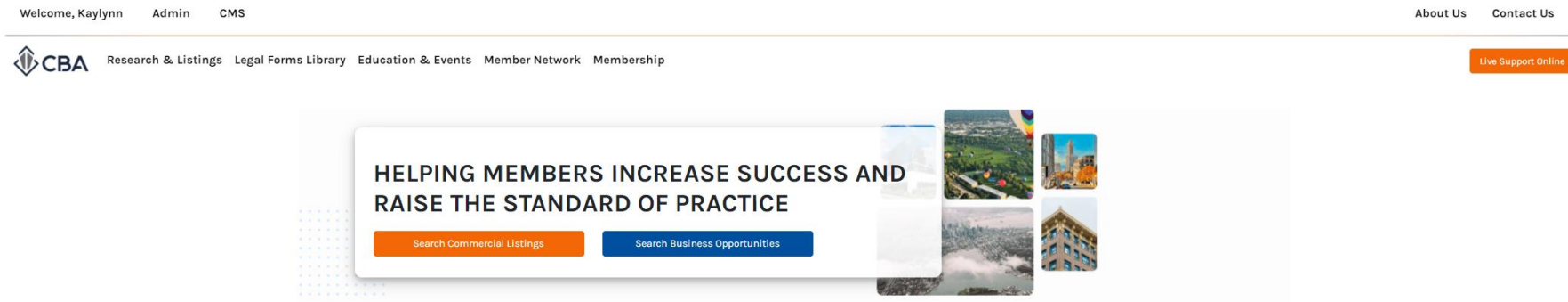




# SEARCHING FOR BUSINESS OPPORTUNITIES

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.

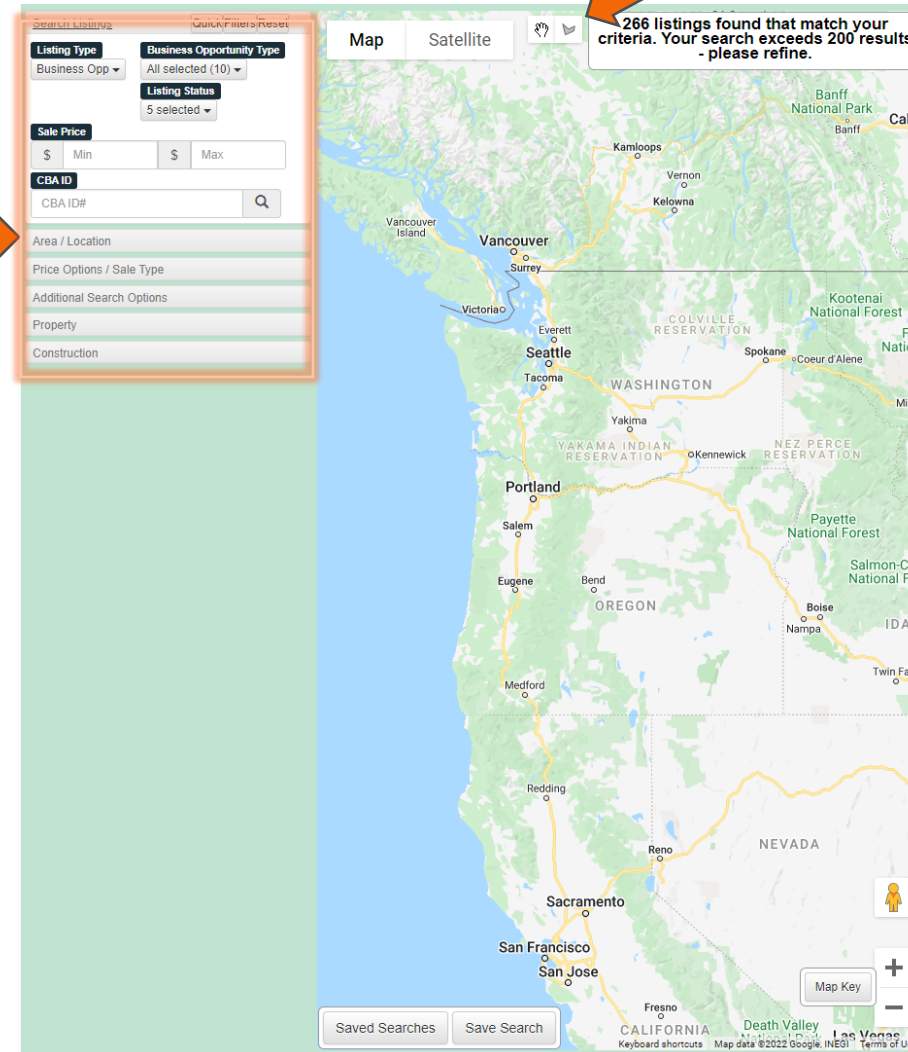


# SEARCH OVERVIEW

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 not show any filter options when expanded

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



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 IDs 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 listings 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 shows a web application for searching business listings. On the left is a sidebar with filters: Listing Type (Business Opp), Business Opportunity Type (Food & Bev), Listing Status (5 selected), Sale Price (\$ Min to \$ Max), CBA ID (CBA ID#), Area / Location, Price Options / Sale Type, Additional Search Options, Property, and Construction. The main area features a map of the Seattle-Tacoma area with a 'Map' and 'Satellite' toggle at the top. A red arrow points to the 'Map' button. A text box above the map says '13 bus op listings found'. On the right is a list of 13 listings, each with a photo, title, listing ID, address, and price. A red arrow points to the 'Sort' dropdown menu at the top of the list, which is set to '\$ High to Low'. At the bottom of the map area are buttons for 'Saved Searches', 'Create Report', 'Custom Download', and 'Save Search'. A red arrow points to the 'Create Report' button. Another red arrow points to the 'Save Search' button. A red 'X' icon is visible next to each listing in the list.

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 displays 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 to \$ Max), CBA ID (CBA ID#), and Area / Location. The main content area shows details for a 'Business Opportunity: \$200,000' in the 'Restaurant' category, located at '0 Undisclosed, Tukwila, WA 98188'. The asset type is 'Food and Beverage', and the listing is '#638134[E] | Status: Available'. A large image of a dish with red chilies is shown at the bottom. Above the main content, three buttons are visible: 'Email', 'Report', and 'Back to Map'. Orange arrows point to these buttons with the labels 'E-mail this listing', 'Generate a report for this listing', and 'Do not use the back arrow on your browser.' respectively. On the right, a list of other listings is shown, including 'Lucky House Chinese Rest...', 'Kent East Hill Bar and ...', 'Restaurant', 'Great Wall Mall Profitin...', 'Restaurant', 'Kent Restaurant', and 'Peyrassol Cafe'.

Search Listings Quick Filters Reset

**Listing Type**  
Business Opp

**Business Opportunity Type**  
Food & Bev

**Listing Status**  
5 selected

**Sale Price**  
\$ Min \$ Max

**CBA ID**  
CBA ID#

Area / Location

Price Options / Sale Type

Additional Search Options

Property

Construction

Email Report Back to Map

**Business Opportunity: \$200,000**

**Restaurant**

0 Undisclosed, Tukwila, WA 98188

Asset Type: Food and Beverage

Listing #638134[E] | Status: Available

Lucky House Chinese Rest...  
For Sale: \$350,000

**Kent East Hill Bar and ...**  
Listing ID: 648067  
0 Undisclosed, Kent, WA 98...  
Food and Beverage  
For Sale: \$229,000

**Restaurant**  
Listing ID: 647539  
Undisclose Undisclosed, Re...  
Undisclosed  
For Sale: \$215,000

**Great Wall Mall Profitin...**  
Listing ID: 645163  
18230 E Valley Hwy, Kent, ...  
Food and Beverage  
For Sale: \$200,000

**Restaurant**  
Listing ID: 638134  
0 Undisclosed, Tukwila, WA ...  
Southcenter  
For Sale: \$200,000

**Kent Restaurant**  
Listing ID: 648354  
0 Undisclosed, Kent, WA 98...  
Food and Beverage  
For Sale: \$180,000

**Peyrassol Cafe**



# CREATING REPORTS

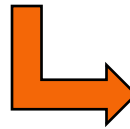
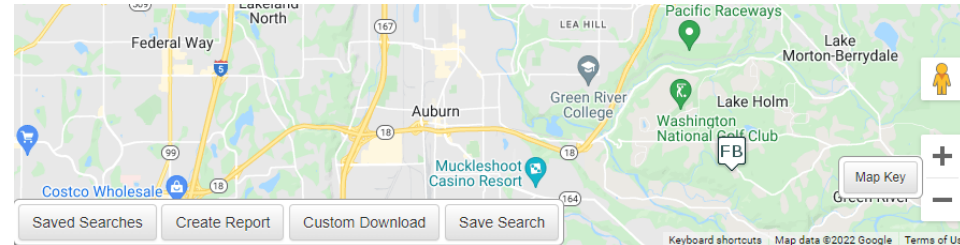
After you have narrowed down your search results and removed any unwanted listings, you can create a report. Use the “Create Report” button on the bottom left corner of the map to do so.

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 the way 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.



Create Report

Deselect All Select All

Business Opportunities Listing Details

Basic Listing Report

211 Westinghouse Avenue, Auburn, WA 98001

Listing Details

Listing ID: 1234567890

Listing Type: Business Opportunity

Listing Status: Active

Listing Price: \$1,234,567

Listing Description: This is a business opportunity listing for a property located at 211 Westinghouse Avenue, Auburn, WA 98001. The property is currently active and priced at \$1,234,567. The listing details include the listing ID, listing type, listing status, and listing price.

Listing Details

Listing ID: 1234567890

Listing Type: Business Opportunity

Listing Status: Active

Listing Price: \$1,234,567

Listing Description: This is a business opportunity listing for a property located at 211 Westinghouse Avenue, Auburn, WA 98001. The property is currently active and priced at \$1,234,567. The listing details include the listing ID, listing type, listing status, and listing price.

☐ Listing Detail ☐ Brief

Title (Title Required to Save)

Client First Name First Name

Client Last Name Last Name

☒ For Brokers ☒ Property Information ☒ All Member & Public Comments ☒ Building Owners ☒ Agent Information

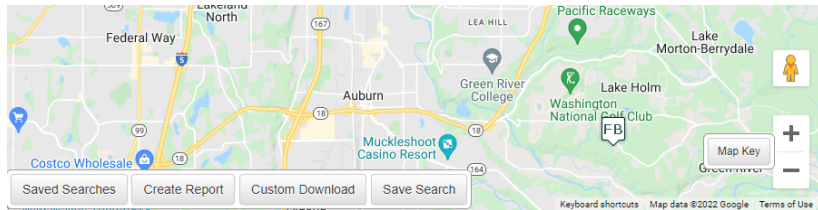
☐ For Clients ☐ Basic Property Information ☐ All Public Reports for clients do NOT show listing agent information

☒ Page Break between Properties ☒ Print Property History

Save Preview Download Email



# SAVING YOUR SEARCH



×

Save Search

Search Name

Enter Search Name

☐ Save as Hotsheet

Cancel

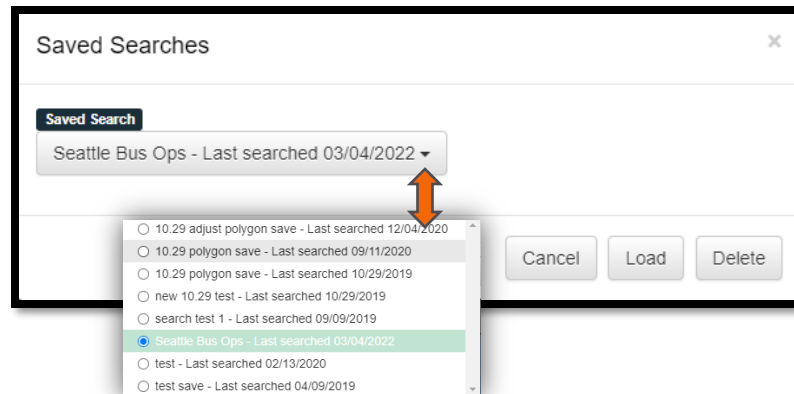
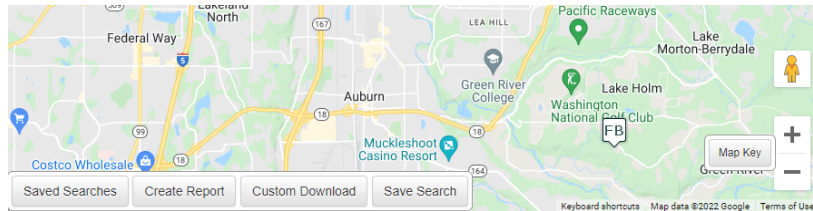
Save

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

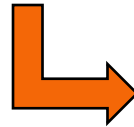
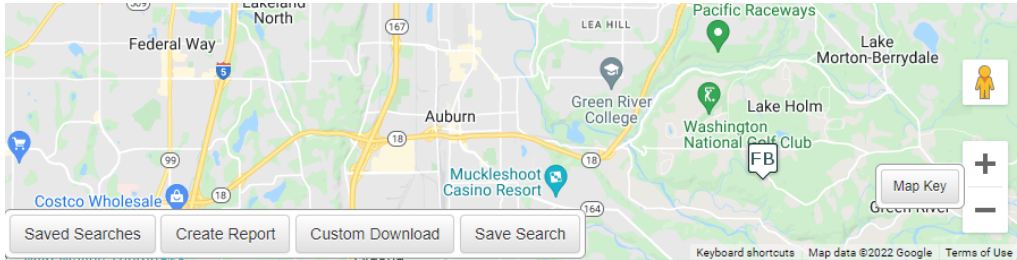


You can access your saved search at any time by selecting the “Saved Searches” button on the bottom left corner of the map. Once you do this a pop-up window will load your previously saved searches.

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

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

Distance   Miles

Price Options / Sale Type

Additional Search Options

Property

Construction

Research & Listings Overview

Legacy Tools

CBAcma

Manage My Listings

New Listings

**Marketing Tools**

FAQS

Training & Resources

Marketing Tools Overview

Become a Featured Property

**Hot Sheets**

Broadcast Emails

15 bus op listings found

Satellite

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 hotsheets, 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.

