

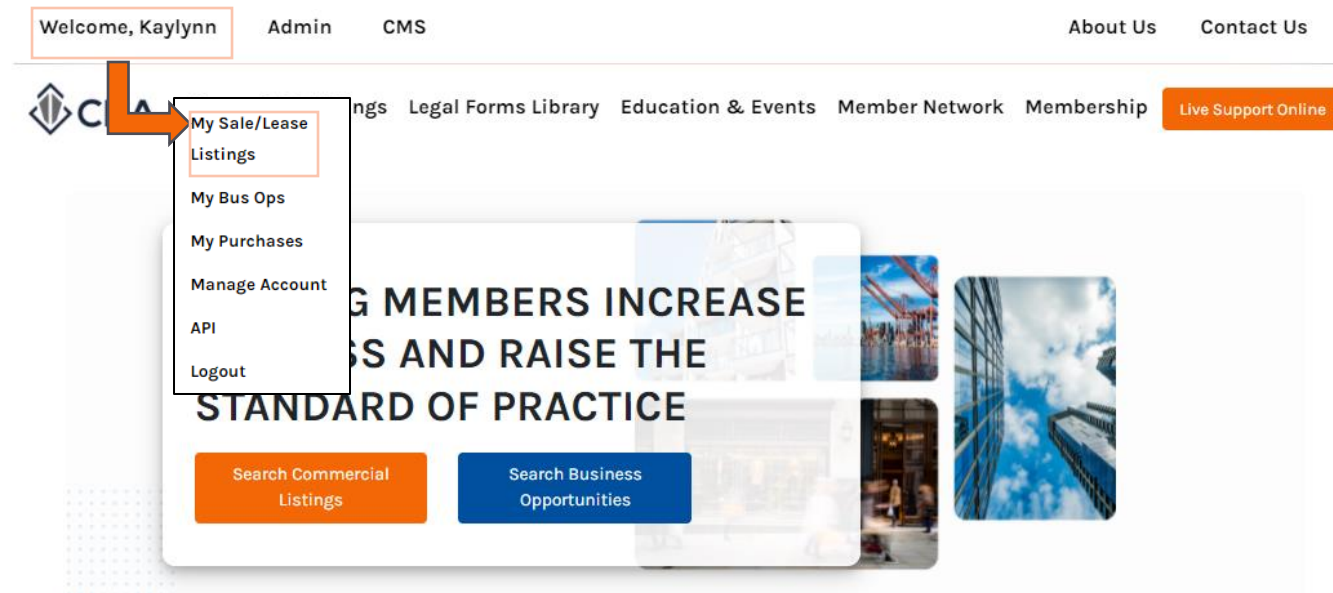


MANAGING EXISTING LISTINGS AND PROPERTY RECORDS

In this guide we will be reviewing how to edit your sale/lease listings and existing 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

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

Listings for CBA Instructor

☒ Active ☐ Leased ☐ Sold ☐ Withdrawn ☐ Expired ☐ Hold Sorting by Modified Date ▾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	<input type="button" value="Hide 1 Space"/> ▾
		Industrial For Lease CBA Instructor	Negotiable	<div>Private </div> <div><input type="button" value="Edit"/> <input type="button" value="View"/> <input type="button" value="Promote"/> <input type="button" value="See Traffic"/></div>
<input type="button" value="Bulk Edit"/> <input type="button" value="Manage Flyers"/>		<input type="button" value="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	<input type="button" value="Show 1 Space"/> ▾

2 Results 1

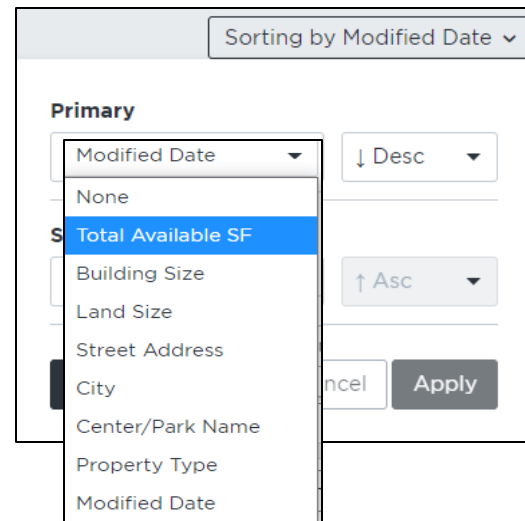


TIPS & TRICKS – SORT AND FILTER THROUGH YOUR LISTINGS



Location ▾ Type ▾ Price/Size ▾ More ▾ Keyword 🔍 Clear

Apply search filters using the top white navigation bar to quickly locate a specific listing. These filters look like the filters from the search map but only search through your listing inventory when you are in the My Listings screen.



Sorting by Modified Date ▾

Primary

Modified Date ▾

None

S Total Available SF

Building Size

Land Size

Street Address

City

Center/Park Name

Property Type

Modified Date

↓ Desc ▾

↑ Asc ▾

Cancel Apply

Determine which sorting method you would like to organize your listings by. You will be able to assign a primary and a secondary sorting method.



ACCESS YOUR OFF-MARKET LISTINGS

The My Listings page is defaulted to show you your active listing inventory. To view your off-market listings, you will want to change your status filters.



You will begin by unchecking "Active" and then select sold/leased, withdrawn, expired, or hold.

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 ▾

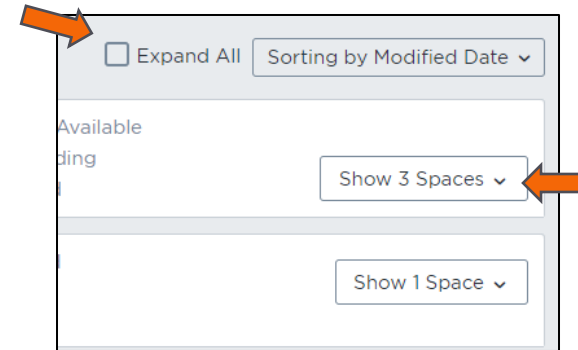
	Touchstone Kirkland Building 12131 113th Ave NE, Kirkland, WA	● Office General Existing Bldg status	8,487 SF Total Available 133,004 SF Building 3.44 Acres Land	Hide 1 Space ▾
		Industrial For Lease CBA Instructor	Negotiable	Private Edit View Promote See Traffic
Bulk Edit Manage Flyers		Add Space		
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



MANAGE YOUR LISTINGS

All your listings are condensed into the property they are attached to. You can choose to **Expand All** to extend your view of the listings you have at every property. To view your listings within one specific property, click the **Show X Space(s)**.



After you've expanded the property view to include your listings, you will have access to the following listing management tools:

Edit takes you into the update for listing screen

View shows your public listing link

Promote allows you to generate a listing report or request a broadcast

See Traffic allows you to see the views on your listings along with where those views are coming from.

Add Space you can use this to skip searching for a property when adding a listing to a property you've already got listings at.

	Touchstone Kirkland Building ● Office 12131 113th Ave NE, Kirkland, ... Existing Bldg status	10,387 SF Total Available 133,004 SF Building 3.44 Acres Land	Hide 3 Spaces ^
900 SF	Office For Lease CBA Instructor	Negotiable	Active Edit View Promote See Traffic
	Office For Lease CBA TestAgent		Incomplete Edit View Promote See Traffic
Suite 2 1,000 SF	Office For Lease CBA TestAgent		Incomplete Edit View Promote See Traffic
			Add Space



MANAGE YOUR LISTINGS

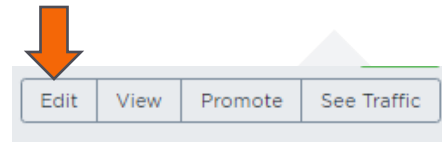
Edit your listings

Once you click the edit button you will be taken to the update screen. From this screen you can toggle between three management screens which include:

Property/Building is where you will submit an official request to make changes to the property record.

Listings is where you will make changes to the information within your listing*. You will also have access to some additional listing management tools here such as promoting a broadcast, verifying, and duplicating your listing record. Please see next page for more details on these tools.

Add Listing is how you would create a new listing at this property



Property/Building Listings Add Listing View All Listings Back

12131 113th Ave NE, Kirkland, WA 98034

Land For Lease CBA Test Listing 0.01 Acres

View Promote See Traffic Verify Duplicate Remove Listing

About this Listing

Active Public See details

Search fields by name...

Basic Information

Physical Characteristics

Lease Information

Comments

Tenants

Agents

Media

Cancel Save

Basic Listing Information

Status Available Change Status Specific City

Primary Use Land

Secondary Uses

Current Uses

Investment

Owner Occupied Yes No

Title CBA Test Listing

Specific Address

Tags #tag1 #tag2

List Date 7/07/2020

Expiration Date 7/07/2021

Available Date M/DD/YYYY

Possession

Physical Characteristics

Total Available Property: 3.44 Acres 0.01 Acres

Divisible # SF or Acres

Entire Floor Yes No

Load Factor

Total Parking Total

Offices #

Yard

Fenced

Paved

Easements Yes No

*Keep in mind that the Commission Description is a locked field, to make a change to your commission please e-mail support@commercialmls.com with changes needed as well as the reason for the commission change request.

All rights reserved

EDIT YOUR LISTINGS

Navigating the edit screen

Make changes to the property record, for more information about updating property records go to page 14


Add a new listing to this property

Return to your My Listings page

Property/Building

Listings

+ Add Listing



12131 113th Ave NE, Kirkland, WA 98034

● Office For Lease CBA Test Listing 900 SF

View

Promote

See Traffic

Verify

Duplicate

Remove Listing

About this Listing

Active

Public

+ See details

Listing Details

Active	Listing is active.
Public	Listing is publicly visible.

Use this drop-down to toggle between your listings at this property record

View details regarding the status of your listing

Verify your listing

If you would like to copy the current listing information into a new listing, simply click the "Duplicate" button and make the appropriate changes.



EDIT YOUR LISTINGS

Guidelines for updating your listings to sold (WA only)

- It is important for accurate records that you update the status of listings once a sale has been completed. The status of your listing is required to be updated within 1 business day of the change. The CMA team at CBA use this information to keep accurate data in our Sales Comparable Database
- After updating your Sale Listing you may receive an Email from our CMA team asking for assistance as they research your sale for our database.
- Please keep in mind that the more accurate information provided to CBA, the better our Sales Comparable Database will be for all members
- Use the “Additional Comments” section to provide any additional information you can provide on the transaction
- While not required, here is some additional information that if provided would reduce the amount of follow up emails needed to complete our records:
 - Buyer and the buyer’s broker information such as Name, Company and Intended Use of the property
 - Was the property an Owner/User or Investment? If investment, what is the CAP rate? If Owner, User how much of the property does the buyer plan on occupying?
 - Did either party do a 1031 exchange?
 - Anything unique about the sale that you would like see noted on a comparable?



LISTING MANAGEMENT

View your listing

The view listing management tool takes you to a preview of your listing.


From this screen you can generate reports, share the URL link, return to the edit screen and view listing traffic details.

Edit View Promote See Traffic

[Back](#)[View Listing Traffic](#)

Touchstone Kirkland Building

12131 113th Ave NE, Kirkland, WA 98034



Land For Lease

0.01 Acres

Negotiable

[Generate Report](#)

Listing was last verified over 90 days ago

Listing Details

Asking Rate **Negotiable** Commission **0**

Total Available **0.01 Acres** List Date **7/07/2020**

Listing ID **6192a4abeae2ee000714f07c**

CBA Test Listing

PUBLIC COMMENTS TESTING

Space Details

Total Available **0.01 Acres** Primary Use **Land**

[Contact Agent](#) [Edit](#) [Duplicate](#) [Add to List](#)

Property Highlights


Type **Office: General**

Size **133,004 SF, 3.44 Acres** Building Class **A**


Occupancy Type **Multi-tenant**


[View All Details](#) [Add to List](#)

Contact

 **CBA Instructor**
Commercial Brokers A...
[Contact This Agent](#)

[Contact Agent](#)







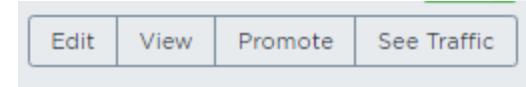
LISTING MANAGEMENT

Promote your listing

The promote button has two features available for your listing:

Request a broadcast e-mail for your listing

Generate a listing report to share.



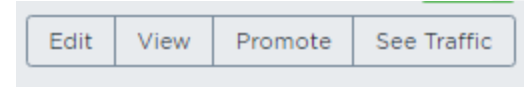
The screenshot shows a listing management interface. A modal window is open for the 'Touchstone Kirkland Building' listing, which is located at '12131 113th Ave NE, Kirkland, WA 98033'. The modal contains two buttons: 'Generate Report' and 'Request Broadcast', with a 'Done' button at the bottom right. The background shows a list of spaces with columns for address, size, type, and status. The first space is 'Suite 2' (1,000 SF) for 'Office For Lease' (CBA Instructor), which is 'Private'. The second space is 'Industrial For Lease' (CBA Instructor), which is 'Negotiable'. The interface also includes buttons for 'Edit', 'View', 'Promote', and 'See Traffic' for each space, and a 'Hide 3 Spaces' button at the top right of the modal.

Address	Size	Type	Status	Actions
Touchstone Kirkland Building 12131 113th Ave NE, Kirkland, WA 98033	0.01 Acres			<div>Generate Report Request Broadcast</div> <div>Done</div>
Suite 2 1,000 SF		Office For Lease CBA Instructor	Private	<div>Edit View Promote See Traffic</div>
		Industrial For Lease CBA Instructor	Negotiable	<div>Edit View Promote See Traffic</div>



LISTING MANAGEMENT

See Traffic



The See Traffic feature allows you to view the traffic for your individual listings and the listings within your entire office. You can view the traffic for the last 30 days, 90 days, one year or all time.

You have access to three different listing reports as well as the ability to view who has viewed your listing via the **View Leads** feature.

Listing Traffic for CBA Instructor

[Download as Report](#)[Manage My Listings](#)[View Leads](#)

☐ For my office

30 days
30 days
90 days
1 year
All Time

All Listings

All Listings

● Industrial For Lease Touchstone Kirkland Building

● Office For Lease Touchstone Kirkland Building, Suite 2

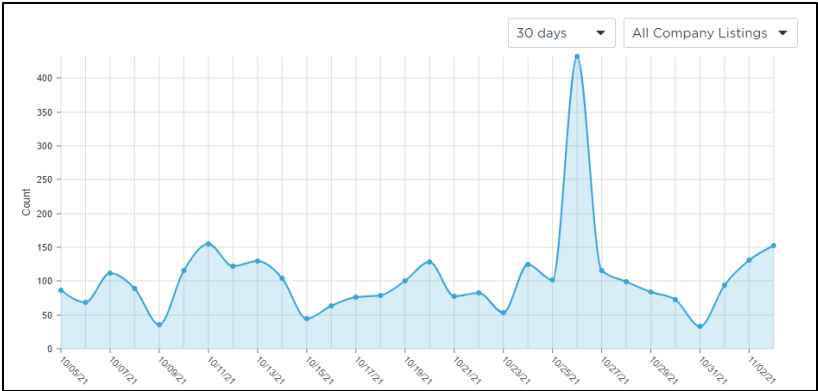
● Land For Lease Touchstone Kirkland Building

● Industrial For Lease Big Tail Road



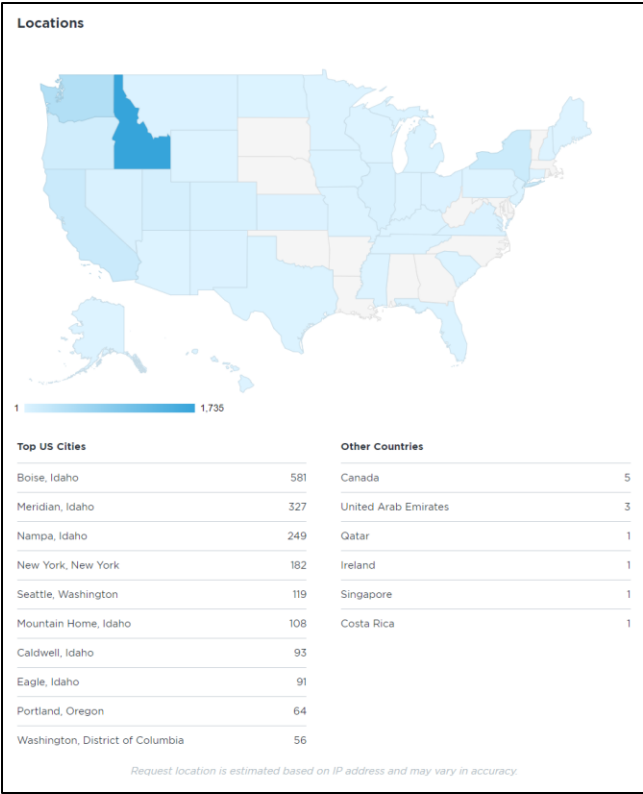
LISTING MANAGEMENT

See Traffic - Listing traffic reports



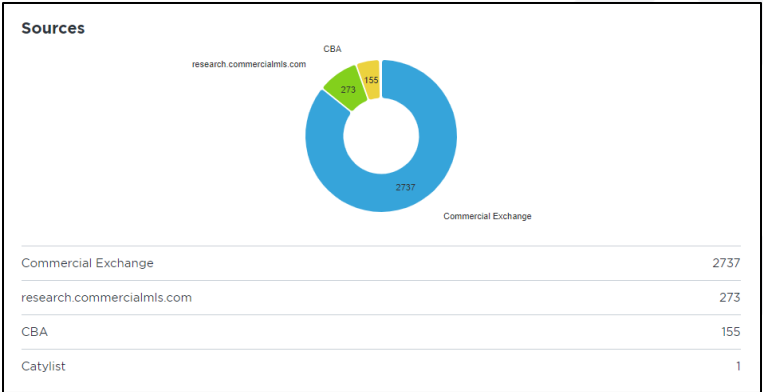
Views:

The total number of views on your listings



Locations:

Where your listings are being viewed.



Sources:

The website your listing is being view from.



LISTING MANAGEMENT

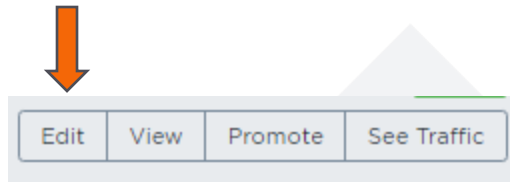
See Traffic - View Leads

Listing Leads																															
Not receiving email notifications Change This Manage My Listings View Traffic																															
<div>All Listings ▼</div> <div><input checked="" type="checkbox"/> Viewed <input checked="" type="checkbox"/> Saved <input checked="" type="checkbox"/> Downloaded Flyer <input checked="" type="checkbox"/> Viewed Contact Info <input checked="" type="checkbox"/> Emailed Agent <div>30 days ▼</div></div> <div><table><tr><th></th><th>Property Name</th><th>Action Taken</th><th>Member Name</th><th>Office Name</th><th>E-mail Address</th><th>Phone Number</th><th>User Type</th></tr><tr><td>12/20/2022</td><td>Car Wash</td><td>Viewed on Catylist Resear...</td><td>First Last</td><td>Office Name</td><td>E-mail Address</td><td>Phone Number</td><td>User Type</td></tr><tr><td>12/19/2022</td><td>Property Name</td><td>Downloaded Flyer</td><td>.. Non-Member</td><td></td><td>E-mail Address</td><td>Phone Number</td><td></td></tr></table></div>									Property Name	Action Taken	Member Name	Office Name	E-mail Address	Phone Number	User Type	12/20/2022	Car Wash	Viewed on Catylist Resear...	First Last	Office Name	E-mail Address	Phone Number	User Type	12/19/2022	Property Name	Downloaded Flyer	.. Non-Member		E-mail Address	Phone Number	
	Property Name	Action Taken	Member Name	Office Name	E-mail Address	Phone Number	User Type																								
12/20/2022	Car Wash	Viewed on Catylist Resear...	First Last	Office Name	E-mail Address	Phone Number	User Type																								
12/19/2022	Property Name	Downloaded Flyer	.. Non-Member		E-mail Address	Phone Number																									

When using the **View Leads** feature you will be able to see the date your listing was opened, which property was viewed, where the listing was opened from or which action was taken, you will be able to view the name and contact information of the user who opened your listing or downloaded your flyer if they were logged in or filled out the contact form.




PROPERTY RECORD MANAGEMENT



You may find that the information within the property record that is attached to your listing or the listing you're creating is incorrect. To make changes, click "Edit" on your listing and then click on Property/Building tab in the left corner to access the property details.

Property/Building Listings [+ Add Listing](#) [View All Listings](#) [← Back](#)

 **12131 113th Ave NE, Kirkland, WA 98034**
● Office

Search fields by name..

Basic Information
Location
Building Details
Land & Utilities
Contacts
Media

Basic Property/Building Information

Name ●	<input type="text" value="Touchstone Kirkland"/>	Building Status	<input type="text" value="Existing"/>
Type ●	<input type="text" value="Office"/>	Building Class	<input type="text" value="A"/>
Sub Type	<input type="text" value="General"/>	Condominium...	<input type="radio"/> Yes <input type="radio"/> No

Location

Street Number	<input type="text" value="12131"/>	Street Ma	<input type="text" value="King"/>
Street Name	<input type="text" value="113th Ave NE"/>	Submarket	<input type="text" value="CBA Kirkland"/>



PROPERTY RECORD MANAGEMENT

If you submit changes, but are missing any required details, you will get a notification of what information is missing at the bottom of your screen.
The fields with the missing information will also be highlighted in red.


Property/Building

Listings

Add Listing

View All Listings

Back



12131 113th Ave NE, Kirkland, WA 98034

Office

Search fields by name...

Basic Information

Location

Building Details

Land & Utilities

Contacts

Media

Cancel

Save

Rentable Space

Enter the rentable area for this property, measured in square feet.

Note: This value can be modified but it cannot be removed.

Basic Property/Building Information

Name • Touchstone Kirkland

Type • Office

Sub Type

Building Status Existing

Building Class A

Condominium... ☐ Yes ☐ No

Location

Street Number 12131

Street Name 113th Ave NE

Cross Street 124th St

Postal Code 98034

Street Ma

County King

Submarket CBA Kirkland

Campus Name

Center/Park N...

Building Details

Building Size 133,004 SF

Rentable Space 91,378 SF

Office SF 91,378 SF

Industrial SF # SF

Retail SF # SF

Residential SF # SF

Number of Un... #

Number of Bu... 1

Floors 3

Floor Size Min-Max SF

Floor Size (Av... # # SF

Year Renovated YYYY

Reno. While O... ☐ Yes ☐ No

Const. Timefr...

Primary Const. Masonry

Energy Star C... ☐ Yes ☐ No

LEED Level

Elevators Yes 1

Heated ☐ Yes ☐ No

Air Conditioned ☒ Yes ☐ No

Sprinklers ☒ Yes ☐ No

ESFR Sprinkle... ☐ Yes ☐ No

To save your changes, you must include all required data:

Sub-category is missing

PROPERTY RECORD MANAGEMENT

When all changes have been made, click save. A confirm changes pop-up window will appear where you can add a note for the CBA staff and select "Submit". These changes will be need to be approved by CBA staff before they will appear on our public site or for other CBA members. In the meantime, you will see the requested changes and will be able to create updated reports through your individual CBA log in.

CBA staff approves property change requests within 1-2 hours.

The screenshot displays a web application interface for property management. A modal window titled "Confirm changes" is centered on the screen, asking "Are you sure you want to submit?". Inside the modal, an orange-bordered box contains the text: "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." Below this, there is a text input field for a note and "Cancel" and "Submit" buttons. The background interface shows a "Property/Building" page with a search bar, a sidebar menu (Basic Information, Location, Building Details, Land & Utilities, Contacts, Media), and a form for location details including Street Number (12131), Street Name (113th Ave NE), and Submarket (CBA Kirkland).



PROPERTY RECORD MANAGEMENT

Requirements to keep in mind when editing 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
- The “Property Comments” section must apply to the building, not to the sale of the building or to the spaces available for lease.
- 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

