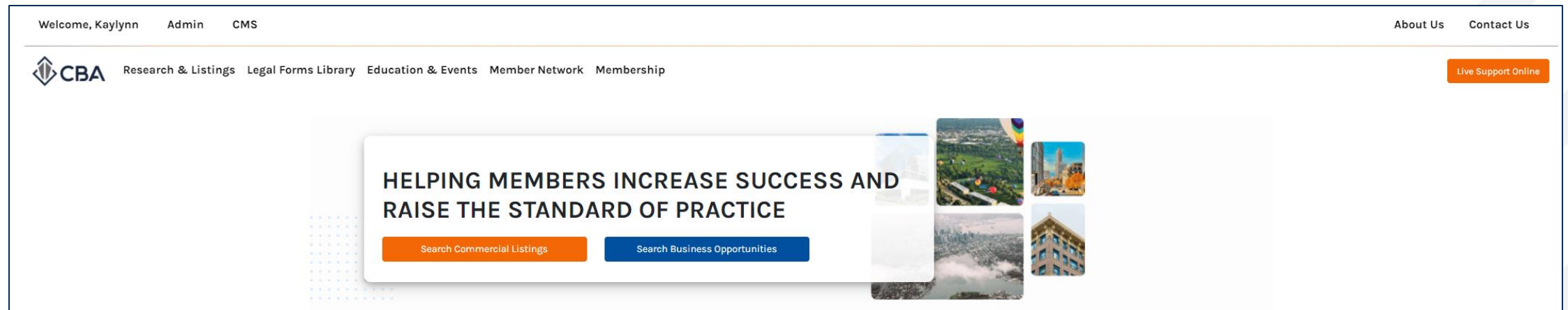# SEARCHING: PERFORMING A SEARCH

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

SEARCH FEATURE OVERVIEW

Toggle between different ways to view your results here

Apply and remove search filters

Access the shape & radius drawing tools

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

3

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

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.

4

USING THE MAP AS A SEARCH FILTER: DRAWING SHAPES
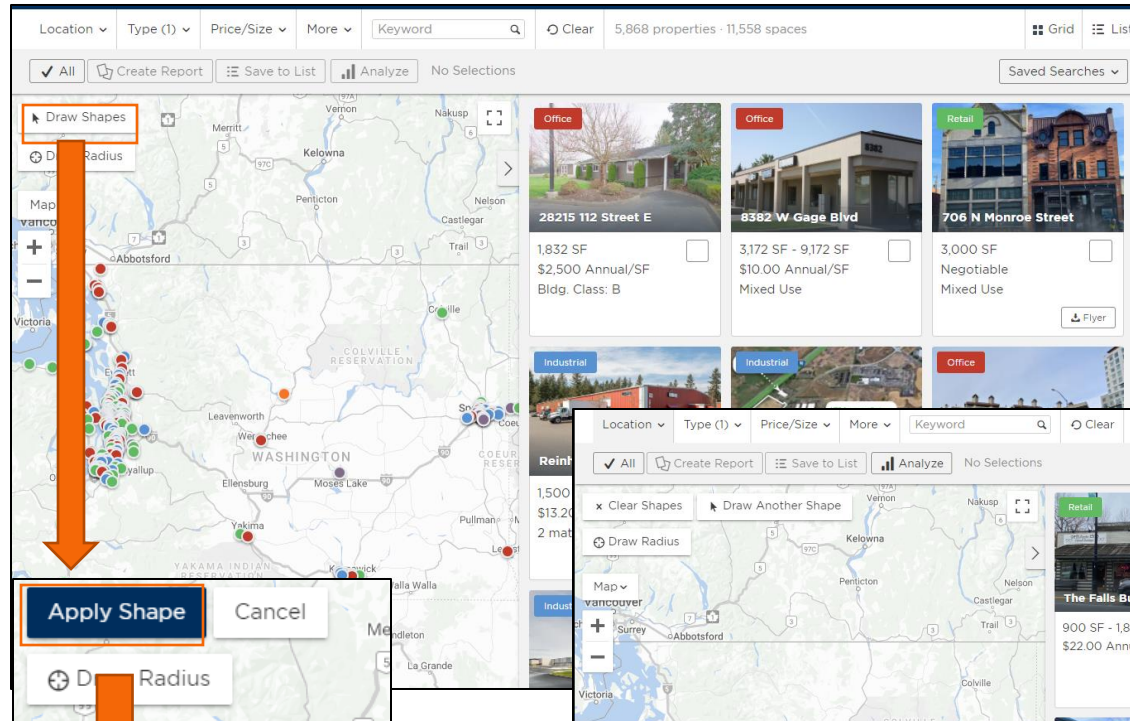
Use the "Draw Shape" feature in the upper-left side of the map to create and view a customized area of the map. After this button has been selected you will draw your boundary on the map area and then click "Apply Shape". Once you have applied the shape only the listings/properties in that area will appear in your results.
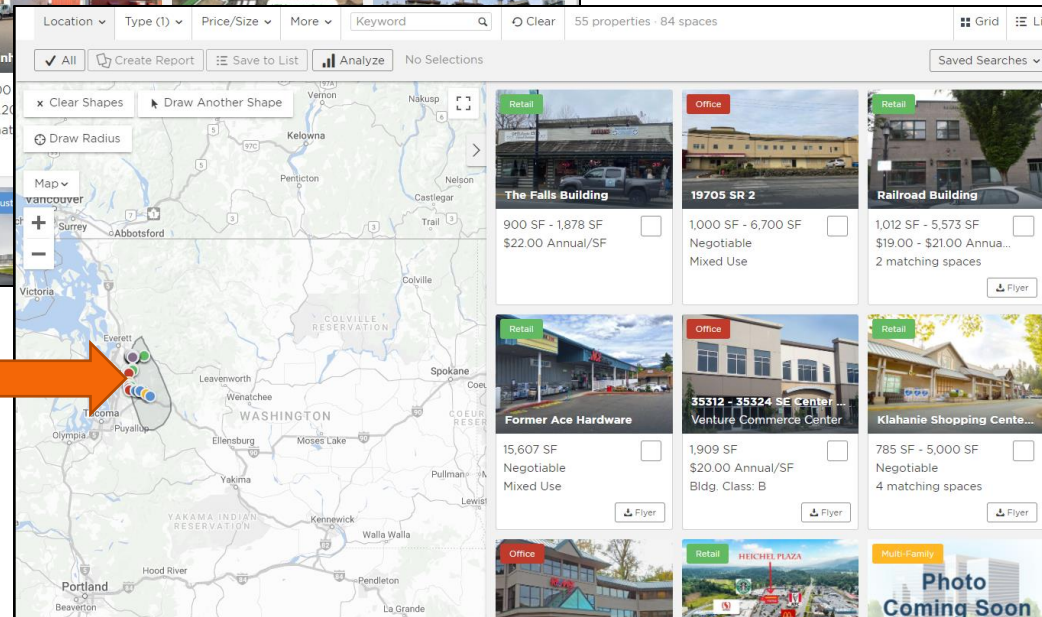
Note: You can apply as many shapes as you would like, select "Draw Another Shape", and then repeat the steps above.

If you would like to remove these at any time, select the "Clear Shapes" button.
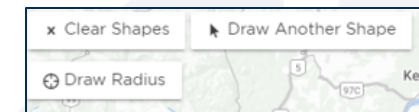
USING THE MAP AS A SEARCH FILTER: DRAWING A RADIUS

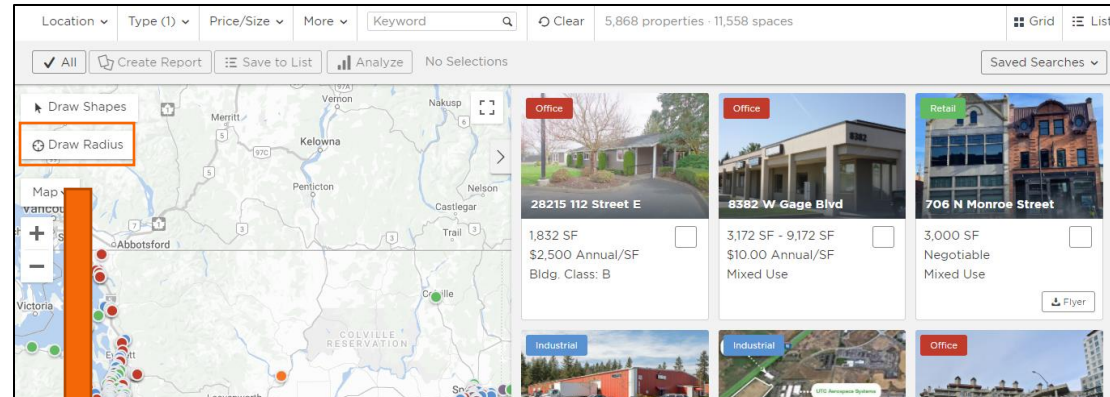Another way to view your results for a specific area of the map is to draw a radius. Select "Draw Radius" from the upper left-hand side of the search map. Then move and click your cursor to place a pin as the center of the radius. You can extend or reduce the distance by dragging one of the points in the outer circle. Finally, select "Apply Radius". Once the radius has been applied only the listings within the radius will appear.
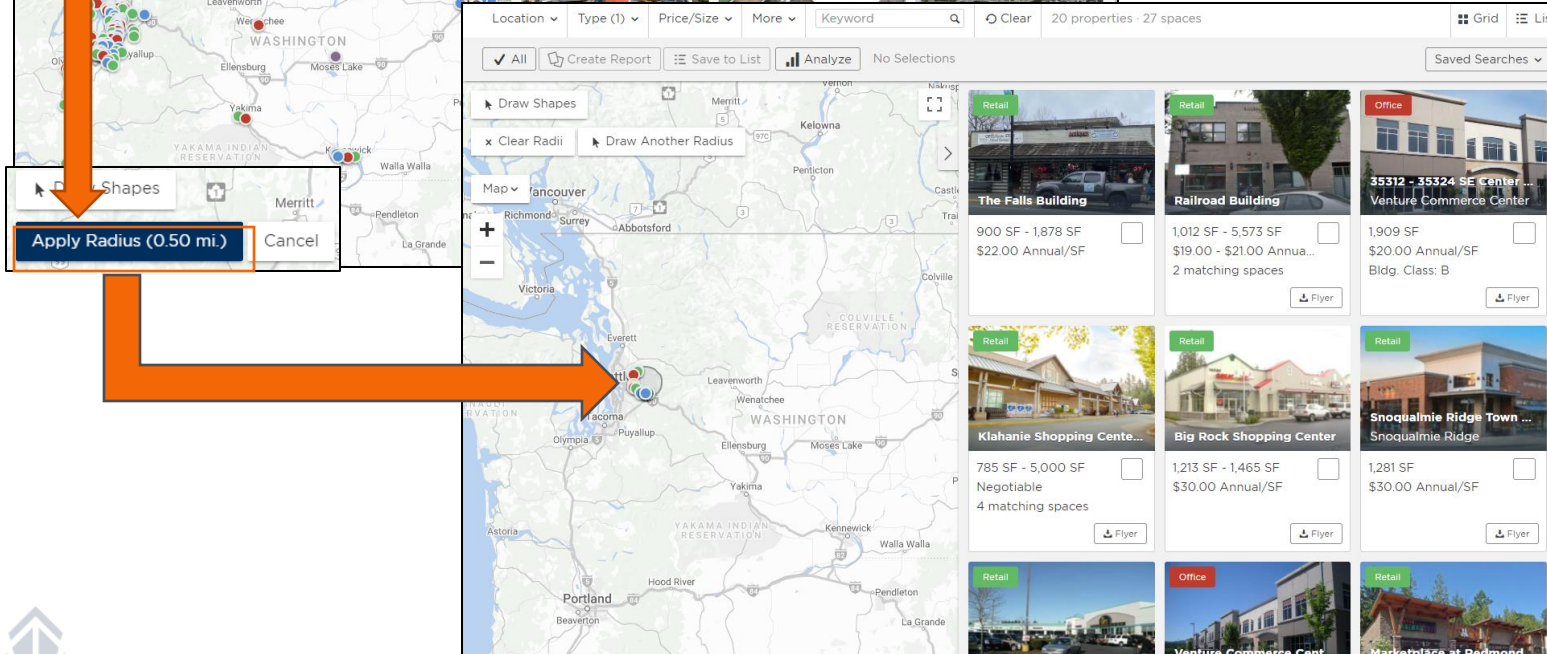
Note: You can apply as many radii as you would like by selecting "Draw Another Radius" and then repeat the steps above.

If you would like to remove these at any time, simply select the "Clear Radii" button.
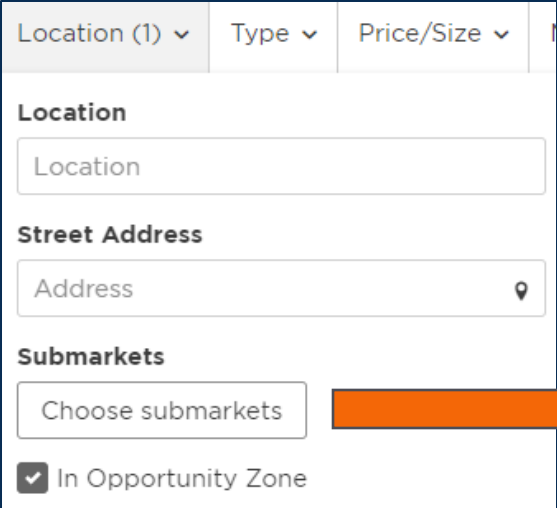
6
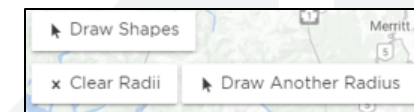
SEARCH FILTERS: LOCATION

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

SEARCH FILTERS: TYPE

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 ⓘ 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:

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

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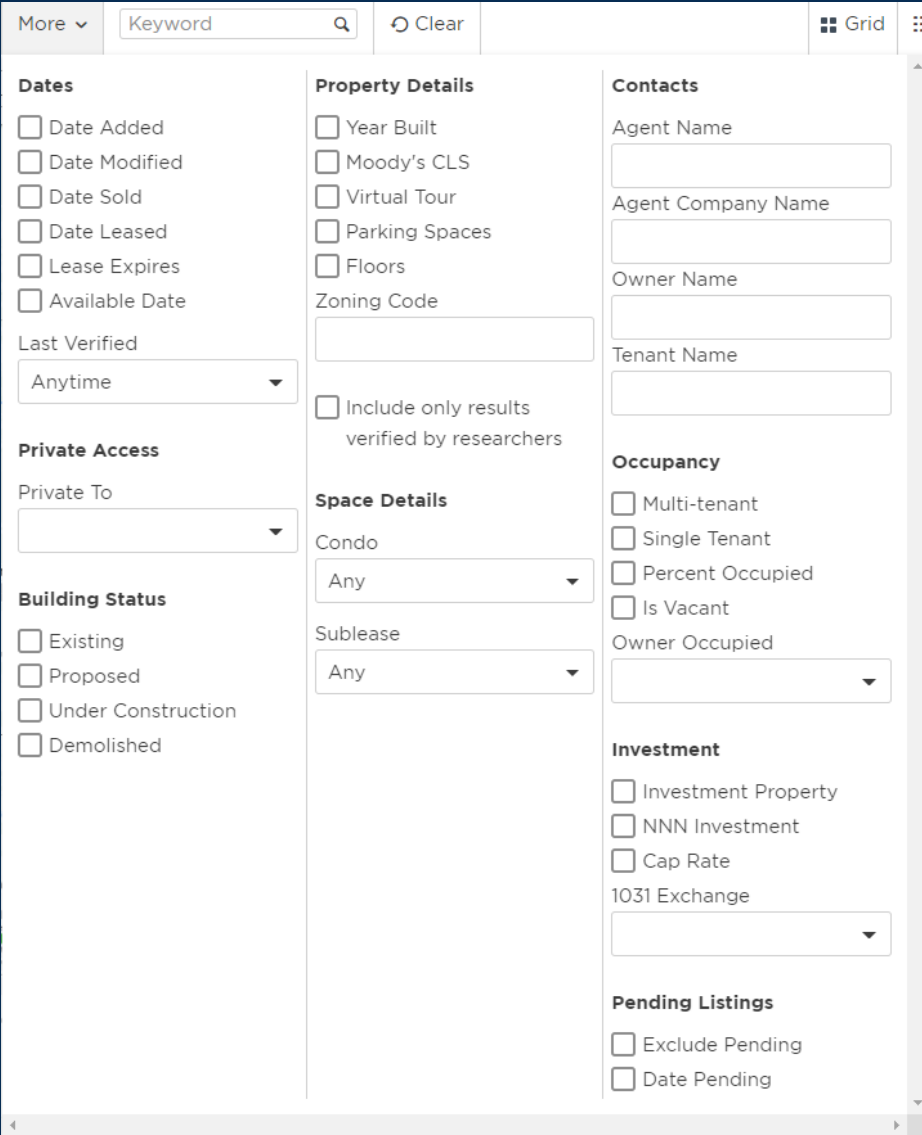
Note: We do suggest if you are using the keyword filter you use this as your primary search filter and then add additional filters on an as needed basis.

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.

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:
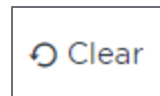
⟳ Clear　　⬅　　Removes all search filters

Agent Name
Kaylynn Smith　ⓧ　⬅　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.

For information on the list tool and using your search results please view the Searching: Managing Your Results how-to-guide

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:

- o   Sale Comp Detail
- o   Peer Chart Comparison
- o   CBA CMA
- o   4-Up Comparison