure it accurately reflects the property you're marketing.

Does everything look good?

Create new listing



Need to change something?

[Edit the property record](#)

Touchstone Kirkland Building

Office

12131 113th Ave NE, Kirkland, WA 98034



Location

Address 12131 113th Ave NE, Kirkland, WA 98034

County King Submarket CBA Kirkland

Parcels 2926059156 Cross Street 124th St

Building Size

Building Size 133,004 SF Office Space 91,378 SF

Rentable Space 91,378 SF Largest Contiguous 4,235 SF

Total Available Space 9,487 SF

Building Details

Type Office

Number of Buildings 1 Occupancy Type Multi-tenant

Percent Occupied — Building Class A

Building Status Existing Floors 3

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

The screenshot shows the 'Add New Listing' form. At the top, there are tabs for 'Property/Building' and 'Listings', with 'Listings' being the active tab. To the right of the tabs are buttons for 'View All Listings' and 'Back'. Below the tabs, the 'Property Address' is displayed as '12131 113th Ave NE, Kirkland, WA 98034'. The form is divided into two main sections: 'Basic Listing Information' and 'Physical Characteristics'. The 'Basic Listing Information' section contains various input fields, some of which are marked with a red dot to indicate they are required. These fields include 'Listing Type' (set to 'For Lease'), 'Status' (set to 'Available'), 'Primary Use' (set to 'Office'), 'Title', 'Specific Address', 'Specific City', 'Floor', 'Suite', 'Tags' (with a placeholder '#tag1 #tag2'), 'List Date', 'Expiration Date', 'Available Date', 'Possession', 'Owner Occupied' (radio buttons for 'Yes' and 'No'), 'Is Vacant?' (dropdown), 'Vacant Date' (date field), 'Condo' (radio buttons for 'Yes' and 'No'), and 'Condo Fee Desc.'. The 'Physical Characteristics' section is currently empty. On the left side of the form, there is a sidebar with a search bar 'Search fields by name...' and a list of links: 'Basic Information', 'Physical Characteristics', 'Lease Information', 'Utilities', 'Comments', 'Tenants', 'Agents', and 'Media'. The 'Basic Information' link is highlighted with an orange box. An orange arrow points from the text 'Access the property record and request changes to this information' to the 'Property/Building' tab. Another orange arrow points from the text 'Links to move between the different sections of the listing input screen' to the sidebar links. A third orange arrow points from the text 'Listing input fields' to the 'Title' field.

Property/Building Listings View All Listings Back

Add New Listing Property Address: 12131 113th Ave NE, Kirkland, WA 98034

Search fields by name...

Basic Listing Information

Listing Type • For Lease Title •

Status • Available Change Status Specific Address

Primary Use • Office Specific City

Secondary Uses Floor

Current Uses Suite

Investment Tags #tag1 #tag2

Owner Occupied ☐ Yes ☐ No List Date • M/DD/YYYY

Is Vacant? • Expiration Date • M/DD/YYYY

Vacant Date M/DD/YYYY Available Date M/DD/YYYY

Condo ☐ Yes ☐ No Possession

Condo Fee Desc.

Physical Characteristics

Basic Information
Physical Characteristics
Lease Information
Utilities
Comments
Tenants
Agents
Media

Cancel Save

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

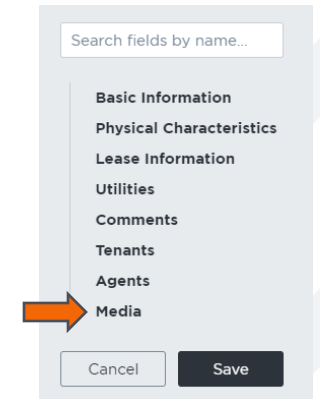
- Primary Use should be the most appropriate use of the space. If there are multiple uses for this space, you can select two additional uses in the Secondary Use fields.
- The Commission Description MUST be entered as either a percentage (2%) or a dollar amount (\$2). The acronym **PBB (paid by broker)** 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!

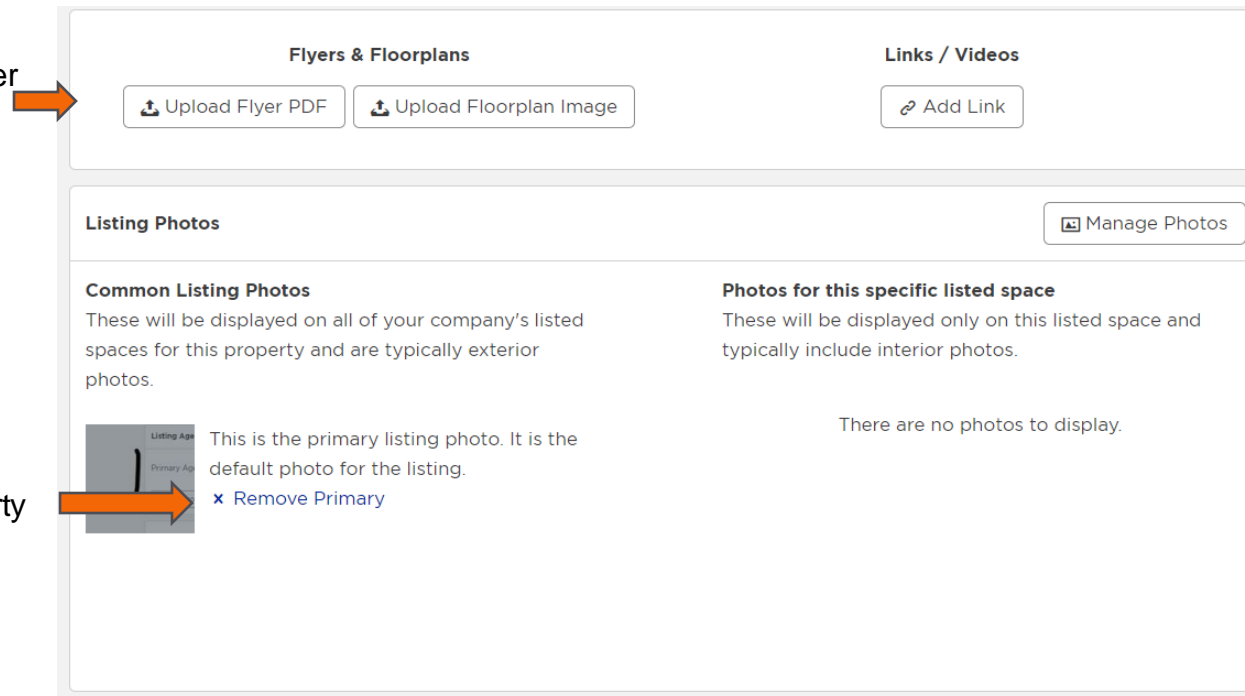


Search fields by name...

- 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

Listing Photos Manage Photos

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.

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

Upload associated website links and videos to your listing.

Add additional images

Replace the image attached to the property record.

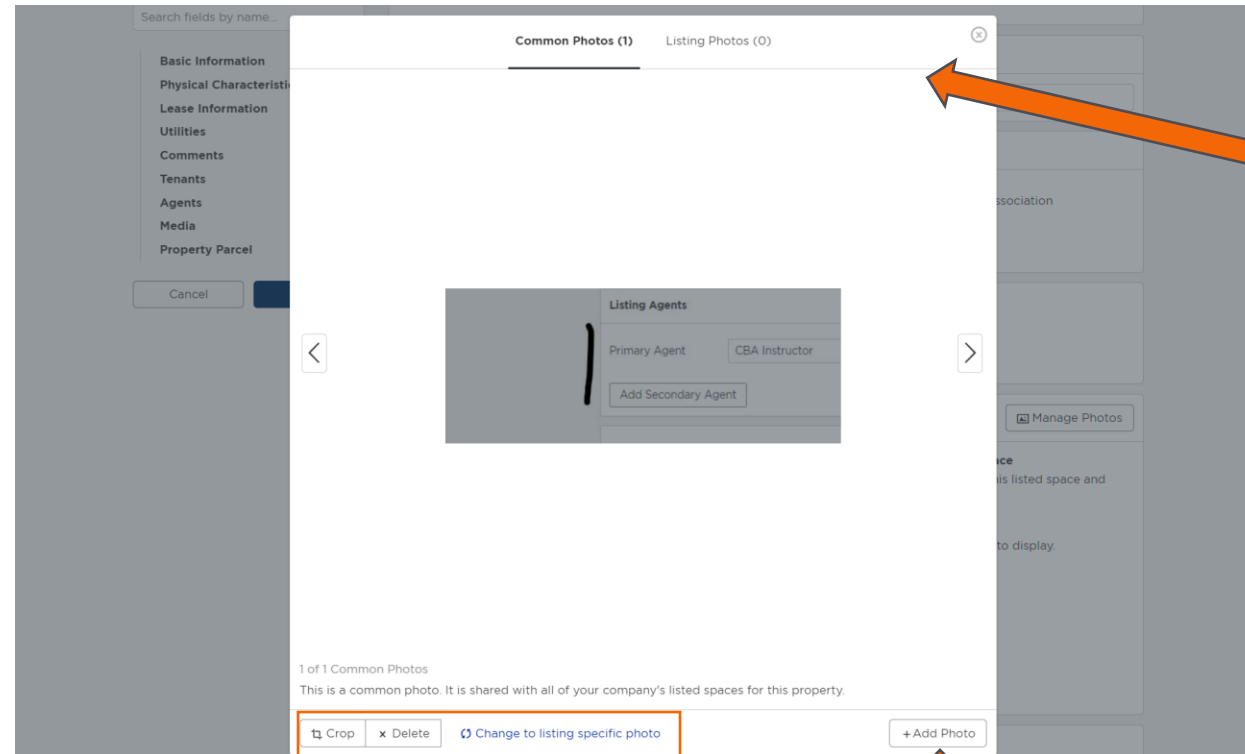


ADDING A LISTING

Input your listing information – Manage Photos

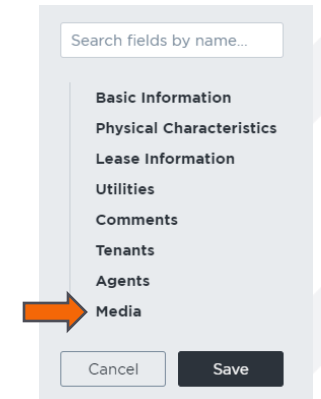
Common Photo: Images that can be applied to all of your company's listed spaces at this property (Typically exterior photos or common areas)

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



Manage your uploaded images

Browse your files to select images to upload into your listing



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



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

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.



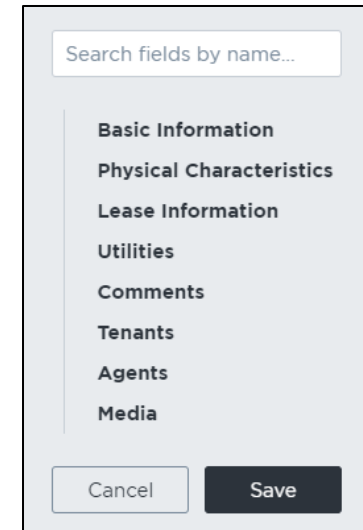
Listing Agents

Primary Agent Company: Commercial Brokers Associ

Secondary Agent Company:

Add Tertiary Agent

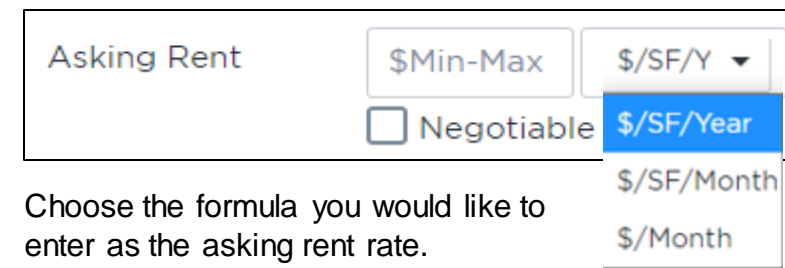
When adding additional agents, you can begin typing in their name and then select them from the drop-down list that appears.



Search fields by name...

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

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



Asking Rent

☐ Negotiable

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 – Add space

If you have several listings at the same property/building that you already have a listing at you can select “Add Space” once you have expanded your property. By choosing to Add Space you skip the process of searching for the property record and jump directly into the “Add New Listing” screen.

**Touchstone Kirkland Building** ● Office
12131 113th Ave NE, Kirkland, W... General
Existing Bldg status

21,386 SF Total Available
133,004 SF Building
3.44 Acres Land

Hide 3 Spaces ^

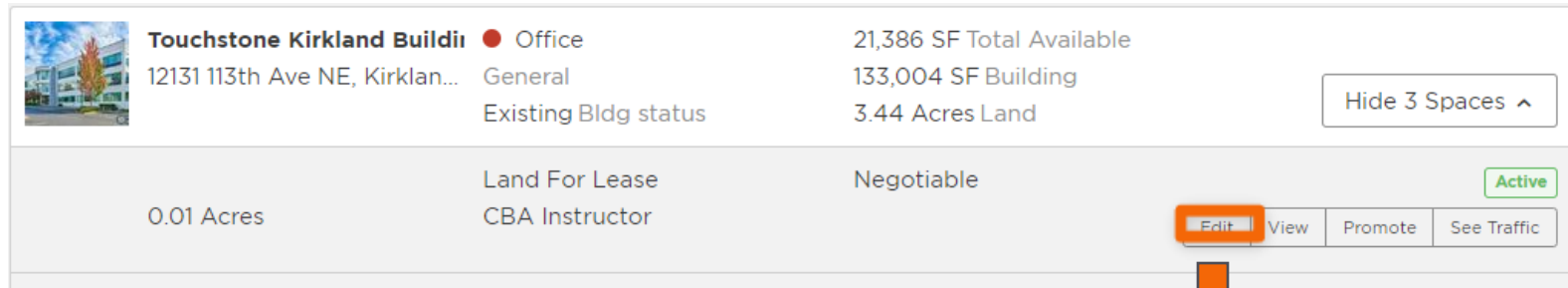
0.01 Acres	Land For Lease CBA Instructor	Negotiable	Active	Edit	View	Promote	See Traffic
	Office For Lease CBA Instructor		Private	Edit	View	Promote	See Traffic
Suite 2 1,000 SF	Office For Lease CBA Instructor		Private	Edit	View	Promote	See Traffic

Add Space

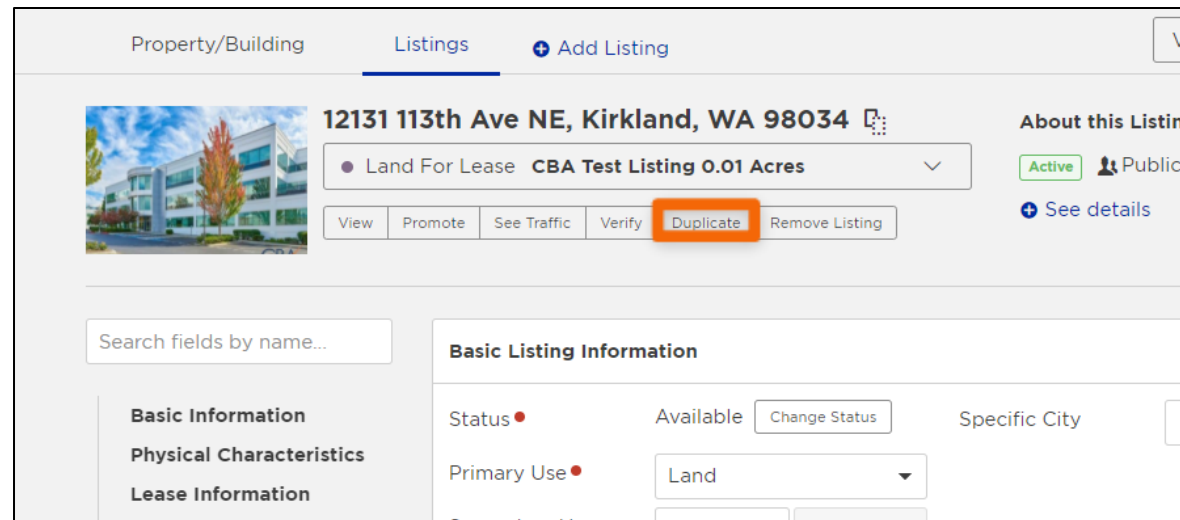


ADDING A LISTING

Time saving tip – Duplicate listing



Touchstone Kirkland Building ● Office
12131 113th Ave NE, Kirkland, WA 98034
General
Existing Bldg status
21,386 SF Total Available
133,004 SF Building
3.44 Acres Land
0.01 Acres
Land For Lease
CBA Instructor
Negotiable
Active
Edit View Promote See Traffic



Property/Building Listings + Add Listing

12131 113th Ave NE, Kirkland, WA 98034

Land For Lease CBA Test Listing 0.01 Acres

View Promote See Traffic Verify Duplicate Remove Listing

Search fields by name...

Basic Listing Information

Status ● Available Change Status Specific City

Primary Use ● Land

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.

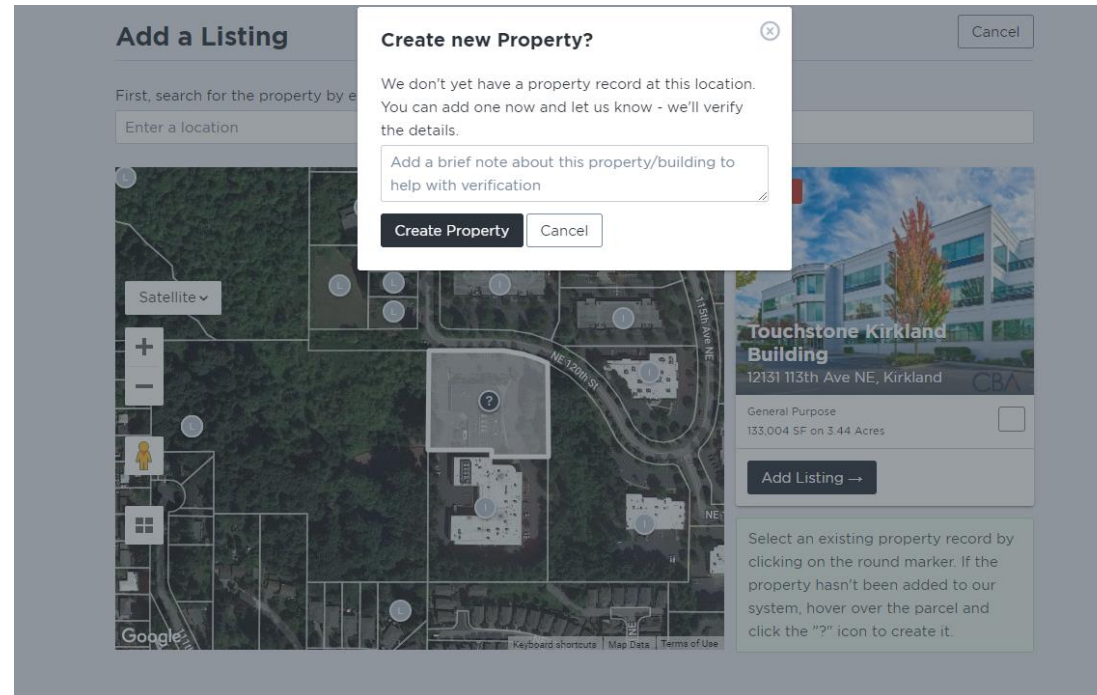
Once you select duplicate, you will see a box- up box indicating you are creating a new and separate listing, complete with all the information, photos, and attachments from the original listing.

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.

Property/Building Listings Add Listing View All Listings Back

10834 NE 121 St, Kirkland, WA 98034 Land

No Image Available

Search fields by name...

Basic Information
Location
Land & Utilities
Contacts
Media

Cancel Save

Street Name
Note: This value can be modified but it cannot be removed. Empty values will not be applied or saved.

New property created. A new property was successfully created. Select "Add Listing" after reviewing and adding property details below.

Basic Property/Building Information

Name 10834 NE 121 St Building Status Existing
Type Land Building Class
Sub Type Condominiumized Yes No

Location

Street Number 10834 Street Max County King
Street Name NE 121 St Submarket CBA Kirkland
Cross Street Campus Name
Postal Code 98034 Center/Park Na...

Land & Utilities

Land Size 0.248 Acres Has Natural Gas?
Lot Size Lot Width Lot Depth Natural Gas Provider Type
Yard Natural Gas Provider Name
Zoning RSX 7.2 Has Sanitary Sewer?
Topography Desc. Sanitary Sewer Provider Type
Wetlands Yes No Sanitary Sewer Provider Name
Water Rights Yes No Has Water?
Rail Service Yes No Possible Water Provider Type
Rail Provider Water Provider Name



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/Building Listings Add Listing View All Listings Back

10834 NE 121 St, Kirkland, WA 98034 Land

No image attached

Search fields by name...

New property created. A new property was successfully created. Select "Add Listing" after reviewing and adding property details below.

Basic Information Location Land & Utilities Contacts Media

Cancel Save

Street Name

Note: This value can be modified but it cannot be removed. Empty values will not be applied or saved.

Basic Property/Building Information

Name 10834 NE 121 St Building Status Existing

Type Land Building Class

Sub Type Condominiumized Yes No

Location

Street Number 10834 Street Max County King

Street Name NE 121 St Submarket CBA Kirkland

Cross Street Campus Name

Postal Code 98034 Center/Park Name

Land & Utilities

Land Size 0.248 Acres Has Natural Gas?

Lot Size Lot Width Lot Depth Natural Gas Provider Type

Yard Natural Gas Provider Name Provider

Zoning RSX 7.2 Has Sanitary Sewer?

Topography Desc. Sanitary Sewer Provider Type Provider

Wetlands Yes No Sanitary Sewer Provider Name

Water Rights Yes No Has Water?

Rail Service Yes No Water Provider Type

Rail Provider Possible Water Provider Name Provider

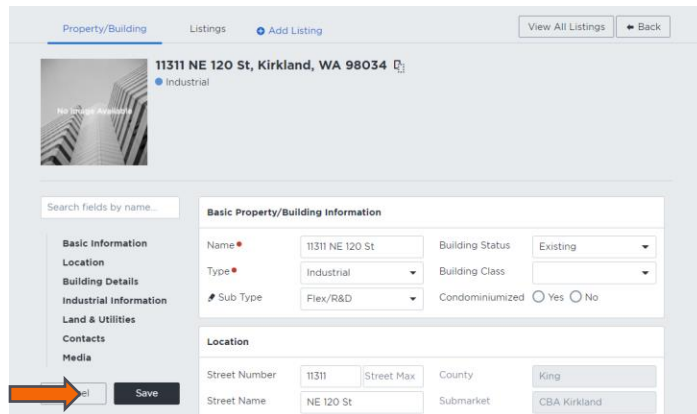
Property information fill-in fields

Note: If a fill-in field has a "•" next to it, this indicates that the field is required.



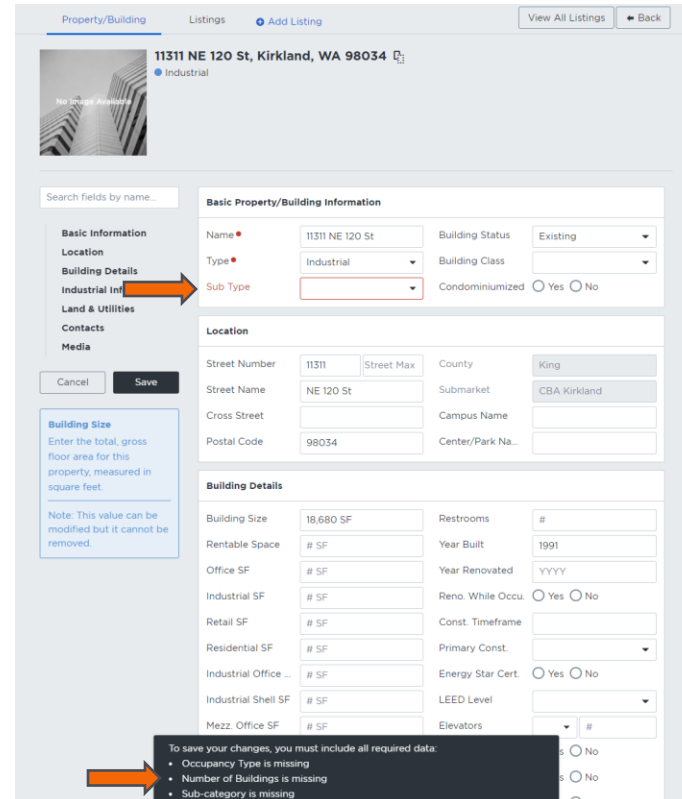
CREATING A PROPERTY RECORD

Step 3: Saving your property record



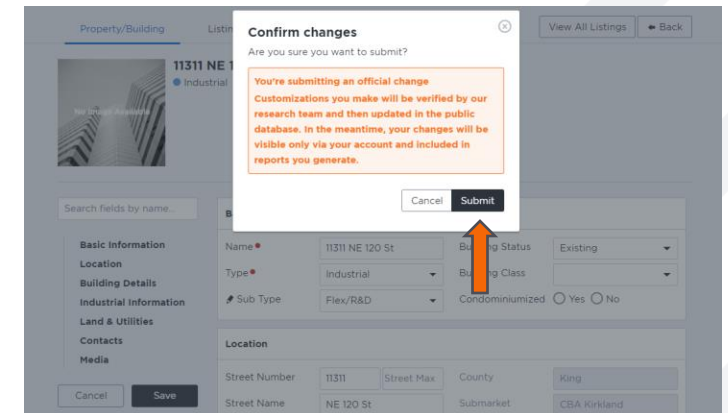
This screenshot shows the 'Basic Property/Building Information' section of the form. The 'Name' field is '11311 NE 120 St', 'Building Status' is 'Existing', 'Type' is 'Industrial', and 'Building Class' is 'Flex/R&D'. The 'Sub Type' is 'Flex/R&D'. The 'Location' section shows 'Street Number' as '11311', 'Street Max' as 'King', 'County' as 'King', 'Street Name' as 'NE 120 St', and 'Submarket' as 'CBA Kirkland'. The 'Save' button is highlighted with an orange arrow.

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



This screenshot shows the 'Basic Property/Building Information' section of the form. The 'Name' field is '11311 NE 120 St', 'Building Status' is 'Existing', 'Type' is 'Industrial', and 'Building Class' is 'Flex/R&D'. The 'Sub Type' is 'Flex/R&D'. The 'Location' section shows 'Street Number' as '11311', 'Street Max' as 'King', 'County' as 'King', 'Street Name' as 'NE 120 St', and 'Submarket' as 'CBA Kirkland'. The 'Save' button is highlighted with an orange arrow.

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.



This screenshot shows the 'Confirm changes' pop-up window. The message reads: 'You're submitting an official change. Customizations you make will be verified by our research team and then updated in the public database. In the meantime, your changes will be visible only via your account and included in reports you generate.' The 'Submit' button is highlighted with an orange arrow.

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

