

Entering a Sale 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". It 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 links: "Add a Listing", "Manage my Listings", "View Traffic", and "View Leads".
- Broadcast Email:** Links to "Send a Listing Broadcast", "Post a Need/Want", and "Adjust my Email Preferences".
- Reports:** Links to "Generate a Report" and "Download Quarterly Reports".
- Help:** Links to "Tutorials & Guides", "View my Profile", and "Change my Password".
- Opportunity Zones:** A section with the AIRCRE logo and the text "research & listings".
- Commercial Exchange:** A section with the 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 star icon and a location pin:

- 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 showing the location of the search results. The text "powered by Google" is visible in the bottom right corner of the map area.


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:

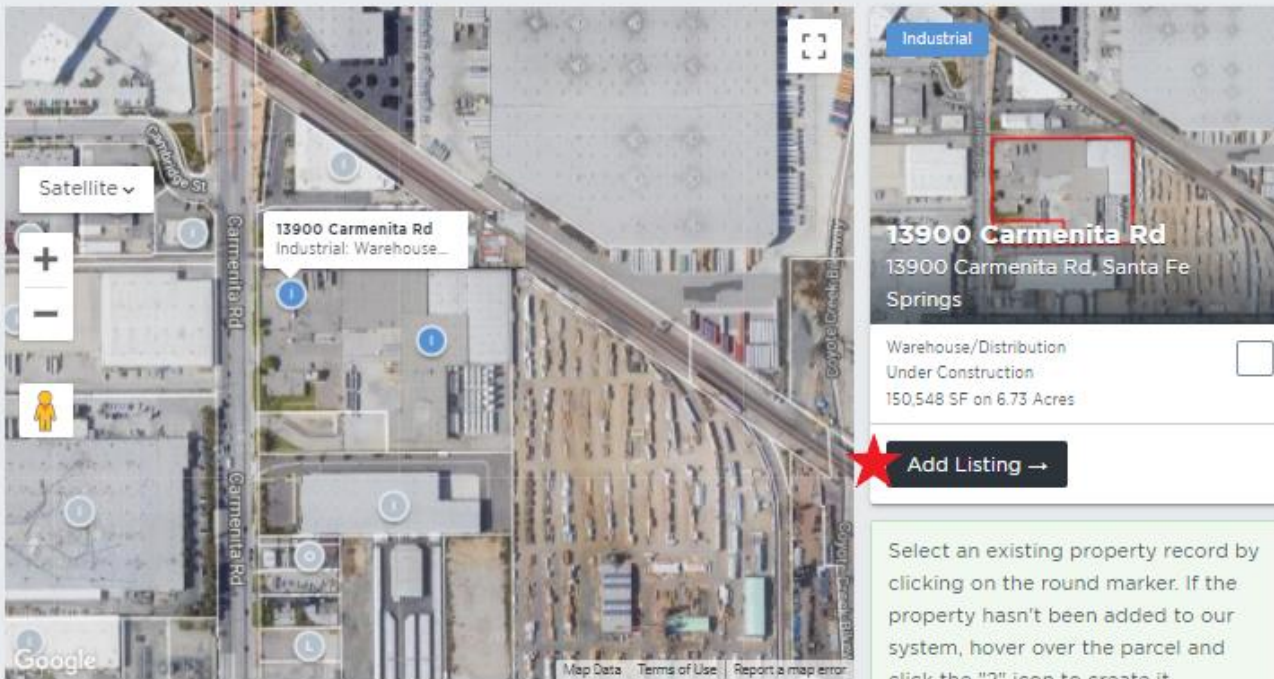
13900 Carmenita Road, Santa Fe Springs, CA, USA



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 Road, Santa Fe Springs, CA, USA



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 options: Basic Information, Sale Information, Income/Expenses, Comments, Owners/Tenants, Agents, and Media. The 'Basic Information' option is highlighted with a red box. On the right, the 'Basic Listing Information' section is visible. It includes fields for Listing Type (For Sale), Status (Available), Primary Use (Industrial), Secondary Uses, Current Uses, Investment, Owner Occupied (Yes/No), Title, Specific Address, Specific City, Floor, Suite, Total Available Property (150,548 SF), and Tags. 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 loading will display to the right.

The screenshot shows the 'Add New Listing' form with the search results for 'Dock'. The search field contains the text 'Dock'. The results show the 'Industrial Information' section, which includes fields for Dock High Doors, Cross Dock Doors, DHD Description, and CDD Description. The search results are displayed as follows:

Showing results for: "Dock" Clear Search	
Industrial Information	
Dock High Doors	Cross Dock Doors
DHD Description	CDD Description

Looking for these **Property** fields?
Dock High Doors
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 the Primary Use on your listing 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
Sale Information
Income/Expenses
Comments
Owners/Tenants
Agents
Media

Cancel Save

Investment
Is this property being offered primarily as an investment?

Basic Listing Information

Listing Type For Sale
Status Available Change Status
Primary Use Industrial
Secondary Uses
Current Uses
Investment
Owner Occupied
Is Vacant?
Vacant Date M/DD/YYYY
Condo Yes No
Condo Fee Desc.
Title
Specific Address
Specific City
Floor
Suite
Total Available Property: 150,548 SF
Tags
List Date M/DD/YYYY
Expiration Date M/DD/YYYY
Available Date M/DD/YYYY
Possession
View more fields +

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.

Industrial Sale Listings

When entering an industrial sale listing, if you click on the [View More Fields +](#) link, some of the industrial detail fields will display. Any fields not found in this section must be entered onto the Property tab.

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

Sale Information

Income/Expenses

Comments

Owners/Tenants

Agents

Media

Cancel

Save

Investment

Is this property being offered primarily as an investment?

Basic Listing Information

Listing Type

For Sale

Status

Available

Change Status

Primary Use

Industrial

Secondary Uses

Current Uses

Investment

Owner Occupied

☐ Yes ☐ No

Is Vacant?

Vacant Date

M/DD/YYYY

Condo

☐ Yes ☐ No

Condo Fee Desc.

Title

Specific Address

Specific City

Floor

Suite

Total Available Property: 150,548 SF

SF or Acres

Tags

#tag1 #tag2

List Date

M/DD/YYYY

Expiration Date

M/DD/YYYY

Available Date

M/DD/YYYY

Possession

View more fields +

View less fields -

Built To Suit Desc.

Rail Doors

#

Mezz. Office Included?

RD Description

Mezz. Unfin. Included?

Dock High Doors

#

Yard

DHD Description

Amps

Cross Dock Doors

#

Phase

CDD Description

Volts

Grade Level Doors

#

Wires

#

GLD Description

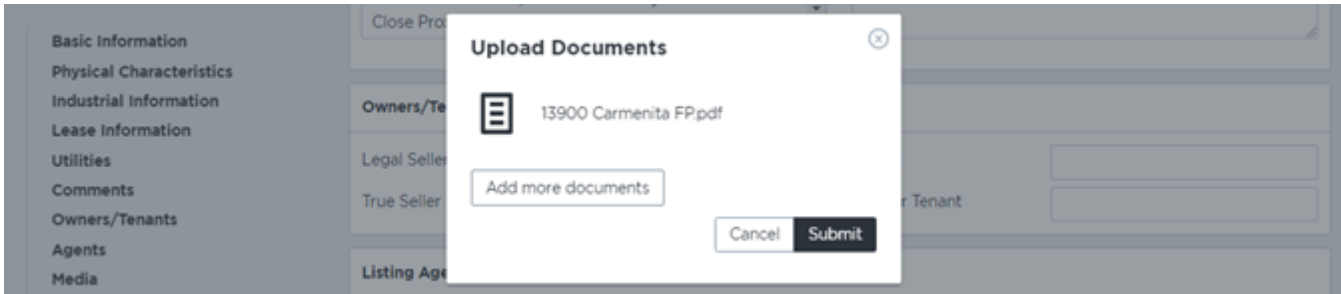
Offices

#

Adding Flyers, Floorplans, Photos, Links and Videos

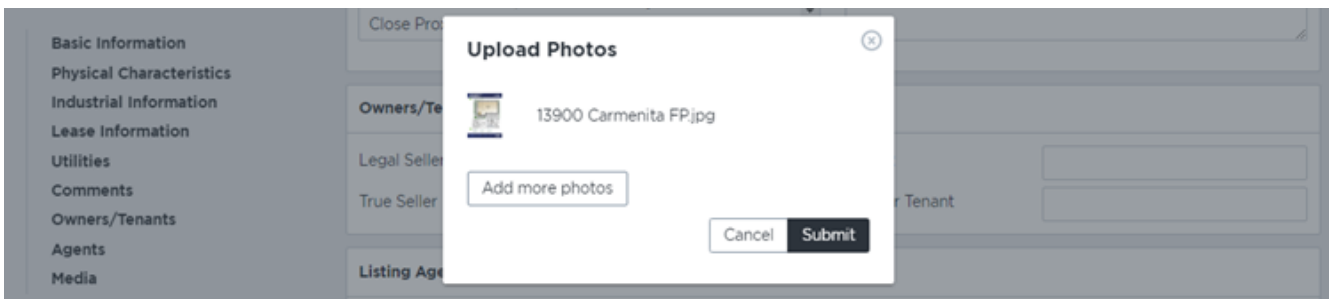
At the bottom of the screen, you have the option to add photos, files, floorplans, links, and videos.

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.

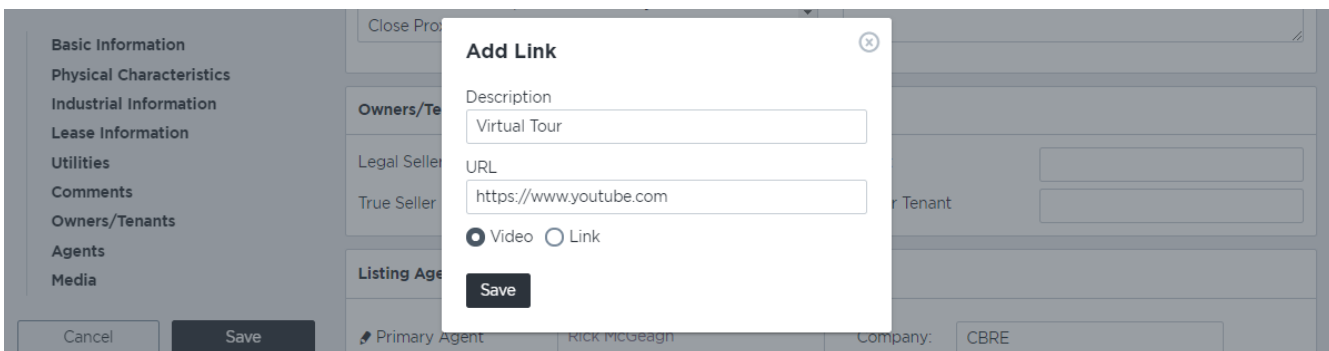


If you want your floorplan to print as the 2nd page of your AIR Brochure, it must be added using the Upload Floorplan Image button.

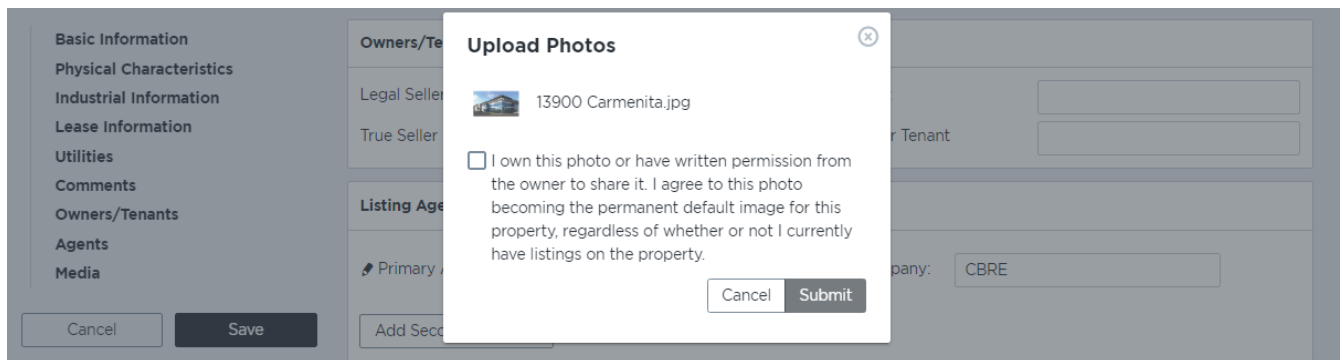
Click the **Upload Floorplan Image** button, select the file from your computer, and click **Open**. A window will pop up asking if you wish to add more photos or submit with the file you have already selected. Clicking **Add more photos** will open up the file explorer for you to select additional photos.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

Primary Use: Industrial Specific City:

Secondary Uses: Floor:

Current Uses: Suite:

Investment: 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.

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:

Primary Use: Industrial Specific City:

Secondary Uses: Floor:

Current Uses: Suite:

Investment: Tags: #tag1 #tag2

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

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

Cancel Save

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

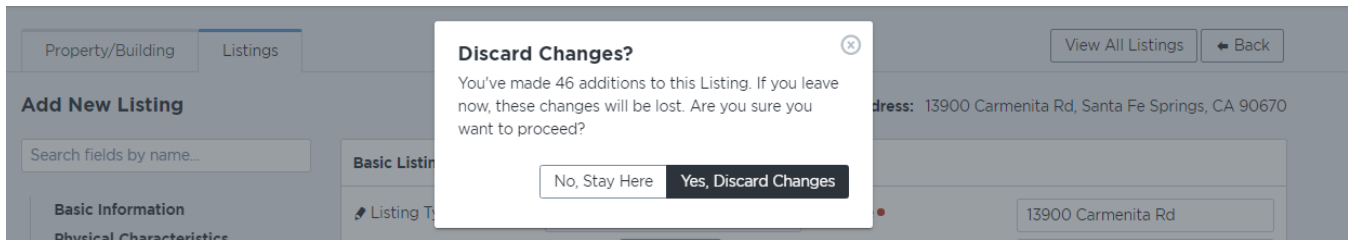
Please note the reason for these changes, including any additional information for our researchers.

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.

Editing Property Information

On the Property tab, you can add or edit any information pertaining to the property as a whole. Also, on this tab, you can edit any of the Industrial Details that were not available on the listing under the [View More Fields +](#) section. Some of these fields are located in the **Building Details** section (including Industrial Office SF, Mezzanine Office SF, Mezzanine Unfinished SF, Heated (Office), Air Conditioned (Office), Warehouse HVAC, Sprinklers). The other details can be found in the **Industrial Information** section.

Building Details			
Building Size	<input type="text" value="150,548 SF"/>	Restrooms	<input type="text" value="#"/>
Rentable Space	<input type="text" value="150,548 SF"/>	Year Built	<input type="text" value="YYYY"/>
Office SF	<input type="text" value="10,000 SF"/>	Year Renovated	<input type="text" value="YYYY"/>
Industrial SF	<input type="text" value="140,548 SF"/>	Reno. While Occu.	<input type="radio"/> Yes <input type="radio"/> No
Retail SF	<input type="text" value="# SF"/>	Const. Timeframe	<input type="text" value="3Q2021"/>
Residential SF	<input type="text" value="# SF"/>	Primary Const.	<input type="text" value="Tilt-wall"/>
Industrial Office SF	<input type="text" value="# SF"/>	Energy Star Cert.	<input type="radio"/> Yes <input type="radio"/> No
Industrial Shell SF	<input type="text" value="# SF"/>	LEED Level	<input type="text" value=""/>
Mezz. Office SF	<input type="text" value="# SF"/>	Elevators	<input type="text" value=""/> # <input type="text" value=""/>
Mezz. Unfinished SF	<input type="text" value="# SF"/>	Heated	<input type="radio"/> Yes <input type="radio"/> No
Number of Units	<input type="text" value="#"/>	Air Conditioned	<input type="radio"/> Yes <input type="radio"/> No
Number of Buildings	<input type="text" value="1"/>	Warehouse HVAC	<input type="radio"/> Yes <input type="radio"/> No
Floors	<input type="text" value="1"/>	Sprinklers	<input checked="" type="radio"/> Yes <input type="radio"/> No
Floor Size	<input type="text" value="Min-Max SF"/>	ESFR Sprinklers	<input checked="" type="radio"/> Yes <input type="radio"/> No
Floor Size (Avg)	<input type="text" value="150,548 SF"/>	CMDA Sprinklers	<input type="radio"/> Yes <input type="radio"/> No
Largest Contig.	<input type="text" value="# SF"/>	CMSA Sprinklers	<input type="radio"/> Yes <input type="radio"/> No
Occupancy Type	<input type="text" value="Single Tenant"/>	Security System	<input type="text" value=""/>
Owner Occupied	<input type="radio"/> Yes <input type="radio"/> No	Cleanroom	<input type="radio"/> Yes <input type="radio"/> No
Number of Tenants	<input type="text" value="#"/>	Wetlab	<input type="radio"/> Yes <input type="radio"/> No
Total Parking	<input type="text" value="199"/>	Water Frontage	<input type="text" value=""/> # ft <input type="text" value=""/>
Covered Parking	<input type="text" value="Covered"/>	NNN Expenses	<input type="text" value="\$"/>
Uncovered Parking	<input type="text" value="Uncovered"/>	Legal Desc.	<input type="text" value=""/>
Parking Ratio	<input type="text" value="1.32:1,000"/>		

Industrial Information				
Ceiling Height	<input type="text" value="32 ft"/>		Column Spacing	<input type="text" value="# ft wide - # ft deep"/>
Cranes	<input type="text" value="▼"/>	<input type="text" value="#"/>	Yard	<input type="text" value="Yes"/>
Desc. of Cranes	<input type="text"/>		Fenced	<input type="text" value="Fenced"/>
Crane Tonnage	<input type="text" value="Min-Max Ton"/>		Paved	<input type="text" value="Paved"/>
Dock High Doors	<input type="text" value="Yes"/>	<input type="text" value="16"/>	AMPs	<input type="text" value="AMPs"/>
Grade Level Doors	<input type="text" value="Yes"/>	<input type="text" value="1"/>	Volts	<input type="text" value="Volts"/>
Cross Dock Doors	<input type="text" value="▼"/>	<input type="text" value="#"/>	Phase	<input type="text" value="Phase"/>
Rail Doors	<input type="text" value="▼"/>	<input type="text" value="#"/>	Wires	<input type="text" value="Wires"/>
Bay Depth	<input type="text" value="#.# ft"/>			

Any changes made here will be submitted to AIR CRE's Research Department for approval. However, you will still be able to run the listing into a report with your changes visible. Once the changes have been approved by AIR CRE's Research Department, they will be public. Any fields with a red dot next to them are required for submission.

Tips on entering information into certain fields:

Industrial Office SF: the office SF within the building. Our reports will use data in this field, not the **Office SF** field.

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

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