



SEARCHING: REPORTS

In this guide we will cover the different report types for properties, sale and lease listings, and CBACmas.





CREATING LISTING REPORTS FROM YOUR SEARCH RESULTS

SELECT YOUR LISTINGS

The first step to creating a report is to select the listings you would like to include.

You can do this by clicking on the square next to the individual listings you would like to include in your reports. Once you have clicked on this blank square, a checkmark will appear, which indicates that the listing has been selected.

If your search yields below 250 results you can also use the “✓ All” button on the gray toolbar above your results to include all search results in your report.

Note: You can tell how many properties and spaces(listings) you have selected on the gray toolbar above your results

The screenshot displays the CBA web application interface. At the top, there's a navigation bar with links for Search, Lists, Reports, Email, My Listings, and Help. Below this is a search bar with filters for Location (1), Type (2), Price/Size, and More, along with a Keyword field and a Clear button. A toolbar contains buttons for '✓ All', 'Create Report', 'Save to List', 'Analyze', and a status indicator '1 Property and 1 Space'. The main area features a map of the Puget Sound region with numerous colored pins. To the right of the map is a list of four property listings, each with a thumbnail image, title, size, price, and a selection checkbox. The first listing, 'Interbay Building', is selected, showing a blue checkmark in its checkbox. The other three listings are unselected.

Property Name	Type	Size	Price	Selection
Interbay Building	Industrial	3,193 SF	\$16.00 Annual/SF	<input checked="" type="checkbox"/>
1900 -1906 East Aloha S...	Retail	1,141 SF	\$31.03 Annual/SF	<input type="checkbox"/>
1555 Fourth Avenue South	Industrial	36,407 SF	Negotiable	<input type="checkbox"/>
Century Square	Office	633 SF - 22,596 SF	Negotiable	<input type="checkbox"/>



SEARCH RESULT LISTING REPORT TYPES

Create Report

Once you've selected the listings you want to include click "Create Report" to generate a report.

There are several reports that you can pull, but keep in mind that availability depends on the number of results. Please view the next page for information on these limitations.

Generate Report for Selection

PDF

Google Earth

Excel

Generate Report

Select the components below that you'd like to be included in your report.

General <ul style="list-style-type: none"><input type="checkbox"/> Cover Page<input type="checkbox"/> One-Liner	Listing <ul style="list-style-type: none"><input type="checkbox"/> CBA Brochure<input type="checkbox"/> CBA CMA<input type="checkbox"/> Listing Single Page<input type="checkbox"/> Listing Multi-Page<input type="checkbox"/> 4-Up Comparison<input type="checkbox"/> Peer Chart Comparison<input type="checkbox"/> Sale Comp Detail	Geospatial <p>Not available when multiple properties are selected</p> Misc <ul style="list-style-type: none"><input type="checkbox"/> Biography<input type="checkbox"/> Property Contacts<input type="checkbox"/> Property Contacts with Photo Includes <ul style="list-style-type: none"><input type="checkbox"/> Include Broker Flyers
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☐ Include only properties/buildings, exclude sale or lease listings

Generate Report for Selection

PDF

Google Earth

Excel

Generate Report

Choose Spreadsheet Format

- ☐ Summary
- ☐ Single Line

☐ Include only properties/buildings, exclude sale or lease listings

Generate Report for Selection

PDF

Google Earth

Excel

Generate Report

Choose Geospatial Analysis Format

- ☐ Parcel Analysis

☐ Include only properties/buildings, exclude sale or lease listings

Note: In order to open a Google Earth report, you must have a separate Google Earth account set up.



NUMBER OF LISTINGS AND REPORT AVAILABILITY

Due to the improved and robust information provided, the number of properties/listings you have will determine which reports are available to you. Here are the following size limitations for each report type:

- Flyers: 25 flyers maximum
- 50 or fewer properties/listings, members will have access to: Both Excel reports, Google Earth, cover page, one-liner, biography, summary, summary with space, CBA brochure, listing brochure, listing brochure - detailed, property brochure, 4- up comparison, peer comparison chart, map, aerial, map (vertical)
- Over 50 properties, members will only have access to: Both Excel reports, cover page, one-liner, biography, summary, summary with space
- Over 100 properties, members will only have access to: Both Excel reports, cover page, one-liner, biography
- Over 250 properties: Limits reached, must remove some



LISTING REPORT OVERVIEW: PDF REPORTS

General Reports

Cover Page: This report provides the number of properties and spaces within your report as well as your contact information.

One-Liner: This report is very brief; it will give a single line of listing and property information.

Map Reports

Map: This report page is a horizontal map view of the properties.

Aerial: This report page is a horizontal satellite view of the properties.

Map(vertical): This report page is a vertical map view of the properties; you will find them numbered on the map and on the list on the right of the map.

Misc. Reports

Biography: This report contains the biography created in your profile and your contact information.

Property Contacts: This report is very brief and contains property and owner information.

Property Contacts with Photo: This report tells you more information about the property and owner. This report includes the image attached to the property record and a Google

Map image of the property.



LISTING REPORT OVERVIEW: PDF REPORTS

Listing Reports

CBA Brochure: This report was specifically designed for CBA members; this is the only report you will find the total days on market and commission information.

CBA CMA: This report is only available for listings that have sold and researched by our CMA team. This report will provide you with the property characteristics as well as information regarding the sale of the property. This is a suggested report to use when pulling CBACmas.

Listing Single Page: This report contains the property photo and a map view of the property; it provides brief listing and property details.

Listing Multi-Page: This is a two-page report. The first page provides the property photo and a map view of the property, some listing details, the listing comments, and some quick property features. The second page has additional building details, owner information, the available listings at this property, and additional images.

4-Up Comparison: This report will compare listings side by side, it includes the property image, building information and listing information. This is a suggested report to use when pulling CBACmas.

Peer Chart Comparison: This is a single page report designed to compare listing data. This report shows you the number of listings pulled as well as the average price and SF listed. Under the comparison chart you will find some brief listing information for the items compared. This is a suggested report to use when pulling CBACmas.

Sale Comp Detail: This report is only available for listings that have sold. This report includes transaction information, buyer/seller information as well as property information. This is a suggested report to use when pulling CBACmas.



LISTING REPORT OVERVIEW: PDF REPORTS

Property Reports

Summary: This is a brief two-page report. The first page provides you with an image of the property and some quick property/listing details, the second page will have some brief listing information within a single line.

Summary with Space: This is another brief report with the property information and image, it contains a single line of listing details.

Property Single Page: This report shows you property features, the property image, map views, and some brief listing information.

Property Multi-Page: This two-page report begins with a property image and map views of the properties followed by property features, location information, building information, and owner contact information. The second page of this report will include some brief listing information.



LISTING REPORT OVERVIEW: GOOGLE EARTH AND EXCEL REPORTS

Google Earth Report

Parcel Analysis: Use this interactive Google Earth Pro map to view the property. In order to pull and use this report you must have a separate Google Earth account in place.

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Excel Reports

Summary: This report will pull the listings in an Excel spreadsheet. the items included are a property image as well as property record data and listing price information.

Single Line: A condensed report with some property and listing information listed on a single line within an Excel spreadsheet.



TIPS FOR CREATING LISTING REPORTS

You may choose to include the Listing Broker's contact information and to attach the broker uploaded flyer(s) in the **"Includes"** section once you have selected your listing report types

Includes

- ☐ Include Broker/Owner Information
- ☐ Include Broker Flyers

When the report is generated, you will have access to the report as a link (so you can copy it into an email) or as a viewable, downloadable PDF

Your Report

PDF

<https://catyli.st/6238b49dl>

Copy Link

View

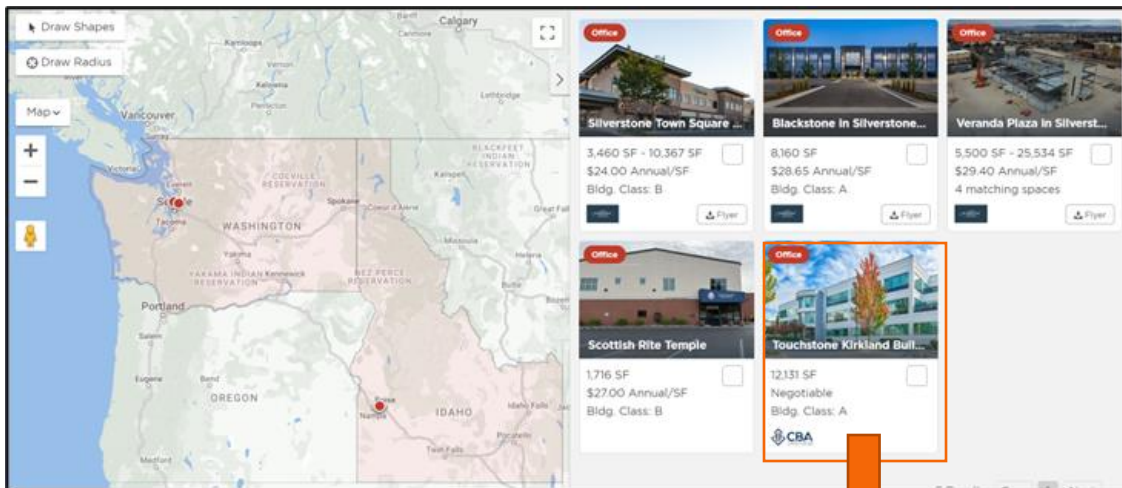
Links expire after 30 days.





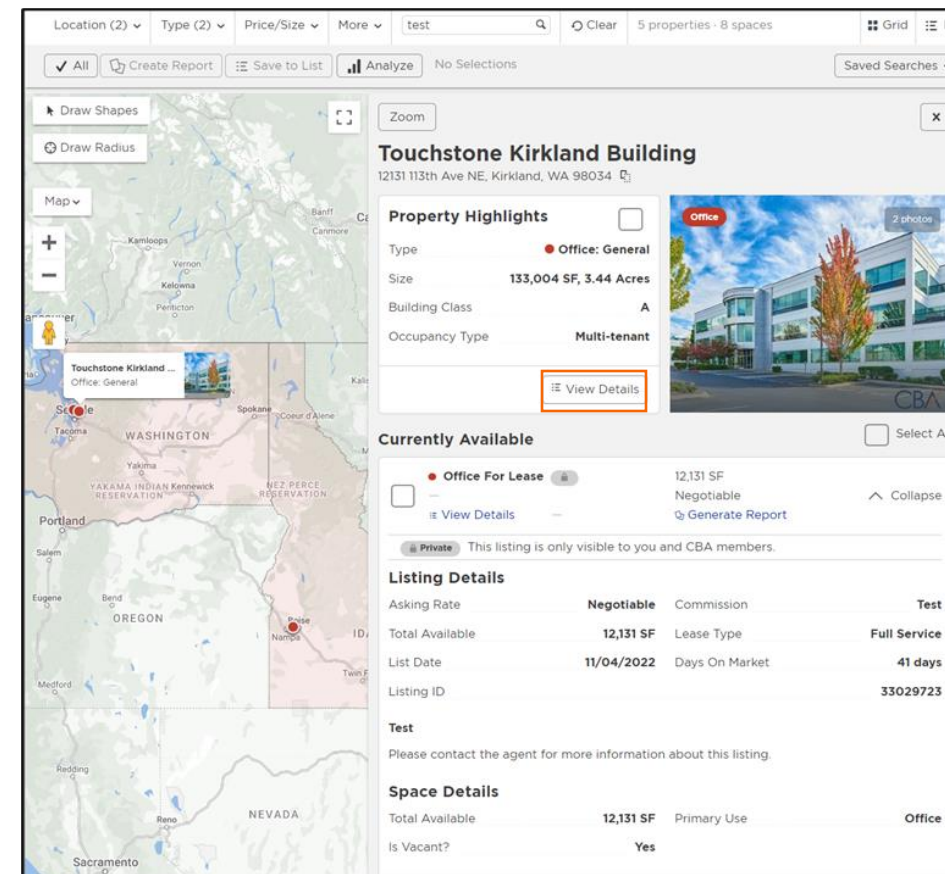
PROPERTY LEVEL REPORTS

ACCESSING PROPERTY LEVEL REPORTS



To access reports specifically for a property, click on the property thumbnail image box from your search results.

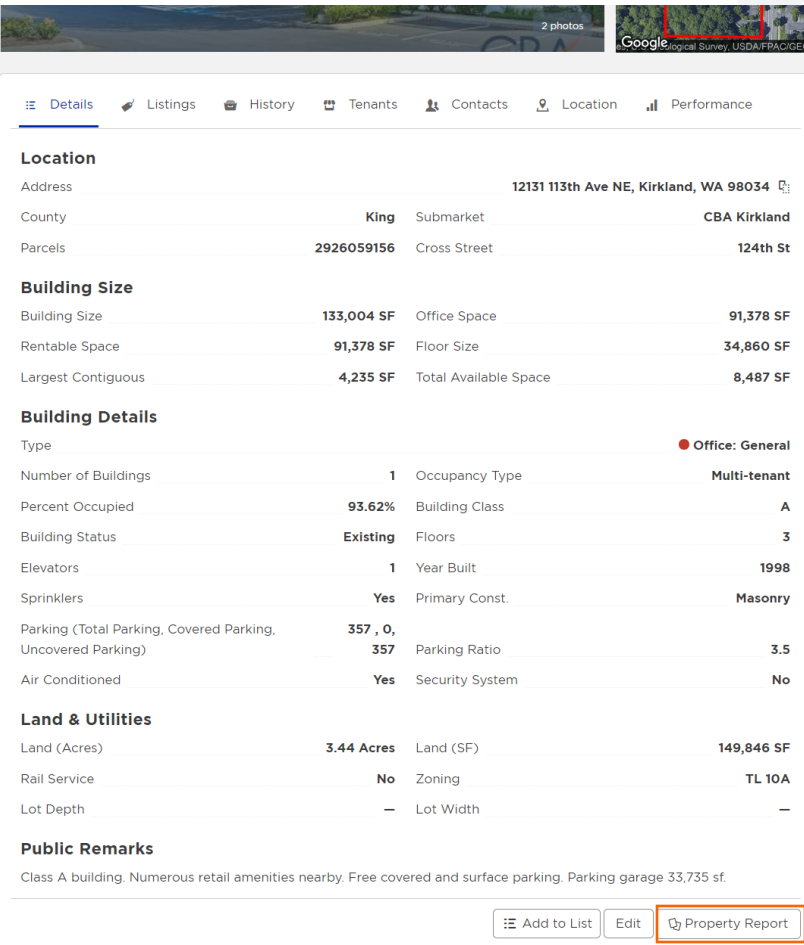
This will open a new side screen with the property highlights and listing details at the bottom. From this screen, select **"View Details"** in the property highlights to access the full property information.



ACCESSING PROPERTY LEVEL REPORTS

Once you have selected “View Details” in the property highlights you will be taken into the full property detail page.

From the property detail page, you will want to scroll to the bottom and click the “**Property Report**” button.



The screenshot displays a property detail page for a building at 12131 113th Ave NE, Kirkland, WA 98034. The page is organized into several sections: Location, Building Size, Building Details, Land & Utilities, and Public Remarks. At the bottom right, there are three buttons: 'Add to List', 'Edit', and 'Property Report', with the 'Property Report' button highlighted by an orange border.

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	Floor Size	34,860 SF
Largest Contiguous	4,235 SF	Total Available Space	8,487 SF

Building Details			
Type		Office: General	
Number of Buildings	1	Occupancy Type	Multi-tenant
Percent Occupied	93.62%	Building Class	A
Building Status	Existing	Floors	3
Elevators	1	Year Built	1998
Sprinklers	Yes	Primary Const.	Masonry
Parking (Total Parking, Covered Parking, Uncovered Parking)	357, 0, 357	Parking Ratio	3.5
Air Conditioned	Yes	Security System	No

Land & Utilities			
Land (Acres)	3.44 Acres	Land (SF)	149,846 SF
Rail Service	No	Zoning	TL 10A
Lot Depth	—	Lot Width	—

Public Remarks
Class A building. Numerous retail amenities nearby. Free covered and surface parking. Parking garage 33,735 sf.

Buttons: Add to List, Edit, **Property Report**



PROPERTY LEVEL REPORT TYPES

When pulling a report at the property level you will have access to geospatial reports that relate directly to the property as well as all of the reports available at the listing level.

Generate Report for Selection

PDF

Google Earth

Excel

Generate Report

Select the components below that you'd like to be included in your report.

General	Listing	Geospatial
<input type="checkbox"/> Cover Page	<input type="checkbox"/> CBA Brochure	<input type="checkbox"/> Demographics by Radius
<input type="checkbox"/> One-Liner	<input type="checkbox"/> CBA CMA	<input type="checkbox"/> Demographics by Drivetime
	<input type="checkbox"/> Listing Single Page	<input type="checkbox"/> Demographic Infographic
Map	<input type="checkbox"/> Listing Multi-Page	<input type="checkbox"/> Retail Logos
<input type="checkbox"/> Map	<input type="checkbox"/> 4-Up Comparison	<input type="checkbox"/> Traffic Counts
<input type="checkbox"/> Aerial	<input type="checkbox"/> Peer Chart Comparison	<input type="checkbox"/> EPA Facility
<input type="checkbox"/> Map (Vertical)	<input type="checkbox"/> Sale Comp Detail	<input type="checkbox"/> Tenants
<input type="checkbox"/> Parcel Aerial		
<input type="checkbox"/> Elevation/Contour		
Property		Misc
<input type="checkbox"/> Summary		<input type="checkbox"/> Biography
<input type="checkbox"/> Summary with Space		<input type="checkbox"/> Property Contacts
<input type="checkbox"/> Property Single Page		<input type="checkbox"/> Property Contacts with Photo
<input type="checkbox"/> Property Multi-Page		
<input type="checkbox"/> Include only properties/buildings, exclude sale or lease listings		

Generate Report for Selection

PDF

Google Earth

Excel

Generate Report

Choose Geospatial Analysis Format

☐ Parcel Analysis

☐ Site Analysis

☐ Include only properties/buildings, exclude sale or lease listings



PROPERTY LEVEL REPORT OVERVIEW

PDF Reports

Demographics by Radius: This report shows demographic information within a 1, 3, and 5 mile radius of the selected property.

Demographics by Drivetime: This report shows demographic information within a 3, 5, and 10 minute drive of the selected property.

Demographic Infographic: This report is a quick infographic report showing location facts and demographics for the city of your selected property.

Retail Logos: This report is a map view of retailers near the selected property.

Traffic Counts: This report shows traffic counts for streets near the selected property.

EPA Facility: This report lists any properties near the selected property that are being monitored by the EPA as reported by ECHO.

Tenant: This report will list the tenant directory of the property as well as some quick property information.

Google Earth Report

Site Analysis: Use this interactive Google Earth Pro map to view the area surrounding the property. See nearby retailers and drive time information. In order to pull and use this report you must have a separate Google Earth account in place



PROPERTY LEVEL REPORT: PERFORMANCE

REIS Market and Submarket Reports

Through our tech partnership, you now have access to analytic reports provided by Moody's Analytics | REIS. These quarterly analytic reports are for office, retail, industrial, and multi-family asset classes in 275 metropolitan markets and 7,700 submarkets.

The reports include the aggregate and average yearly and quarterly data regarding rents, vacancy trends, construction activity, sales trends and notable transactions, demographic overviews, and much more!

To access these reports, select the "Performance" tab from the full property detail screen. Once you have Performance open you will then select the Property Report, the Market Report, or the Submarket Report.

Note: If no report options appear under the Performance tab, it means our tech partner has not researched this area and the data is not available. Since this data is not researched by CBA staff, we are unable to provide this report for those areas.

The screenshot displays the property page for the Touchstone Kirkland Building. At the top, there are navigation buttons: "Back", "Share", "Add Transaction", and "Add Listing". The property name "Touchstone Kirkland Building" is followed by a red tag "Office: General" and the address "12131 113th Ave NE, Kirkland, WA 98034". A large photo of the building is shown, with a map on the right side. Below the photo, there is a tabbed interface with "Performance" selected. Under the "Performance" tab, there is a description of the partnership with REIS and three buttons: "REIS Property Report", "REIS Market Report", and "REIS Submarket Report". At the bottom right, there are buttons for "Add to List", "Edit", and "Property Report".

Back Share Add Transaction Add Listing

Touchstone Kirkland Building Office: General
12131 113th Ave NE, Kirkland, WA 98034

2 photos

Details Listings History Tenants Contacts Location **Performance**

Download in-depth market analytic reports through our partnership with REIS, another Moody's Analytics company. REIS reports include historical rent and vacancy trends, and other market fundamentals.

Market: Seattle
Submarket: Kirkland/Redmond/Bothell

REIS Property Report
REIS Market Report
REIS Submarket Report

Add to List Edit Property Report

