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**.

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.

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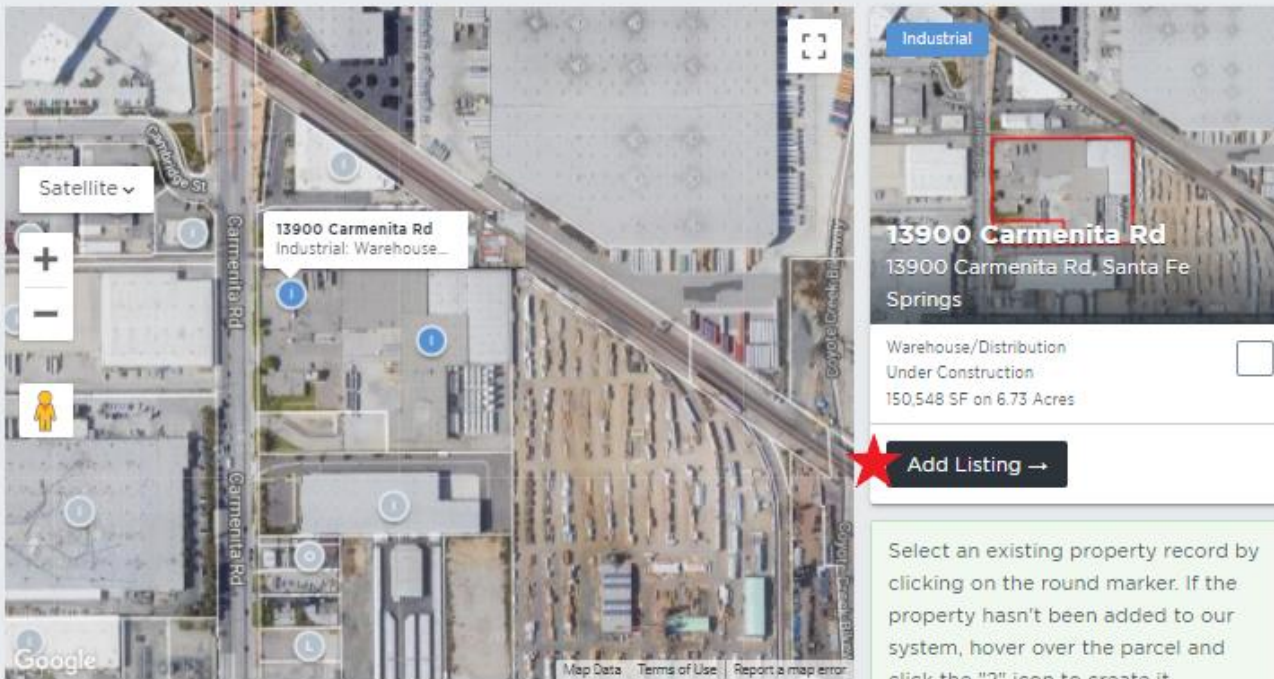
Click on the marker for your property. In this example, the parcel has two markers. General property information will display on the right after clicking a marker. Review this information and make sure it has the same or similar square footage and general use as your building.

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.

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 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.

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.

**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.
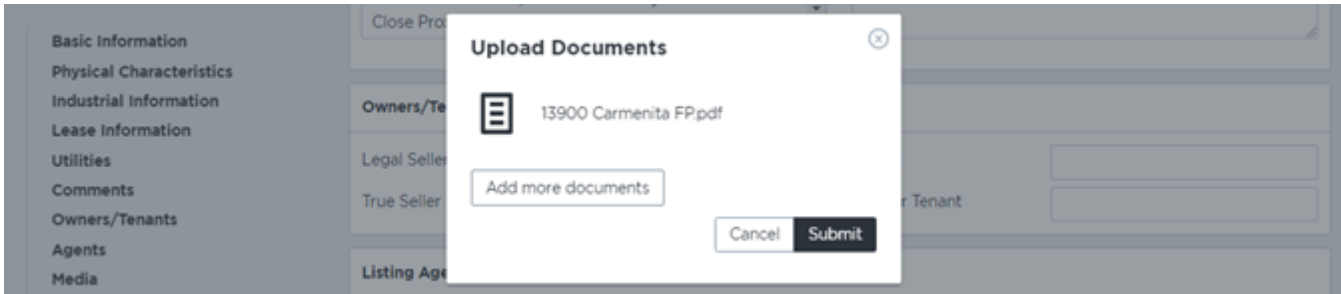

If you want your floorplan to print as the 2nd page of your AIR Brochure, it must be added using the Upload Floorplan Image button.

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.
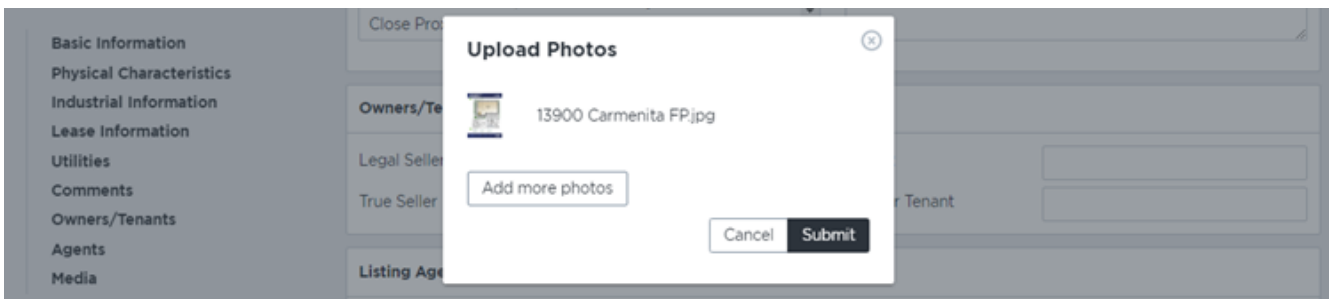
If you wish to add a virtual tour or a website link, click the **Add Link** button and insert the link into the URL field. In the description field, add any text you would like to use to describe your link. For videos, we typically use "Virtual Tour" as the description. If you are adding a video, select the **Video** button under the URL field. If you are adding a website, select the **Link** button.
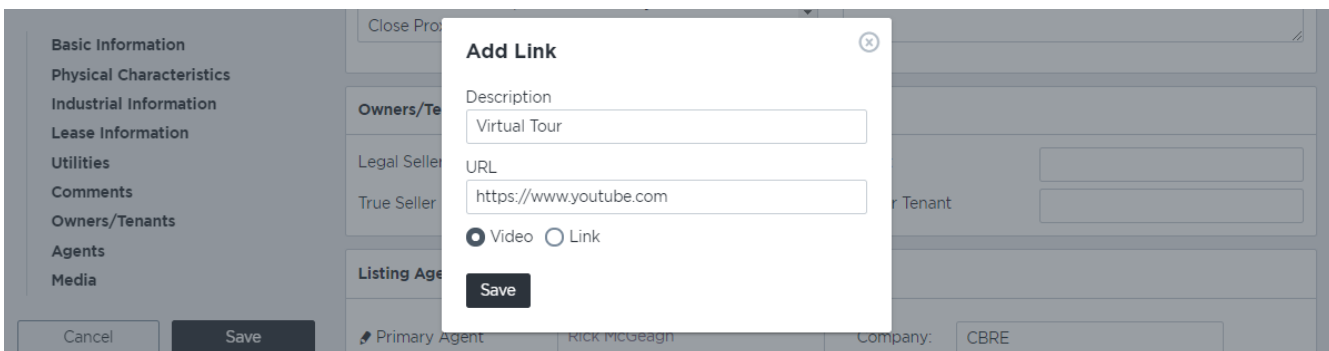
If you wish to add or replace property photos, click the **Submit Replacement** button underneath the Default Property Photo section, select the file from your computer, and click **Open**. A window will pop up asking if you own or have written permission to use the photo. By checking this box, you are agreeing to AIR CRE's Image Agreement.
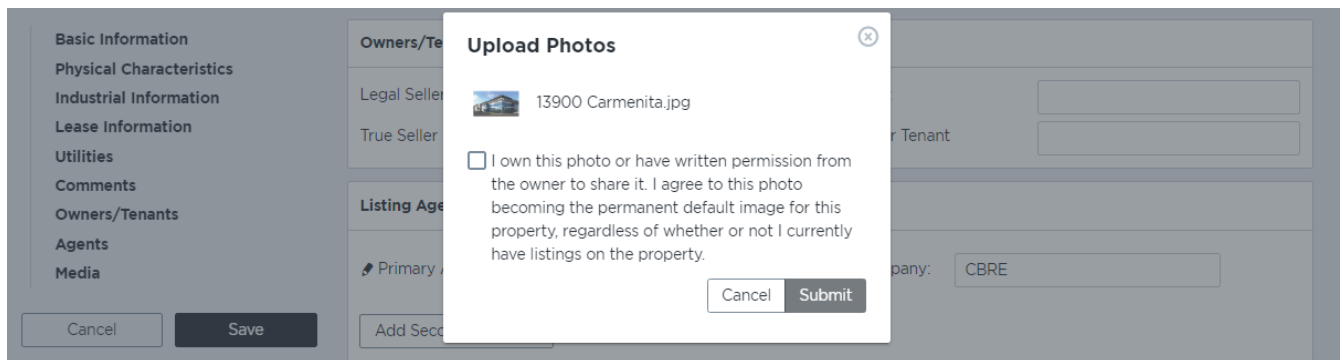
If you have any listing specific photos, those can be added in the Listing Photos section. Click the **Edit Photos** button and a window will pop up with a preview of any photos attached to the listing. You can use the right and left arrow buttons to scroll through existing images. You can also crop, 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.

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

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.

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.
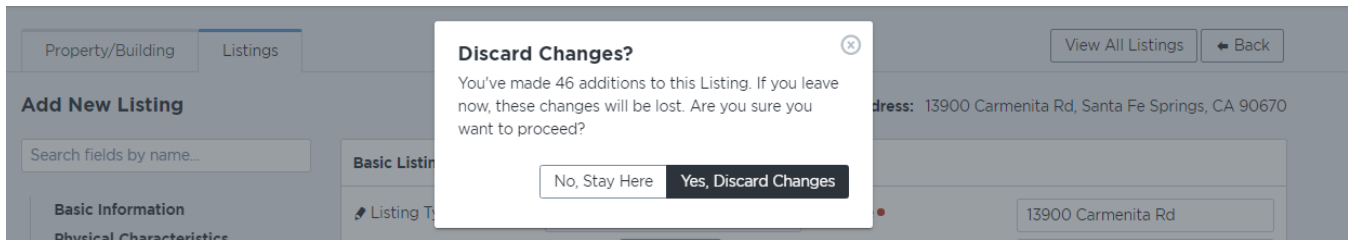
After saving your listing, the screen will then move to the Property/Building tab.

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.

Industrial Information

Ceiling Height	32 ft	Column Spacing	# ft wide - # ft deep
Cranes	▼ #	Yard	Yes ▼
Desc. of Cranes		Fenced	Fenced ▼
Crane Tonnage	Min-Max Ton	Paved	Paved ▼
Dock High Doors	Yes ▼ 16	AMPs	AMPs
Grade Level Doors	Yes ▼ 1	Volts	Volts
Cross Dock Doors	▼ #	Phase	Phase
Rail Doors	▼ #	Wires	Wires
Bay Depth	#.# 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