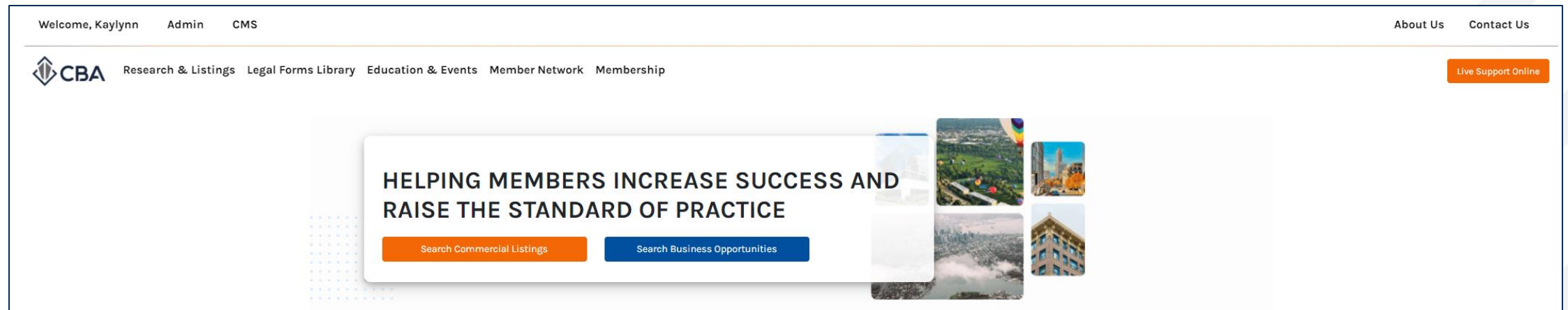


# SEARCHING: PERFORMING A SEARCH

In this guide we will review the search process for lease and sale listings as well as how to search for CBACmas

# HOW TO ACCESS THE SEARCH PLATFORM



To search for Sale and for Lease listings or CBACmas, select the orange “Search Commercial Listings” button – to search for Business Opportunities click the blue “Search Business Opportunities” button\*.



\*If you need help with searching for biz ops, please view the Searching: Business Opportunities how-to-guide

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# SEARCH FEATURE OVERVIEW

Apply and remove search filters

Access the shape & radius drawing tools

Toggle between different ways to view your results here

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

73,385 properties - 154,201 spaces

Grid List

✓ All ✓ Properties Only Create Report Save to List No Selections

Draw Shapes Draw Radius

Map ▾

+ -

Industrial Seaway Business Center ---  
3,240 SF - 15,006 SF  
\$10.08 Annual/SF  
7 matching spaces  
Flyer

Industrial SoDo Retail/Office  
2,080 SF  
\$18.50 Annual/SF  
Flyer

Multi-Family ARETE Kirkland  
620 SF - 2,950 SF  
\$30.00 Annual/SF  
290 units  
Flyer

Industrial Stadium Works  
10,000 SF - 99,047 SF  
\$12.60 - \$18.00 Annual...  
Warehouse/Office  
Flyer

Office Bitter Lake Center  
717 SF - 7,510 SF  
\$17.00 - \$20.00 Annu...  
26 matching spaces  
Flyer

Office Shores I Office Building  
170 SF - 5,811 SF  
\$21.50 Annual/SF  
9 matching spaces  
Flyer

Retail Harbour Place Building  
659 SF - 1,590 SF  
\$26.00 Annual/SF  
10 matching spaces  
Flyer

Office Appletree Cove Professio...  
603 SF  
\$13.30 Annual/SF  
2 matching spaces  
Flyer

Land Werner Road Commercia...  
20 Acres  
Pending  
Flyer

Land Opportunity Zone Dev. Si...  
1,056 SF  
\$4,895,000  
2 matching spaces  
Flyer

Office 14100 Building  
1 SF - 10,727 SF  
\$30.00 - \$36.00 Annu...  
47 matching spaces  
Flyer

Office Redmond Office Center ---  
1,200 SF - 2,115 SF  
\$22.00 Annual/SF  
26 matching spaces  
Flyer

Quick views of your results

Note: If you do not see a preview of your results here, you will need to hit the button to show them.

Color Guide:

- ☐ Retail
- ☐ Office
- ☐ Industrial
- ☐ Life Science
- ☐ Land
- ☐ Farm/Ranch
- ☐ Hospitality
- ☐ Specialty
- ☐ Multi-Family

Use the map as a filter to search a particular area

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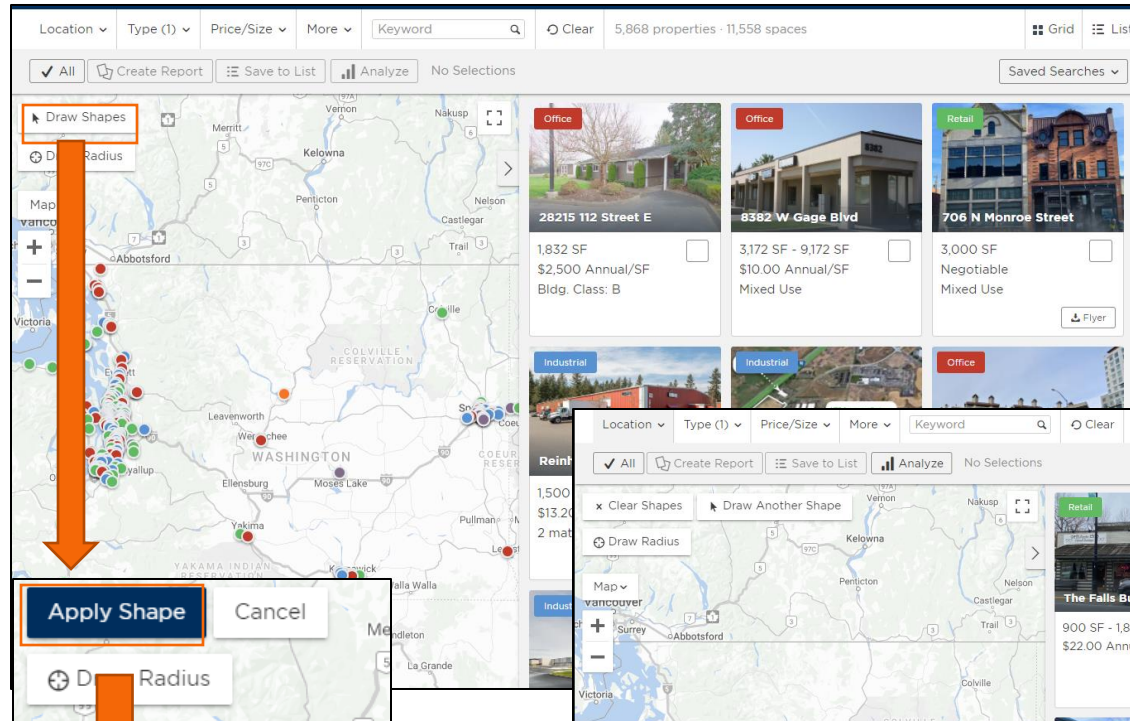
# USING THE MAP AS A SEARCH FILTER: ZOOMING IN AND OUT OF THE MAP

The screenshot displays a web-based commercial real estate search platform. At the top, there are filters for Location, Type, Price/Size, and More, along with a search bar and a 'Clear' button. Below these, a map of the Pacific Northwest region is shown, with numerous colored dots representing property listings. To the right of the map, a list of property results is displayed, each with a thumbnail image, title, and key details.

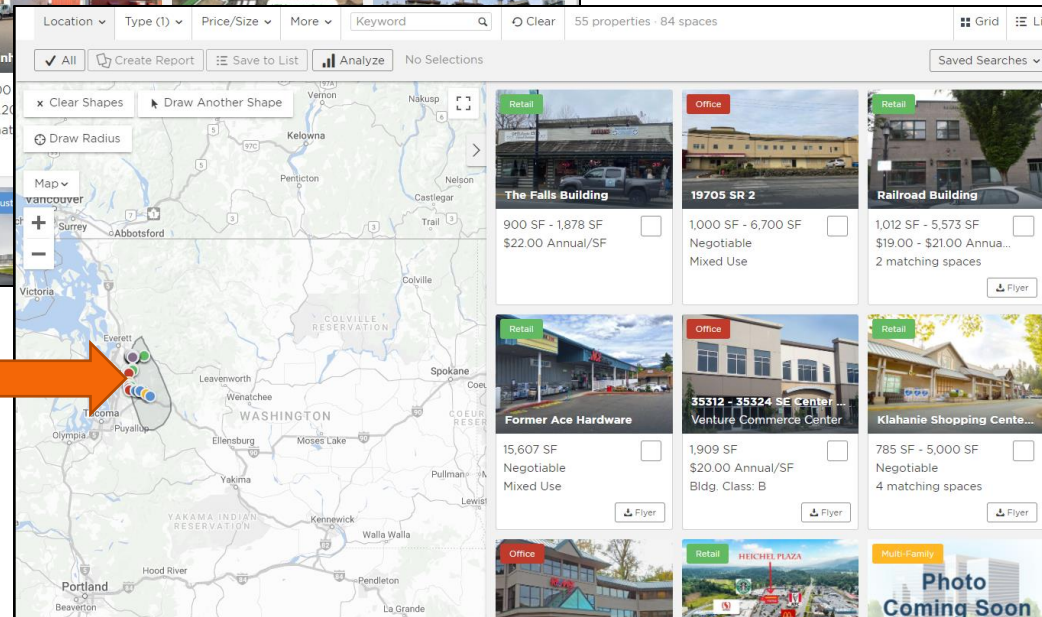
Property Name	Type	Size (SF)	Price (Annual/SF)	Matching Spaces
Seaway Business Center	Industrial	3,240 SF - 15,006 SF	\$10.08 Annual/SF	7 matching spaces
SoDo Retail/Office	Industrial	2,080 SF	\$18.50 Annual/SF	
ARETE Kirkland	Multi Family	620 SF - 2,950 SF	\$30.00 Annual/SF	290 units
Stadium Works	Industrial	10,000 SF - 99,047 SF	\$12.60 - \$18.00 Annual...	Warehouse/Office
Bitter Lake Center	Office	717 SF - 7,510 SF	\$17.00 - \$20.00 Annual...	26 matching spaces
Shores I Office Building	Office	170 SF - 5,811 SF	\$21.50 Annual/SF	9 matching spaces
Harbour Place Building	Retail	659 SF - 1,590 SF	\$26.00 Annual/SF	10 matching spaces
Appletree Cove Profession...	Office	603 SF	\$13.30 Annual/SF	2 matching spaces
Werner Road Commercia...	Land	20 Acres		
Opportunity Zone Dev. Si...	Land	1,056 SF	\$4,895,000	2 matching spaces
14100 Building	Office	1 SF - 10,727 SF	\$30.00 - \$36.00 Annu...	47 matching spaces
Redwood Office Center	Office	1,200 SF - 2,115 SF	\$22.00 Annual/SF	26 matching spaces

After clicking the “Search Commercial Listings” button you will be taken into the search map, with immediate results based on map boundaries. Zooming in/out acts as a geolocation filter and will change your boundaries with new results. You may also click & drag the map with your mouse to change the map location.

# USING THE MAP AS A SEARCH FILTER: DRAWING SHAPES

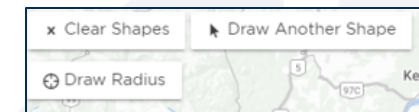


Use the "Draw Shape" feature in the upper-left side of the map to create and view a customized area of the map. After this button has been selected you will draw your boundary on the map area and then click "Apply Shape". Once you have applied the shape only the listings/properties in that area will appear in your results.

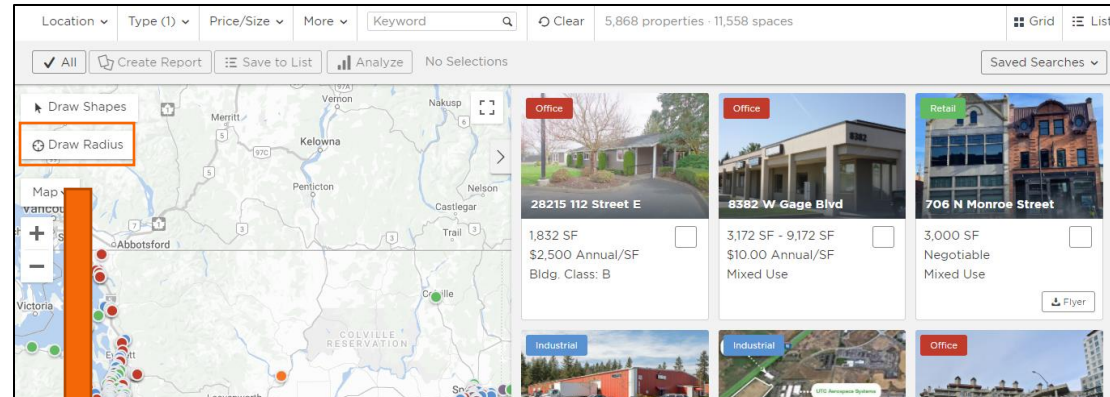


**Note:** You can apply as many shapes as you would like, select "Draw Another Shape", and then repeat the steps above.

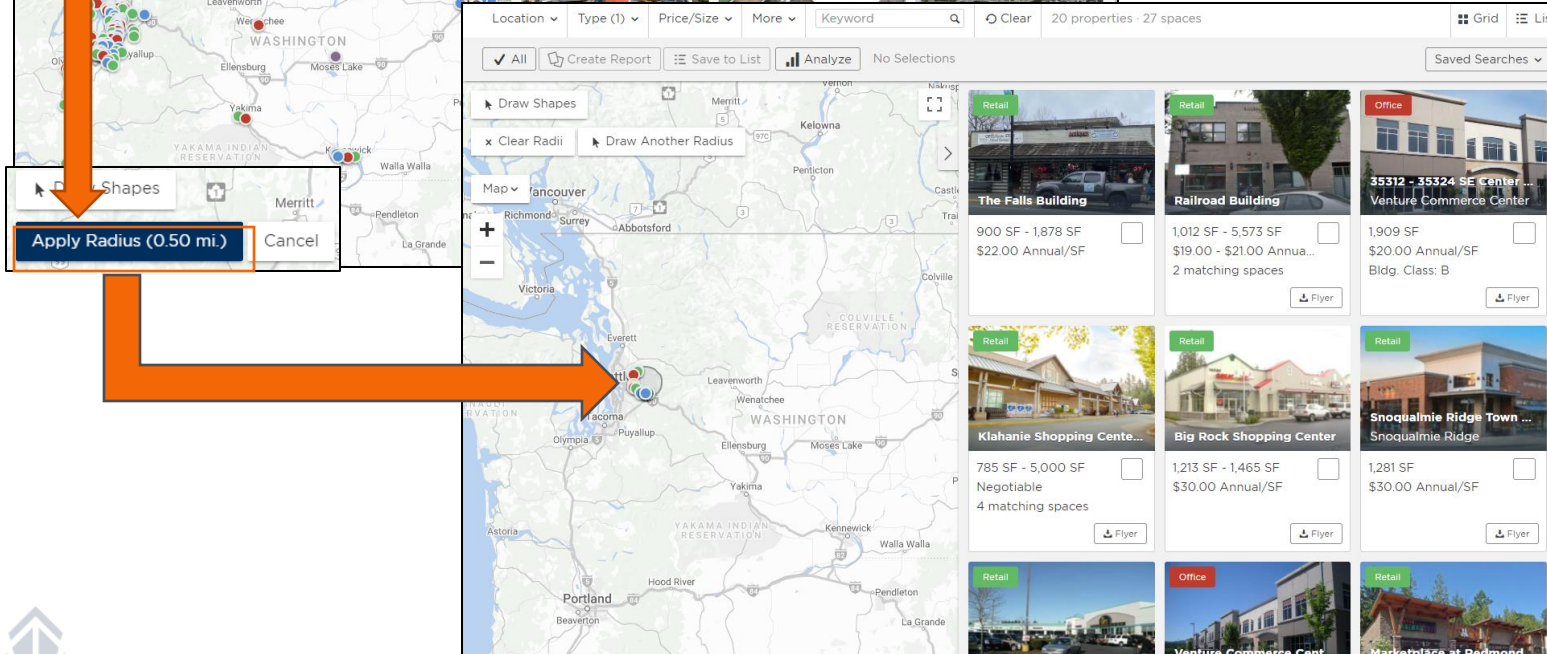
If you would like to remove these at any time, select the "Clear Shapes" button.



# USING THE MAP AS A SEARCH FILTER: DRAWING A RADIUS

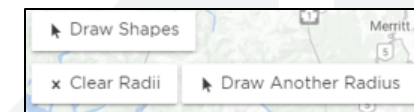


Another way to view your results for a specific area of the map is to draw a radius. Select “Draw Radius” from the upper left-hand side of the search map. Then move and click your cursor to place a pin as the center of the radius. You can extend or reduce the distance by dragging one of the points in the outer circle. Finally, select “Apply Radius”. Once the radius has been applied only the listings within the radius will appear.



**Note:** You can apply as many radii as you would like by selecting “Draw Another Radius” and then repeat the steps above.

If you would like to remove these at any time, simply select the “Clear Radii” button.



# SEARCH FILTERS: LOCATION

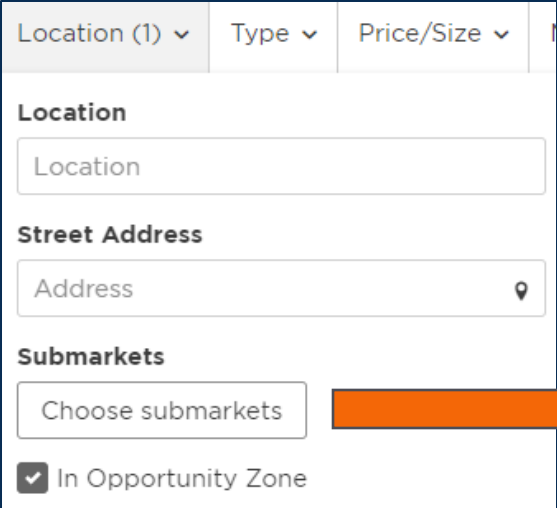
The location tab has four sets of filters you can choose to search by.

**Location** allows you to search by states, counties, cities, or zip codes. You can apply as many or as few of these options as you'd like.

**Street Address** allows you to search for a specific address

**Submarkets** allows you to select your search area by checking off the CBA submarket(s) you would like to search for

**In Opportunity Zone** shows you properties in opportunity zones only



Location (1) ▾ Type ▾ Price/Size ▾

**Location**

Location

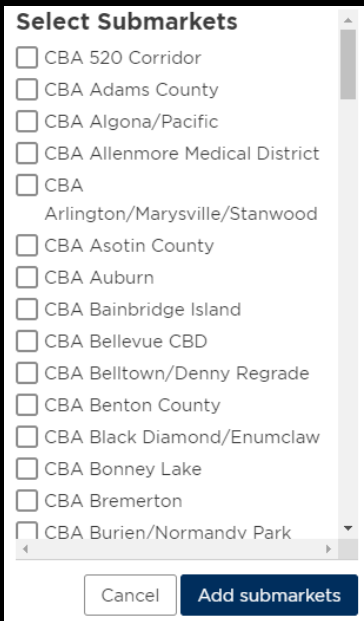
**Street Address**

Address

**Submarkets**

Choose submarkets

☒ In Opportunity Zone



**Select Submarkets**

- ☐ CBA 520 Corridor
- ☐ CBA Adams County
- ☐ CBA Algona/Pacific
- ☐ CBA Allenmore Medical District
- ☐ CBA
- Arlington/Marysville/Stamwood
- ☐ CBA Asotin County
- ☐ CBA Auburn
- ☐ CBA Bainbridge Island
- ☐ CBA Bellevue CBD
- ☐ CBA Belltown/Denny Regrade
- ☐ CBA Benton County
- ☐ CBA Black Diamond/Enumclaw
- ☐ CBA Bonney Lake
- ☐ CBA Bremerton
- ☐ CBA Burien/Normandy Park

Cancel Add submarkets



# SEARCH FILTERS: TYPE

The screenshot shows the CBA search interface. At the top, there's a navigation bar with 'CBA' logo, 'Powered by Moody's Analytics Catylist', and tabs for 'Search', 'Lists', 'Reports', 'Email', 'My Listings', and 'Help'. Below this is a search bar with 'Location', 'Type (3)', 'Price/Size', 'More', and a 'Keyword' field. A 'Clear' button and a count '3,579 properties · 5,535' are also visible. On the left, there's a sidebar with 'Draw Shape', 'Draw Radius', 'Map', and a person icon. The main filter panel is open, showing three columns: 'Type', 'Space Use', and 'Property/Building'. The 'Type' column has 'For Sale' and 'For Lease' checked. The 'Space Use' column has 'Retail' checked. The 'Property/Building' column has 'Retail' checked. A message at the top of the filter panel says 'You are searching for Retail space in all types of buildings.' The background shows a map of the Pacific Northwest region.

Type	Space Use	Property/Building
<input checked="" type="checkbox"/> For Sale	<input type="checkbox"/> Office	<input checked="" type="checkbox"/> Retail
<input checked="" type="checkbox"/> For Lease	<input checked="" type="checkbox"/> Retail	<input type="checkbox"/> Office
<input type="checkbox"/> Sold	<input type="checkbox"/> Industrial	<input type="checkbox"/> Industrial
<input type="checkbox"/> Leased	<input type="checkbox"/> Land	<input type="checkbox"/> Life Science
<input type="checkbox"/> Auction	<input type="checkbox"/> Flex/R&D	<input type="checkbox"/> Land
<input type="checkbox"/> Properties Only	<input type="checkbox"/> Executive Suites/Coworking	<input type="checkbox"/> Farm/Ranch
<input type="checkbox"/> Back on Market	<b>Retail Center Type</b>	<input type="checkbox"/> Hospitality
	<input type="checkbox"/> Power Center	<input type="checkbox"/> Specialty
	<input type="checkbox"/> Regional Mall	<input type="checkbox"/> Multi-Family
	<input type="checkbox"/> Lifestyle Center	
	<input type="checkbox"/> Outlet Center	

Select the type of listing and asset class for your search criteria. Keep in mind while selecting asset classes there are two columns to choose from. Tips for choosing between Space Use and Property/Building:

- “Property/Building” is the main building use and is most commonly used for Sale searches
- “Space Type” is to specify the asset class for the specific space and is most commonly used for Leases.
- Example of how they can differ: An office building in a populated area that has a retail shop space available for lease on the first floor. In this scenario the Property/Building is office while the Space use is "retail"
- Use one column at a time and narrow filters based on results
- The **i** at top of the type filter will remind you of the space use and types of buildings you are searching

**Note:** Back on market is not a property type available for our market area and selecting this will not yield results

**\*For more information on performing a CBACma search please jump to page 12**



# SEARCH FILTERS: PRICE/SIZE & KEYWORD

## Price/Size:

The diagram illustrates the expansion of search filters for Price and Size. It shows two initial filter boxes at the top. The 'Price' box contains 'Lease Rate' and 'Sale Price' checkboxes. The 'Size' box contains 'Available (SF)', 'Building (SF)', and 'Land (Acres)' checkboxes. Orange arrows point from these boxes to two expanded filter panels below. The 'Price' panel shows 'Lease Rate' selected with a checkmark, followed by radio button options for '\$/SF/Year', '\$/SF/Month', and '\$/Month', and a range selector '\$ Min... - \$ Max...'. The 'Size' panel shows 'Available (SF)' selected with a checkmark, followed by a range selector 'Min... - Max...'.

Keep in mind that as search filters are applied, additional search parameters will open, allowing you to define your specific search criteria.

## Keyword:

A search input field with the placeholder text 'Keyword' and a magnifying glass icon on the right side.

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.

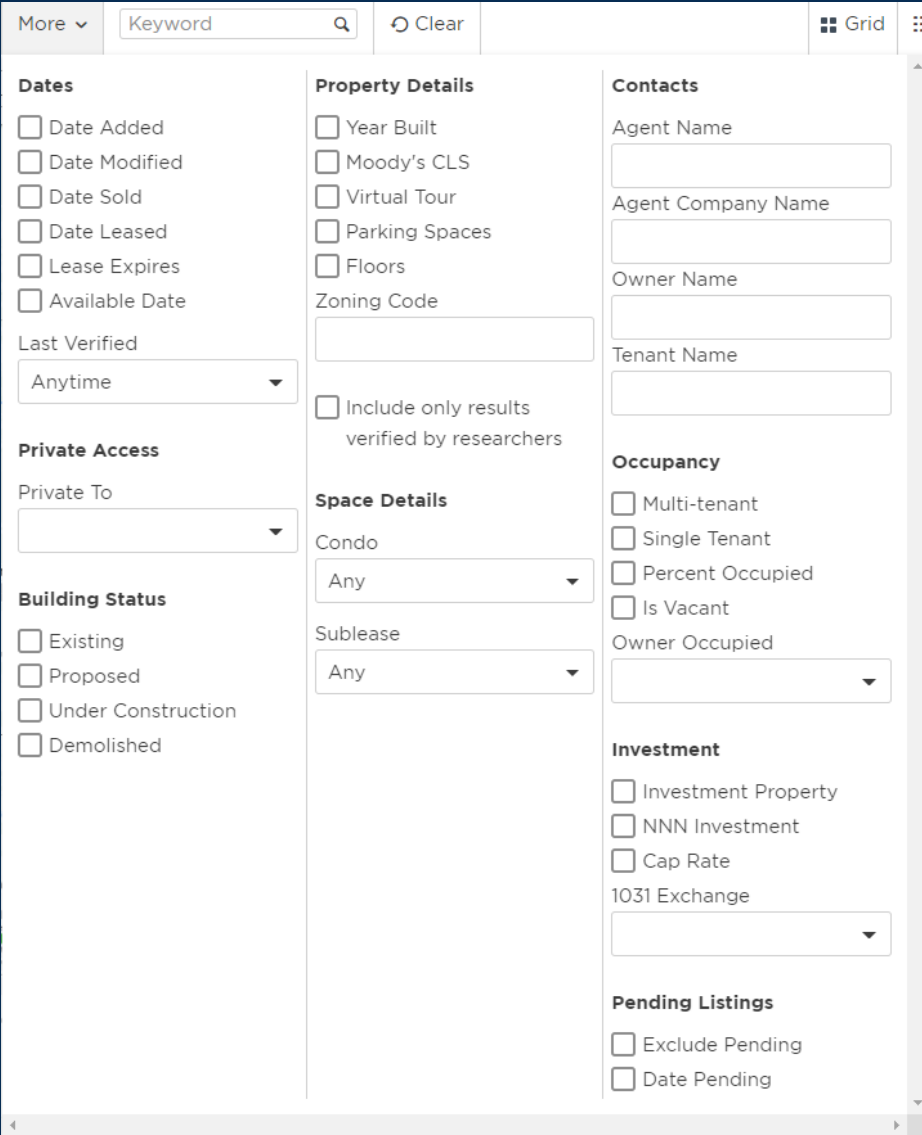
**Note:** We do suggest if you are using the keyword filter you use this as your primary search filter and then add additional filters on an as needed basis.



# SEARCH FILTERS: MORE

Select “More” to view additional search parameters for your search. This section includes filters for various date ranges, property/building details, listing agent/office, investment information and pending listing status

**Note:** If you are searching by an agent, company, or owner name and don't see it populating, continue typing the complete name until it shows in the drop-down list that appears. If you have entered in the full name and still don't see what you are looking for, then it is possible we have no listings for that agent/office that fit with your other current search criteria.



More ▾ Keyword 🔍 Clear Grid

**Dates**

- ☐ Date Added
- ☐ Date Modified
- ☐ Date Sold
- ☐ Date Leased
- ☐ Lease Expires
- ☐ Available Date
- Last Verified: Anytime ▾

**Property Details**

- ☐ Year Built
- ☐ Moody's CLS
- ☐ Virtual Tour
- ☐ Parking Spaces
- ☐ Floors
- Zoning Code:
- ☐ Include only results verified by researchers

**Contacts**

Agent Name:

Agent Company Name:

Owner Name:

Tenant Name:

**Private Access**

Private To:

**Space Details**

Condo: Any ▾

Sublease: Any ▾

**Building Status**

- ☐ Existing
- ☐ Proposed
- ☐ Under Construction
- ☐ Demolished

**Occupancy**

- ☐ Multi-tenant
- ☐ Single Tenant
- ☐ Percent Occupied
- ☐ Is Vacant
- Owner Occupied:

**Investment**

- ☐ Investment Property
- ☐ NNN Investment
- ☐ Cap Rate
- 1031 Exchange:

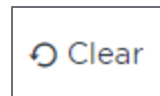
**Pending Listings**

- ☐ Exclude Pending
- ☐ Date Pending



# SEARCH FILTERS: TIPS & TRICKS

- When it comes to search filters, sometimes **less is more**.
- Using certain fields may restrict the search to match with non-required listing information which may not have been entered by fellow brokers. This can cause your results to leave out listings that could fit your client's needs
- Reports are limited to a maximum of 250 results. Please see report how-to-guide for more information.
- You can remove search filters in two ways:



Removes all search filters

A search filter input field with the label "Agent Name" and the text "Kaylynn Smith". A small circular icon with an "X" is located at the bottom right of the input field.

Clicking the "X" or unchecking a field removes individual filters



# CMA SEARCH FAQs

## **What is CBACma?**

CBACma is a comprehensive, accurate, reliable, locally researched database that provides detailed information on all recorded commercial sales of \$250,000+ in the Puget Sound Region and Spokane.

## **Does CBA only research sales that are listed on CBA?**

No, CBA researches all commercial sales \$250,000 and up in King, Snohomish, Pierce, Spokane, Kitsap, and Thurston Counties

## **Does CBA have lease comparables?**

Not formally, but members do have the ability to search for “leased” listings and can look at the listing’s listed lease rate(s).

## **Can I include active listings into my CMA?**

Yes. However, due to the nature of Active and Sold listings having different applicable fields, i.e., active listings can’t be searched by “Sold Date,” it’s best practice to run separate searches and save your chosen listings using the [List Tool](#). Once the listings are saved in a list you can then run a report with all status types combined. Please see the how-to-guide on Managing Search Results for more information.



# PERFORMING A CMA SEARCH

To perform a CMA search for sales researched by our staff, you must check the following two fields:

1. "Sold" under the Type filters
2. "Only Confirmed prices" under the Price/Size filters

Once you have these boxes selected you have enabled your search to pull results from only the CMA database. After these have been selected you can then add other fields to narrow your search to get more specific results.

**Helpful hint:** Enter a "Date Sold" range under the More filters to view the most relevant sales data.

**Helpful hint:** If you're looking to find data and generate reports that are more tailored to closed transaction information, these are popular options:

- Sale Comp Detail
- Peer Chart Comparison
- CBACMA
- 4-Up Comparison

The screenshot shows the top portion of a search filter interface. At the top, there are tabs for 'Type (1)', 'Price/Size', and 'More', followed by a 'Keyword' search bar and a 'Clear' button. The 'Type (1)' tab is active, displaying a message: 'You are searching for space in all types of buildings.' Below this message are three columns of filter options: 'Type', 'Space Use', and 'Property/Building'. In the 'Type' column, the 'Sold' option is selected with a checked checkbox. Other options in this column include 'For Sale', 'For Lease', 'Leased', 'Auction', 'Properties Only', and 'Back on Market'. The 'Space Use' column includes 'Office', 'Retail', 'Industrial', 'Land', 'Flex/R&D', 'Executive Suites/Coworking', and 'Properties Only'. The 'Property/Building' column includes 'Retail', 'Office', 'Industrial', 'Life Science', 'Land', 'Farm/Ranch', 'Hospitality', 'Specialty', and 'Multi-Family'. A count of '82,79' is visible in the top right corner.

The screenshot shows the 'Price/Size' tab selected in the search filter interface. It displays two columns of filter options: 'Price' and 'Size'. In the 'Price' column, the 'Only confirmed prices' option is selected with a checked checkbox. Other options in this column include 'Sale Price'. The 'Size' column includes 'Available (SF)', 'Building (SF)', and 'Land (Acres)'. The 'Keyword' search bar and 'Clear' button are visible at the top.

