

Entering a Lease Listing into Catylist

Searching for your Property

Navigate to research.catylist.com/aircre-login and log in to Catylist.

From the landing page, click [Add a Listing](#).

The dashboard is titled "Hello, Rick McGeagh" and features several sections:

- Search:** A search bar with the placeholder "Search by keyword...". Below it are three columns: "Search Properties" (For Lease, For Sale, For Sale/Lease, New Listings (7 days), New Listings (30 days), All Properties), "Search Transactions" (Sold, Leased), and "Saved Searches" (12505 Florence Aven..., More options...).
- My Listings:** A section with a star icon and options: "Add a Listing", "Manage my Listings", "View Traffic", and "View Leads".
- Broadcast Email:** Options include "Send a Listing Broadcast", "Post a Need/Want", and "Adjust my Email Preferences".
- Reports:** Options include "Generate a Report" and "Download Quarterly Reports".
- Help:** Options include "Tutorials & Guides", "View my Profile", and "Change my Password".
- Opportunity Zones:** A banner for "AIRCRE research & listings" with a play button icon.
- Commercial Exchange:** A banner with the "COMMERCIAL EXCHANGE" logo and text: "Keep an eye out for leads from Commercial Exchange. Your listings are getting free exposure on Catylist's national listing marketplace."

A new page with a map will appear. From here, search for the property where your listing belongs. As you type the address into the search bar, some results will appear underneath. Select the property from the results that matches your address.

The "Add a Listing" page has a "Cancel" button in the top right. Below the title, it says "First, search for the property by entering an address:". A search bar contains the text "13900 Carmenita". Below the search bar, a list of results is shown, each with a location pin icon and a red star icon:

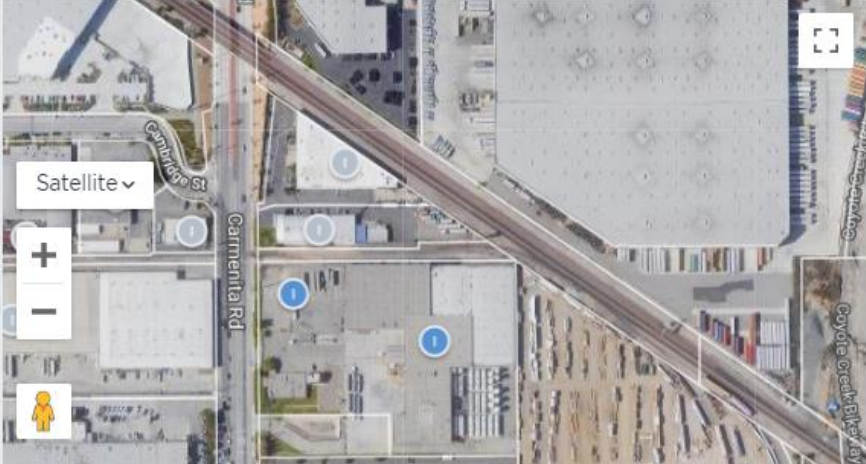
- 13900 Carmenita Road Santa Fe Springs, CA, USA
- 13900 Carmenita Lane West Hills, CA, USA
- 13900 Carmenita Lane Mission Viejo, CA, USA
- 13900 Calle Carmenita Laguna Woods, CA, USA
- 13900 Carmenita Road La Mesa, CA, USA

At the bottom, there is a map of the Los Angeles area with a "powered by Google" logo. The map shows various colored pins indicating listing locations.

After selecting your property from the results list, the map will zoom in to the parcel on which the building belongs. If there is an existing property record in the Catylist system, a round, colored marker will appear on the parcel.

Add a Listing Cancel

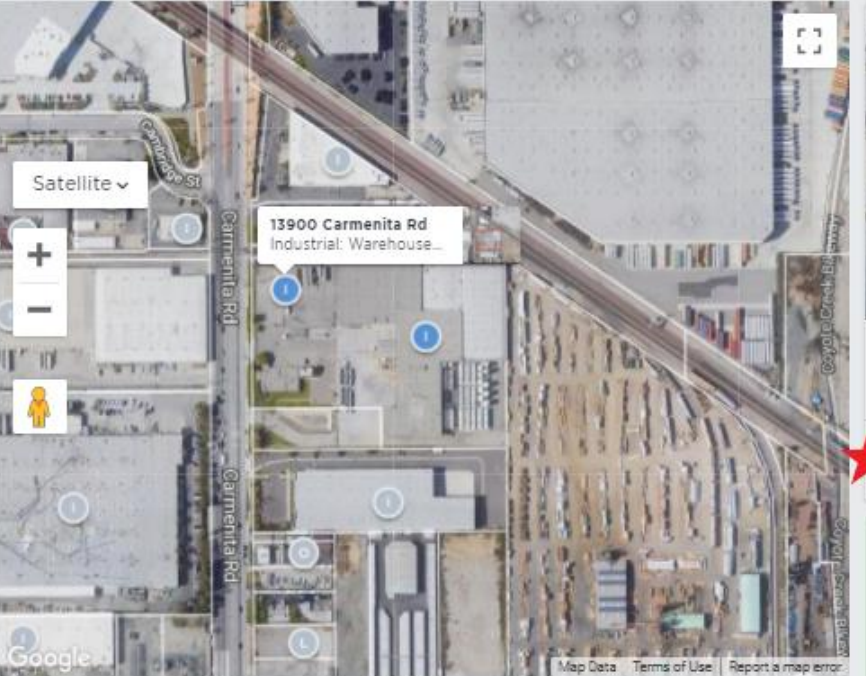
First, search for the property by entering an address:



Select an existing property record by clicking on the round marker. If the property hasn't been added to our system, hover over the parcel and click the "?" icon to create it.

Click on the marker for your property. In this example, the parcel has two markers. General property information will display on the right after clicking a marker. Review this information and make sure it has the same or similar square footage and general use as your building.

First, search for the property by entering an address:



13900 Carmenita Rd
Industrial: Warehouse...
13900 Carmenita Rd, Santa Fe Springs
Warehouse/Distribution Under Construction
150,548 SF on 6.73 Acres

Add Listing →

Select an existing property record by clicking on the round marker. If the property hasn't been added to our system, hover over the parcel and click the "?" icon to create it.

Once you have located your building, click [Add Listing](#). This will bring you to the edit page where you can add all the details pertaining to your listing. Any field with a red dot next to it is required for submission.

Adding a Listing

After clicking the [Add Listing](#) button, a new screen will open up with fields in which you can enter data.

On the left side of the screen, there are some navigation options. Clicking any of these options will move you to that section of the listing form.

The screenshot shows the 'Add New Listing' form. On the left, there is a navigation menu with the following items: Basic Information, Physical Characteristics, Industrial Information, Lease Information, Utilities, Comments, Owners/Tenants, Agents, and Media. The 'Basic Information' item is highlighted with a red border. The main form area is titled 'Basic Listing Information' and contains the following fields: Listing Type (For Lease), Status (Available), Primary Use (Industrial), Secondary Uses, Current Uses, Investment, Owner Occupied (Yes/No), Is Vacant?, Title, Specific Address, Specific City, Floor, Suite, Tags (#tag1 #tag2), List Date (M/DD/YYYY), and Expiration Date (M/DD/YYYY). The property address is 13900 Carmenita Rd, Santa Fe Springs, CA 90670.

You can also search for specific fields by typing keywords into the [Search fields by name...](#) field. For example, by typing in "Dock" only the fields related to Dock High loading will display to the right.

The screenshot shows the 'Add New Listing' form with the search results for "Dock". The search field contains "Dock" and the results show "Showing results for: 'Dock'". The 'Industrial Information' section is expanded and shows the following fields: Dock High Doors, DHD Description, Cross Dock Doors, and CDD Description. Below the search results, there is a link to "Looking for these Property fields?" with sub-links for "Dock High Doors" and "Cross Dock Doors".

The listing form automatically fills in certain information based on the property you have selected. For example, the **Primary Use** is already filled in as industrial because an industrial property was selected for our listing. If your Primary Use is different from the property, feel free to change this.

When you click into the fields on the form, a blue box will appear on the left with a tip on what kind of information is typically added into that field.

Property/Building Listings View All Listings Back

Add New Listing

Property Address: 13900 Carmenita Rd, Santa Fe Springs, CA 90670

Search fields by name...

- Basic Information
- Physical Characteristics
- Industrial Information
- Lease Information
- Utilities
- Comments
- Owners/Tenants
- Agents
- Media

Cancel Save

Basic Listing Information

Listing Type	For Lease	Title	
Status	Available Change Status	Specific Address	
Primary Use	Industrial	Specific City	
Secondary Uses		Floor	
Current Uses		Suite	
Investment		Tags	#tag1 #tag2
Owner Occupied	<input type="radio"/> Yes <input type="radio"/> No	List Date	M/DD/YYYY
Is Vacant?		Expiration Date	M/DD/YYYY
Vacant Date	M/DD/YYYY	Available Date	M/DD/YYYY
Condo	<input type="radio"/> Yes <input type="radio"/> No	Possession	
Condo Fee Desc.			

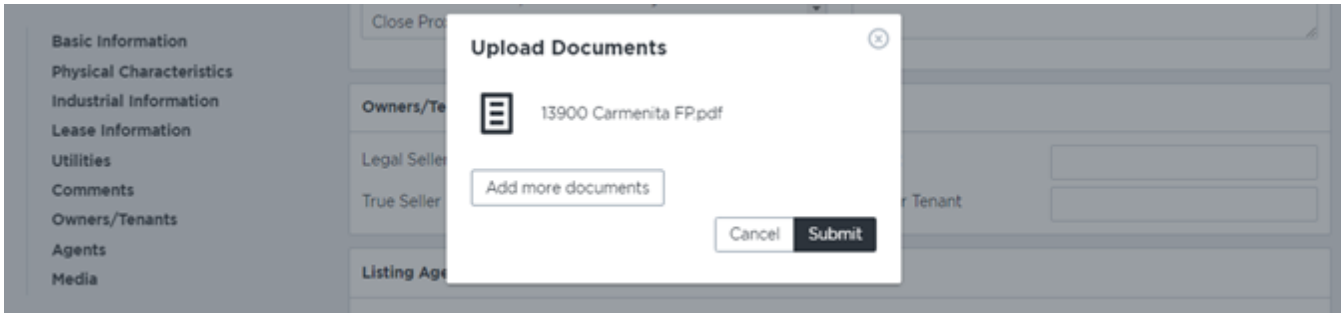
Vacant Date
Enter the date on which the space became vacant.

Any field you add information to will display a pencil icon next to the field name. This is a quick way to reference which fields have been completed and which have not.

Adding Flyers, Floorplans, Photos, Links and Videos

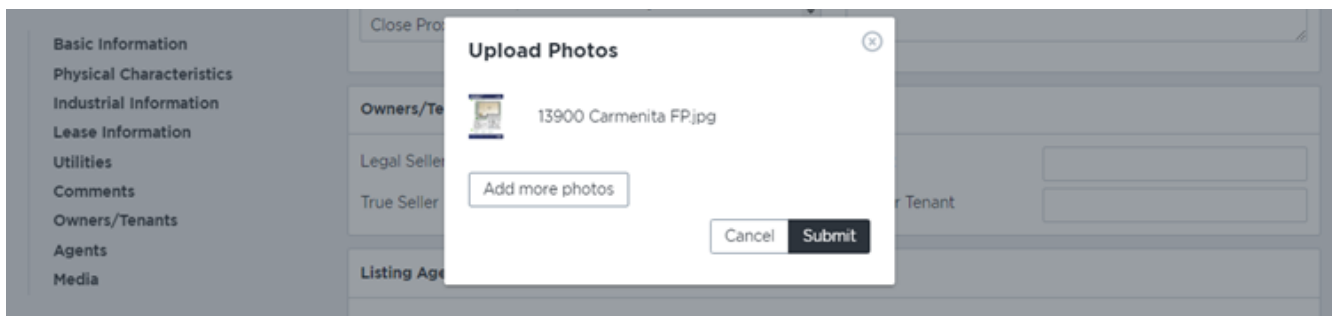
At the bottom of the screen, you have the option to add photos, files, floorplans, links, and videos.

To upload a flyer, click the **Upload Flyer PDF** button, select the file from your computer, and click **Open**. A window will pop up asking if you wish to add more documents or submit with the file you have already selected. Clicking **Add more documents** will open up the file explorer for you to select additional pdfs. Clicking **Submit** will add the files you have selected to the listing.

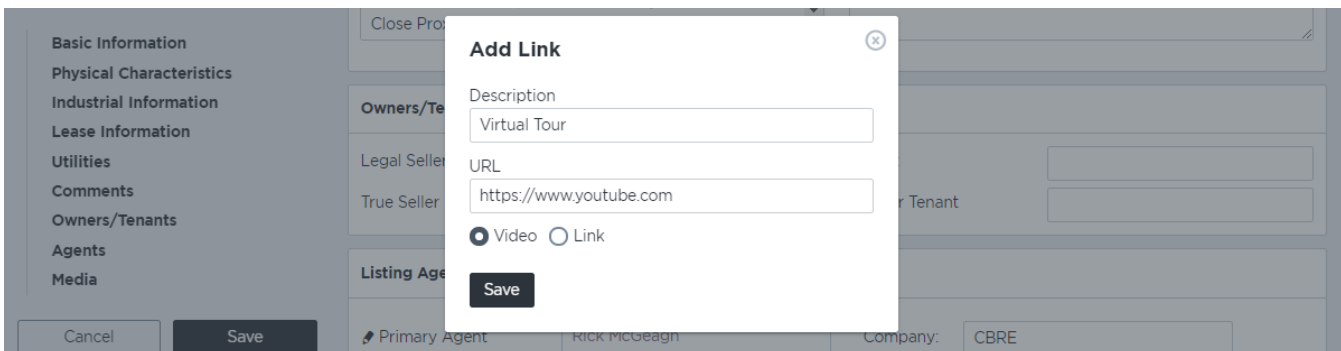


If you want your floorplan to print as the 2nd page of your AIR Brochure, it must be added using the Upload Floorplan Image button.

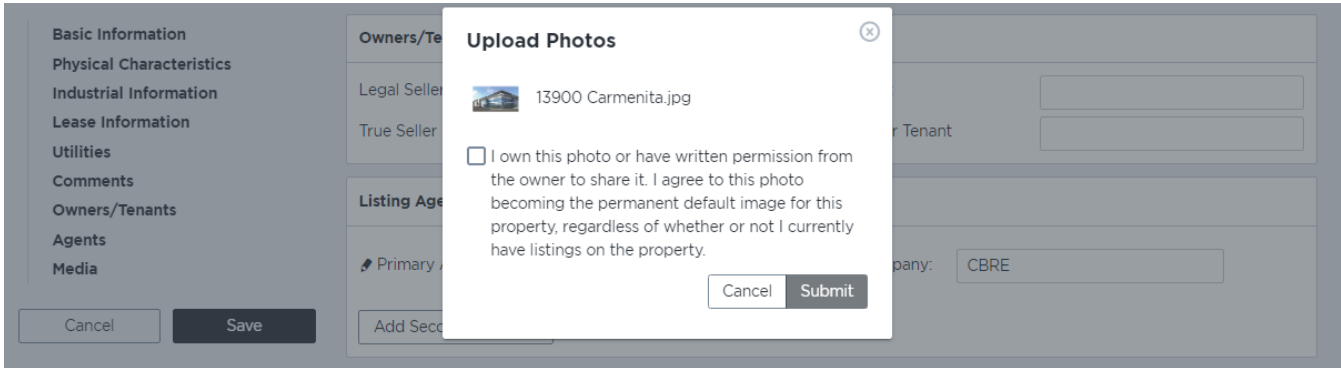
Click the **Upload Floorplan Image** button, select the file from your computer, and click **Open**. A window will pop up asking if you wish to add more photos or submit with the file you have already selected. Clicking **Add more photos** will open up the file explorer for you to select additional photos. Clicking **Submit** will add the photo you have selected to the listing.



If you wish to add a virtual tour or a website link, click the **Add Link** button and insert the link into the URL field. In the description field, add any text you would like to use to describe your link. For videos, we typically use "Virtual Tour" as the description. If you are adding a video, select the **Video** button under the URL field. If you are adding a website, select the **Link** button.



If you wish to add or replace property photos, click the **Submit Replacement** button underneath the Default Property Photo section, select the file from your computer, and click **Open**. A window will pop up asking if you own or have written permission to use the photo. By checking this box, you are agreeing to AIR CRE's Image Agreement.



If you have any listing specific photos, those can be added in the Listing Photos section. Click the **Edit Photos** button and a window will pop up with a preview of any photos attached to the listing. You can use the right and left arrow buttons to scroll through existing images. You can also crop, rotate, and delete any current photos. Click the **Add Photo** button to insert any additional photos. Select your photo, click **Open**, and a window will pop up asking if you own or have written permission to use these photos. By checking this box, you are agreeing to AIR CRE's Image Agreement. Click **Submit**. Any new photos you add can also be edited here.



When you are done adding/editing the photos, click the X button in the top right corner to close the pop-up. From the listing page, arrange your photos in any order by clicking on the photo and dragging it to the desired order.

Once you have completed your listing, click the **Save** button located underneath the navigation options on the left side of the screen.

Property/Building Listings View All Listings Back

Add New Listing Property Address: 13900 Carmenita Rd, Santa Fe Springs, CA 90670

Search fields by name...

Basic Listing Information

Listing Type: For Lease Title: 13900 Carmenita Rd

Status: Available Change Status Specific Address: [Empty]

Primary Use: Industrial Specific City: [Empty]

Secondary Uses: [Empty] Floor: [Empty]

Current Uses: [Empty] Suite: [Empty]

Investment: [Empty] Tags: #tag1 #tag2

Owner Occupied: Yes No List Date: 6/17/2020

Is Vacant?: Yes Expiration Date: M/DD/YYYY

Cancel Save

After clicking the **Save** button, a new window will pop up asking you to confirm your changes. Here, you can change the Share Level of your listing:

- Only Me: the listing will only be visible to your account
- Company (in this example, CBRE): the listing is visible to only your branch
- Everyone: the listing is visible to everyone

If you select Everyone as the share level, you can add a note that is sent to AIR CRE's Research Department regarding any changes or additional information regarding this listing. This notes section is only available when selecting Everyone as the share level.

Confirm Submit Changes Are you sure you want to submit?

You're adding a new Listing
Data entered will be verified by our research team and then updated in the public database.
Make this Listing available to:

Only Me
 CBRE
 Everyone

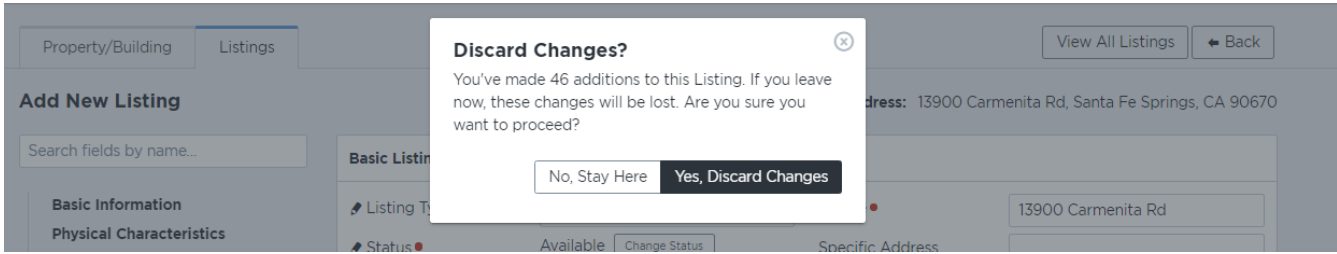
Please note the reason for these changes, including any additional information for our researchers.

New listing for super sheet.

Cancel Submit

Once you click **Submit**, the listing/changes will be sent to AIR CRE's Research Department for approval. Once approved, the listing will be live in the system.

Make sure to enter and save all your listing information before moving on to the Property/Building tab. Changing tabs in the middle of entering a listing will prompt a warning asking if you are sure you want to leave the page. Leaving the page before saving will discard all changes made to the form.



After saving your listing, the screen will then move to the Property/Building tab. Here you can add or edit any information pertaining to the property as a whole. Any changes made here will be submitted to AIR CRE's Research Department for approval. Any fields with a red dot next to them are required for submission.

Tips on entering information into certain fields:

DHD Description / GLD Description: typically, the dimensions of the doors included with the space, entered as 12'x14' or (2) 12'x14'

Heated / Air Conditioned: applies to the office portion of the listing

Commission Desc: AIR CRE commission code should be entered here

Listing Remarks (Public): listing notes

Keep in mind that Industrial and Land listings can only have 6 lines of comments with 50 characters (including spaces) per line to display correctly on the AIR Reports

Listing Remarks (Members Only): special broker notes

NNN Expenses: pertains to any Operating Expenses. Use the Expense Type field to specify if the operating expenses are CAM's, NNN's, etc.

Sublease: if No is selected, the listing will be submitted as a Direct lease

Sprinklers: please make sure to enter the sprinkler information on both the listing tab and the property tab