Introduction to

FOR SALE

CoStar™

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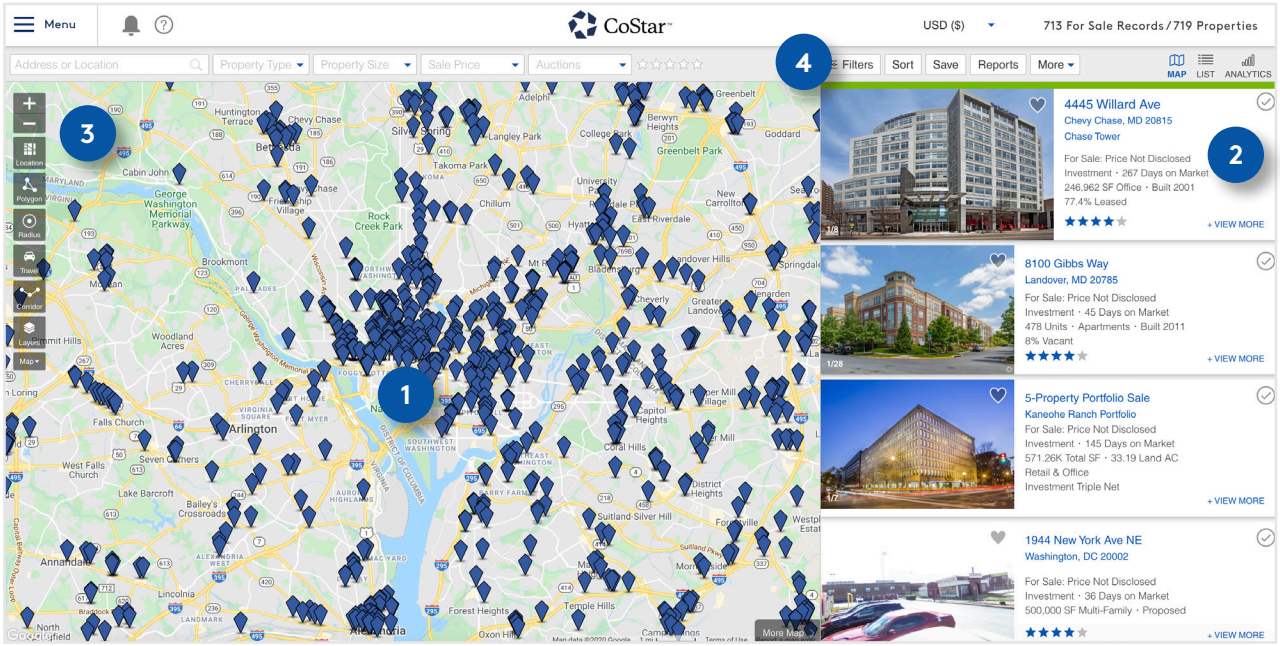
The Interface

THE INTERFACE

Map View

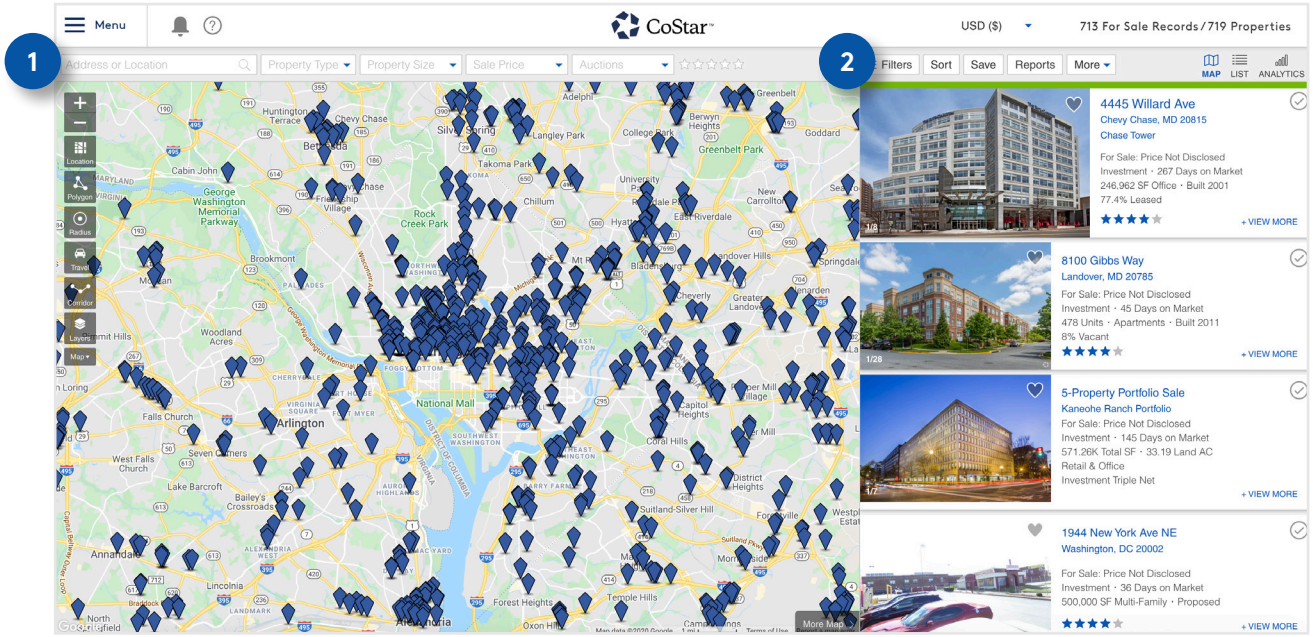
A For Sale search begins on the map you see here.

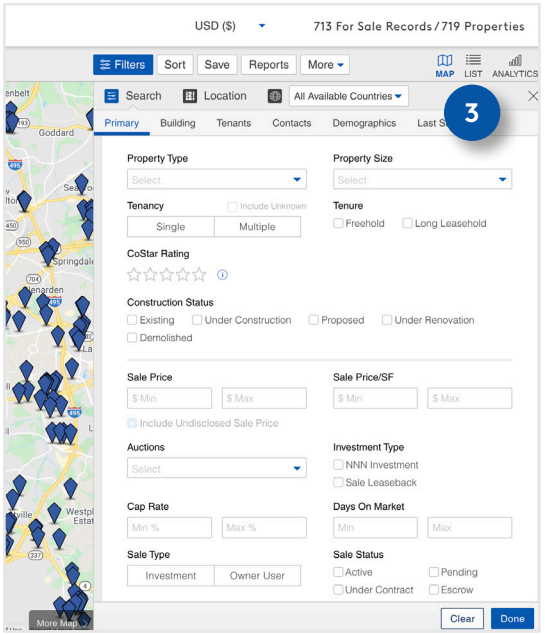
1. The pins represent commercial properties.
2. The properties on the right are your search results. If a property has a green bar, it is receiving paid promotion.
3. The buttons on the left of the map let you interact with it. You can narrow your search to focus within a certain radius, add layers (including heat maps and national retailers), draw a custom search area, select a particular location, and more.
4. The same location settings are also available in the Filters menu, along with other options for customizing your search.



THE INTERFACE

Filter Navigation





1 The filters bar above the map lets you customize your search. This is where you'll type in your desired address or location, select your property type (or types), and enter other basic search parameters.

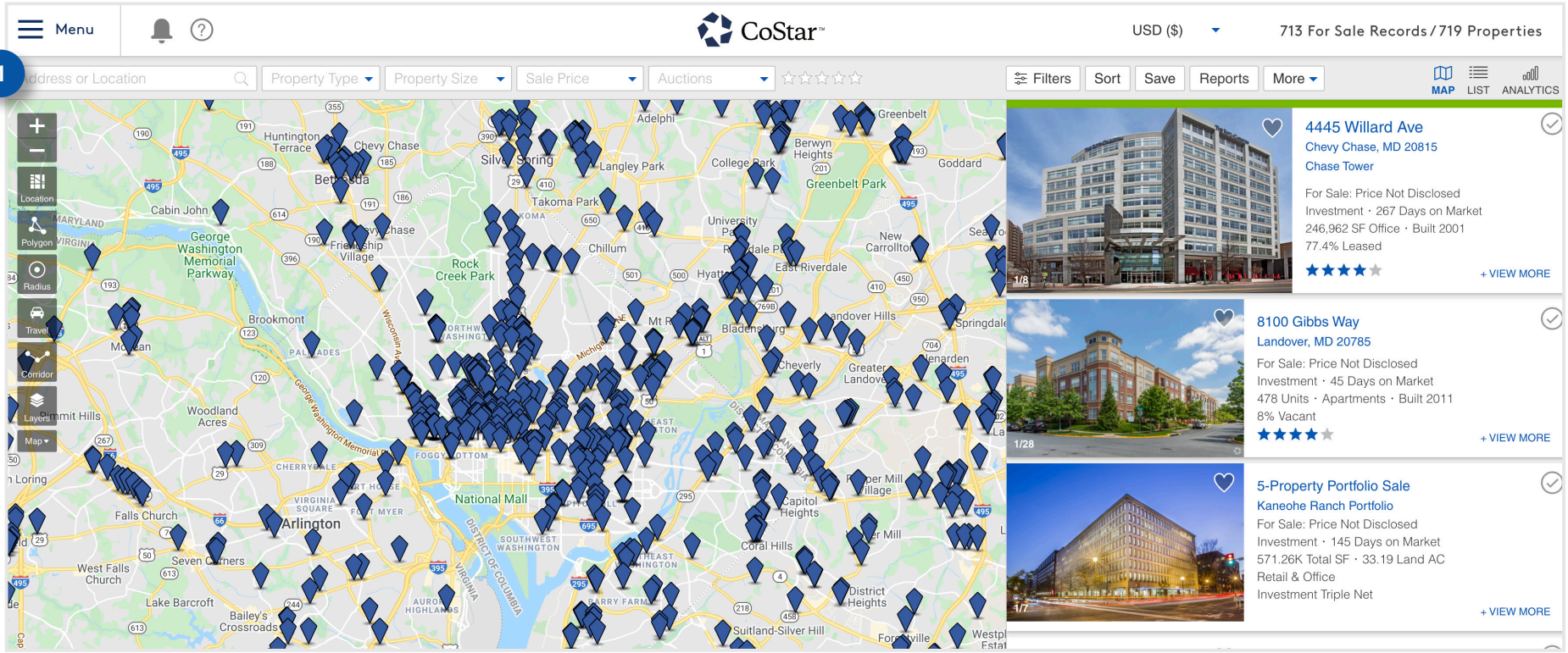
2 To see additional filters, click the Filters button to the right of the bar.

3 To use this menu, navigate to the desired category and select or type in what you need. You can use the categories at the top to jump directly to that category's filters.

Performing a Search

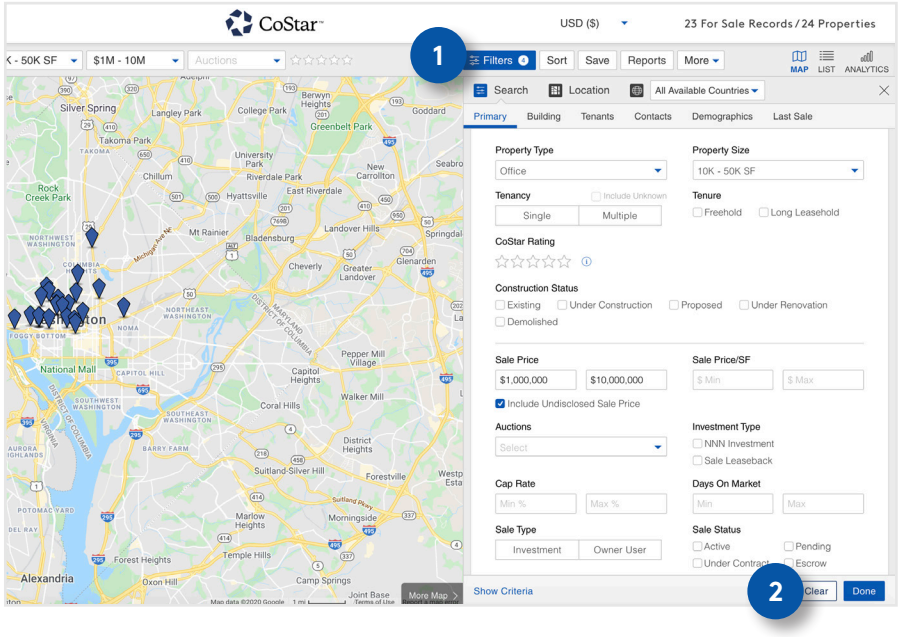
PERFORMING A SEARCH

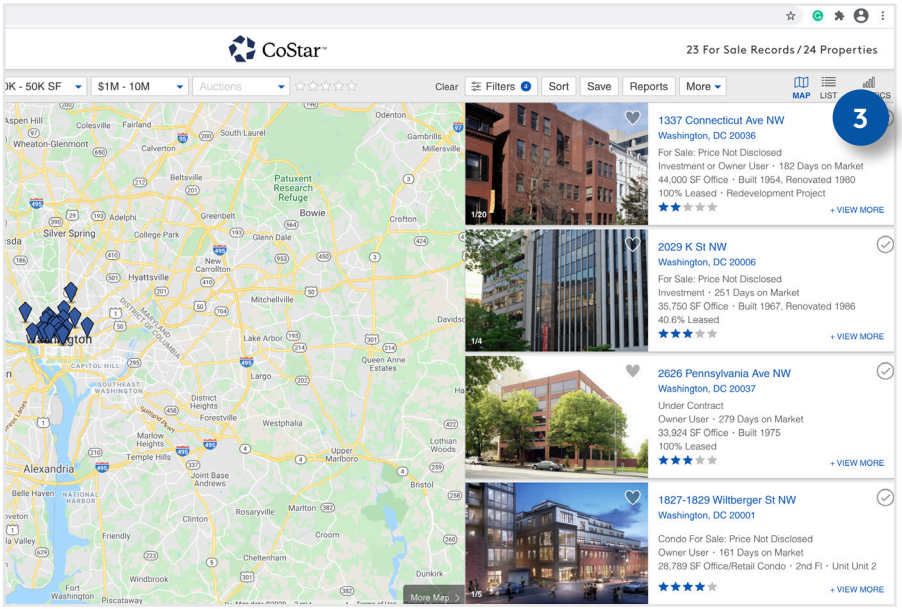
Entering Basic Filters



1 To begin performing a search, select your basic filters, such as Address or Location, Property Types (or types), Property Size, Sale Price, and CoStar Rating (building quality). You can enter these in whichever order you prefer.

Entering Additional Filters





1. You can enter additional filters by using the Filters button to open the Filters menu.
2. When you have entered all your desired filters, click the Filters button or the Done button to close the Filters menu and view your search results.
3. They will be to the right of the map.

Understanding the Filters Menu

UNDERSTANDING THE FILTERS MENU

Tabs

The Filters menu lets you narrow your search in a variety of ways. The more filters you select, the fewer search results your search will provide. You'll notice that most of the filters are organized by tabs. Each of these tabs denotes a specific group of filters. Clicking a tab scrolls the menu to the section the tab denotes.

1 **Location:** The Location filters are accessible at the top of the Filters menu and in the Location button on the map. Use these to narrow your search by market, submarket, state, county, city, and more.

2 **Primary:** This section covers your basic property information, including the filters from the bar above the map.

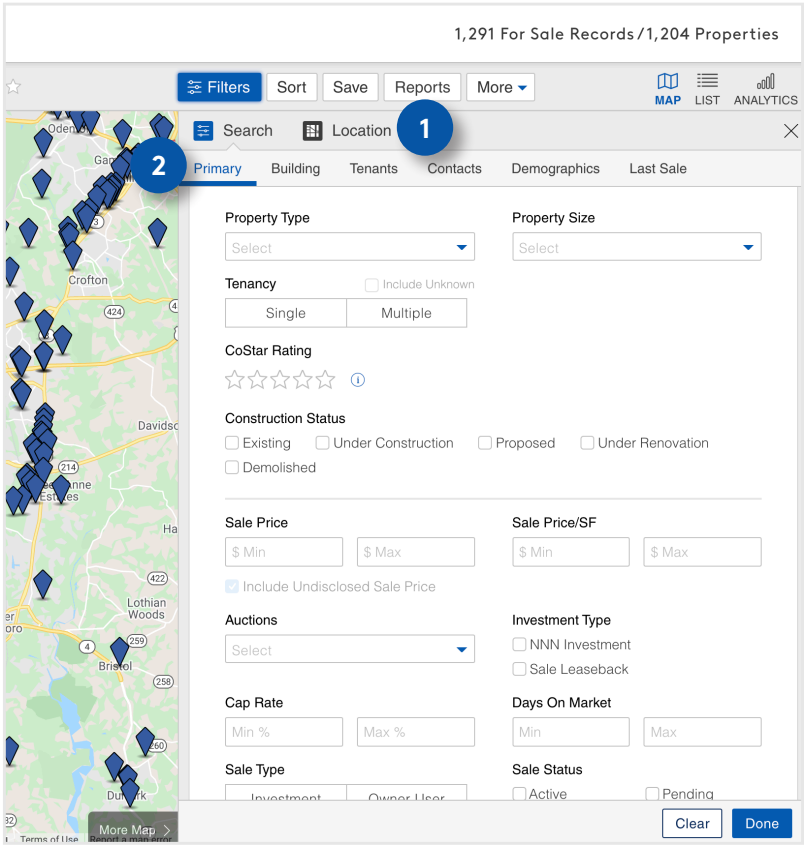
Building: This section contains filters related to the building specifications and quality, such as the building class, year built, and more.

Tenants: These filters narrow your search based on retail tenant-related criteria.

Contacts: Use these filters to narrow your search based on true owner, leasing company, or other contact information.

Demographics: The Demographics filters let you narrow your search based on demographic parameters – for example, properties within a certain range of household income.

Last Sale: This section is unique to For Sale and offers options to narrow your search based on factors from a property's previous sale.



UNDERSTANDING THE FILTERS MENU

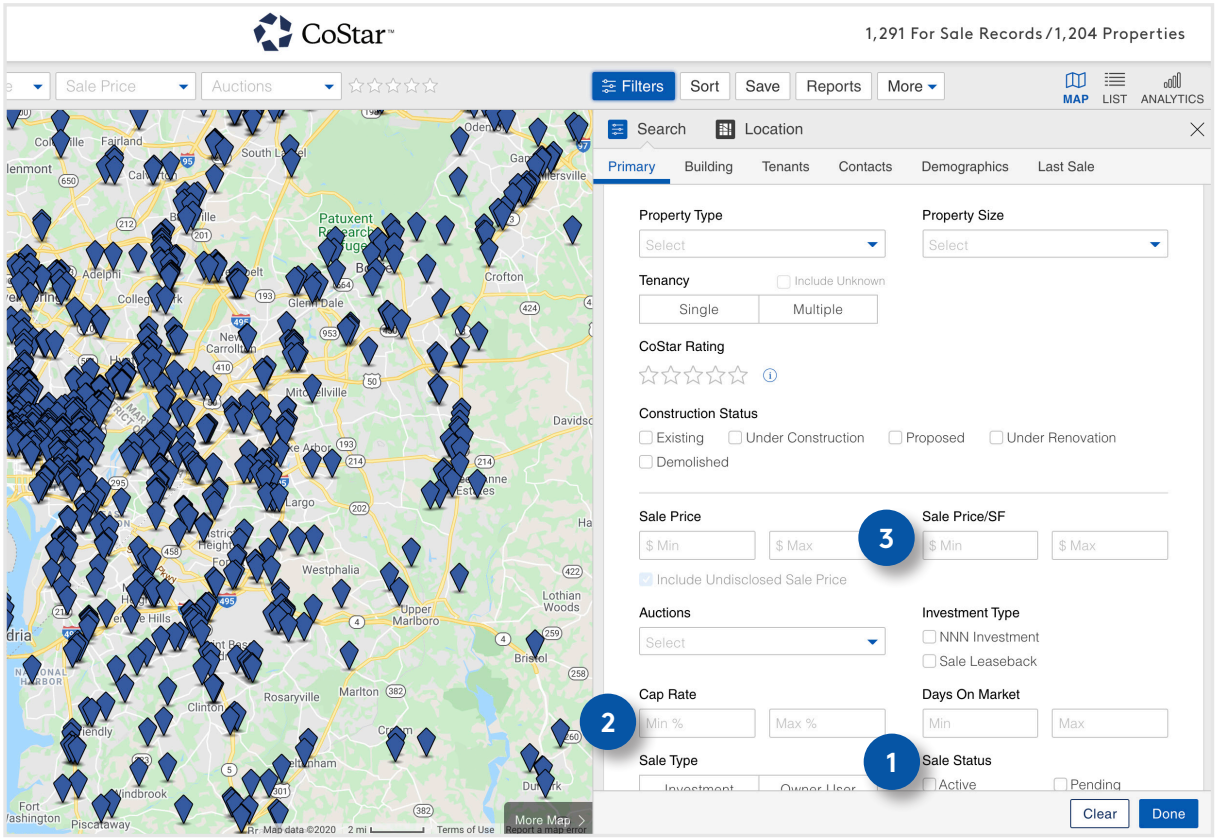
Important Filters

The individual filters you use most will depend on your specific use cases, but here are some particularly important filters:

1. **Sale Status:** This filter can be found in the Primary section. It lets you narrow your search based on your search results' status – Active, Under Contract, Pending, or Escrow.

2. **Cap Rate:** This filter can be found in the Primary section. Use it to search listings based on a desired cap rate.

3. **Sale Price/SF:** This filter can be found in the Primary section and will narrow your search to your desired range for price per square foot.



Organizing Your Search Results

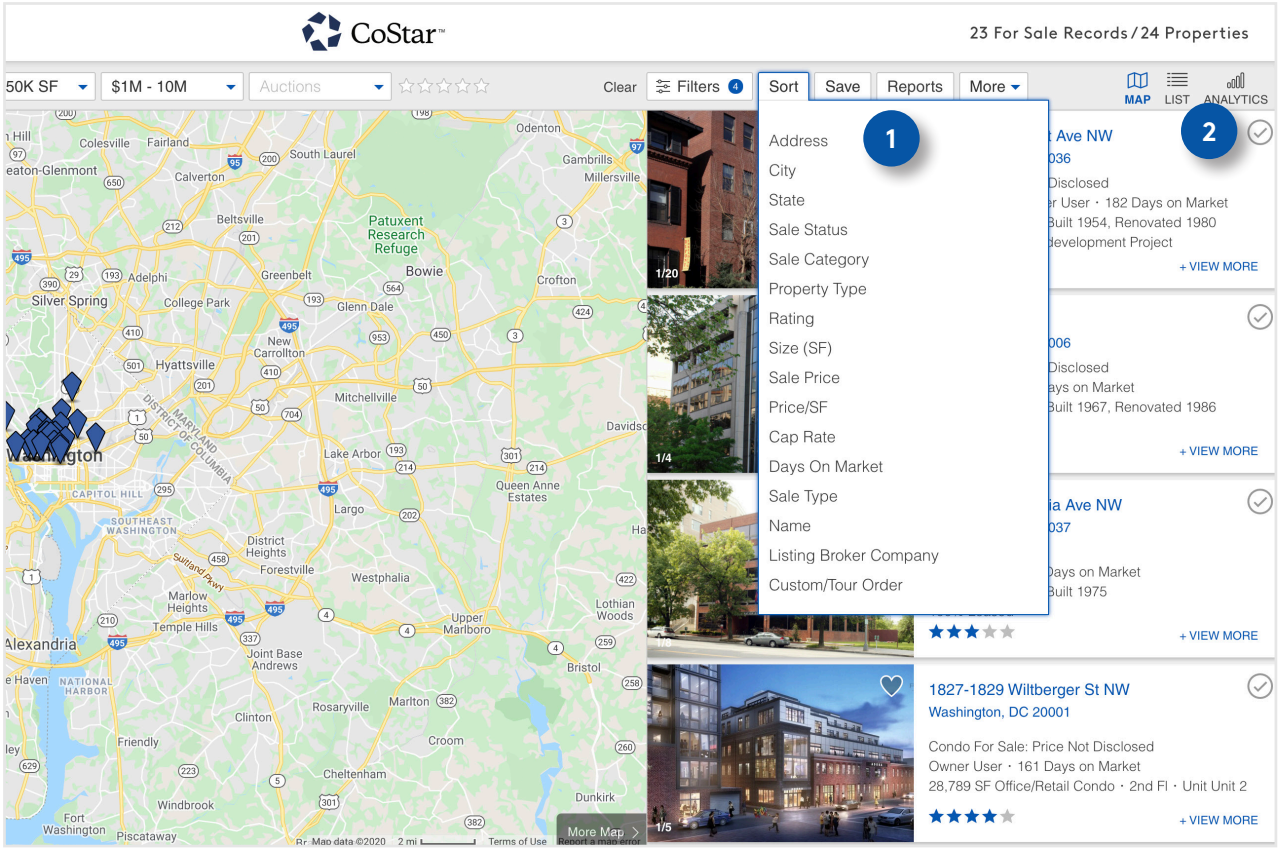
ORGANIZING YOUR SEARCH RESULTS

Options for Organizing

There are a few ways to organize your search results:

1. You can use the Sort options to organize by a particular category. These options are located within the Sort menu above your search results.

2. You can click the check mark in the top right of a search result to bring up sorting options for that particular result.



Options for Organizing (cont.)

You can use the buttons on this menu or the icons in the search result to Favorite a property or remove it from your results.

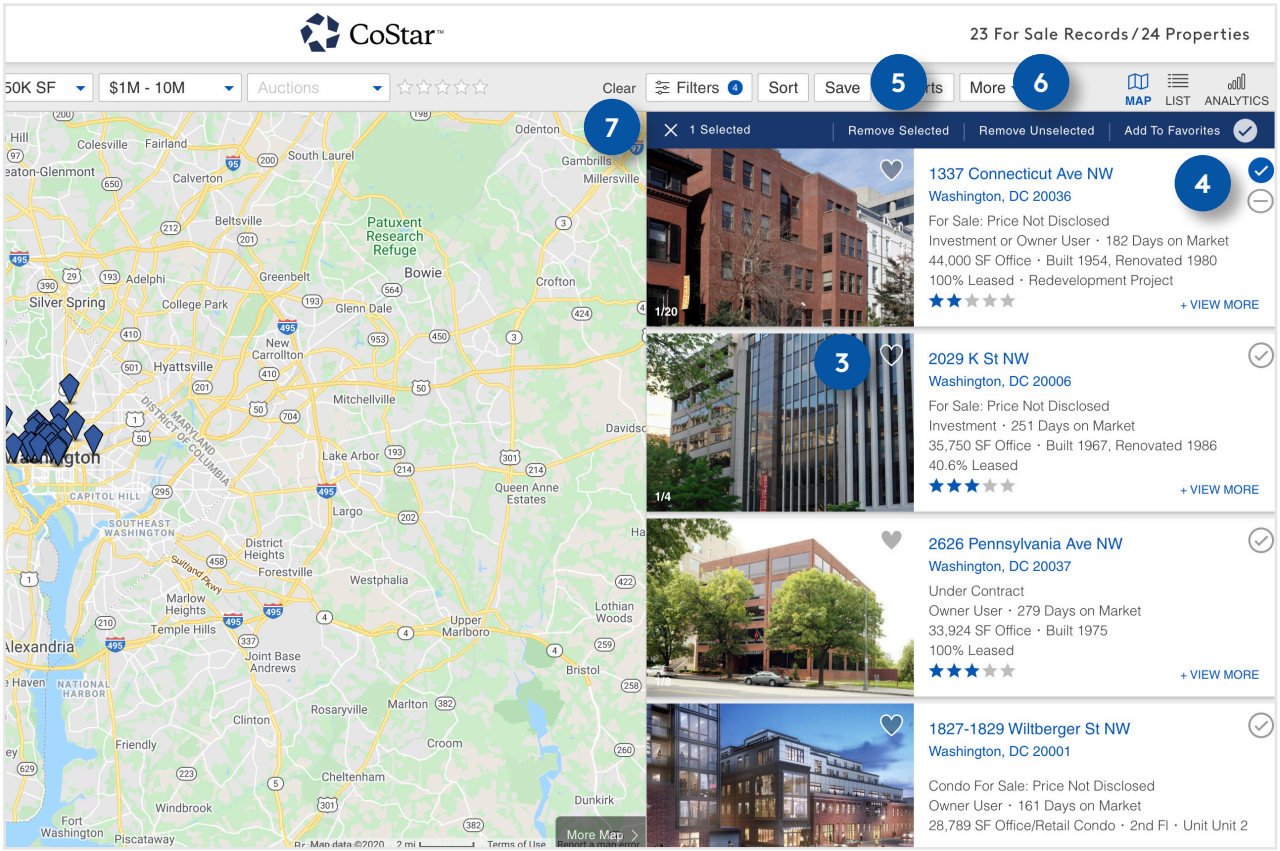
3. Clicking Add to Favorites or the heart icon on the property photo will add it to your Favorites.

4. Clicking the minus sign under the check mark will remove it from your results. The minus sign appears when you hover over a search result.

5. The Remove Selected button is another way to remove selected properties from your results.

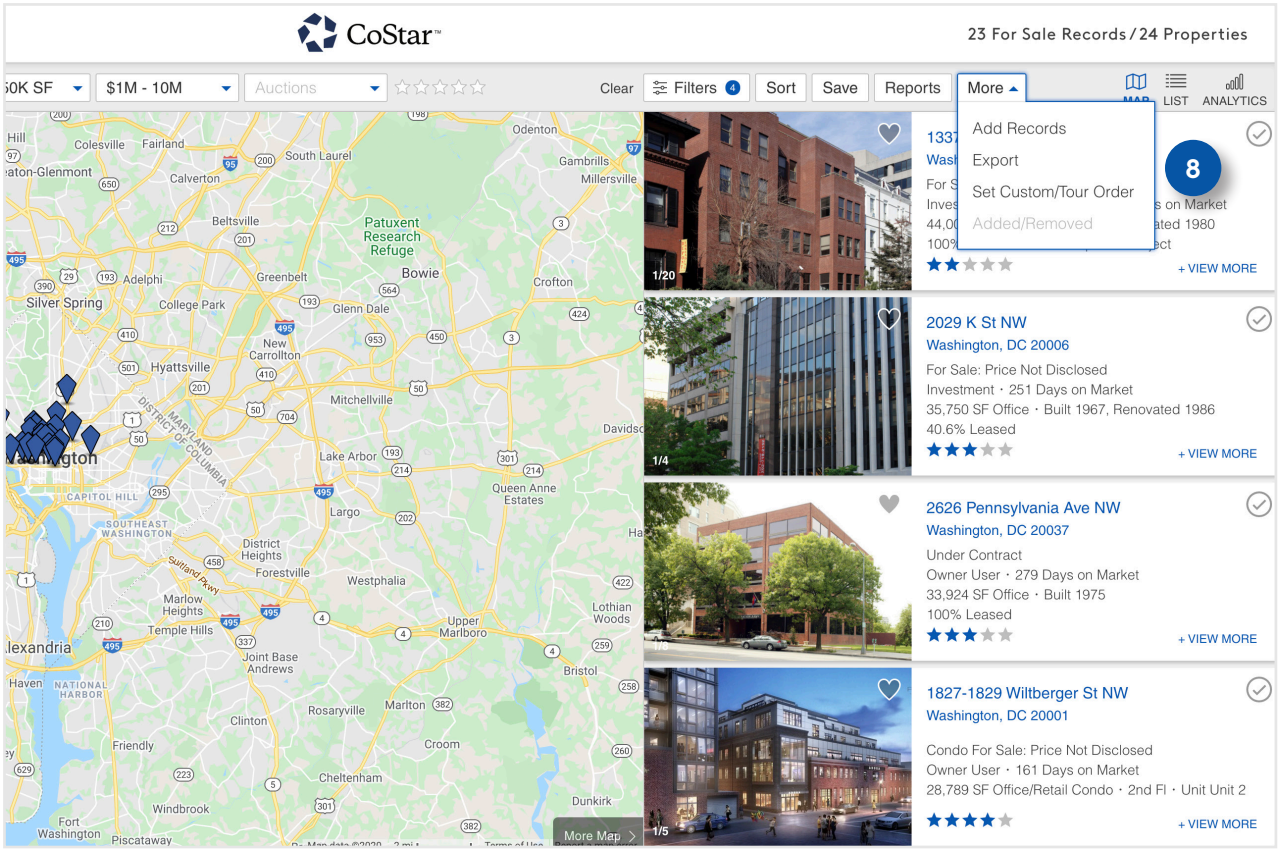
6. Remove Unselected is available if you have 500 or fewer results and will remove all properties you have not selected.

7. You can click the X to close this menu.



Options for Organizing (cont.)

8 Once you've organized your results the way you want, you can use the Set Custom/Tour Order option in the More menu to organize your results in your desired numerical order.



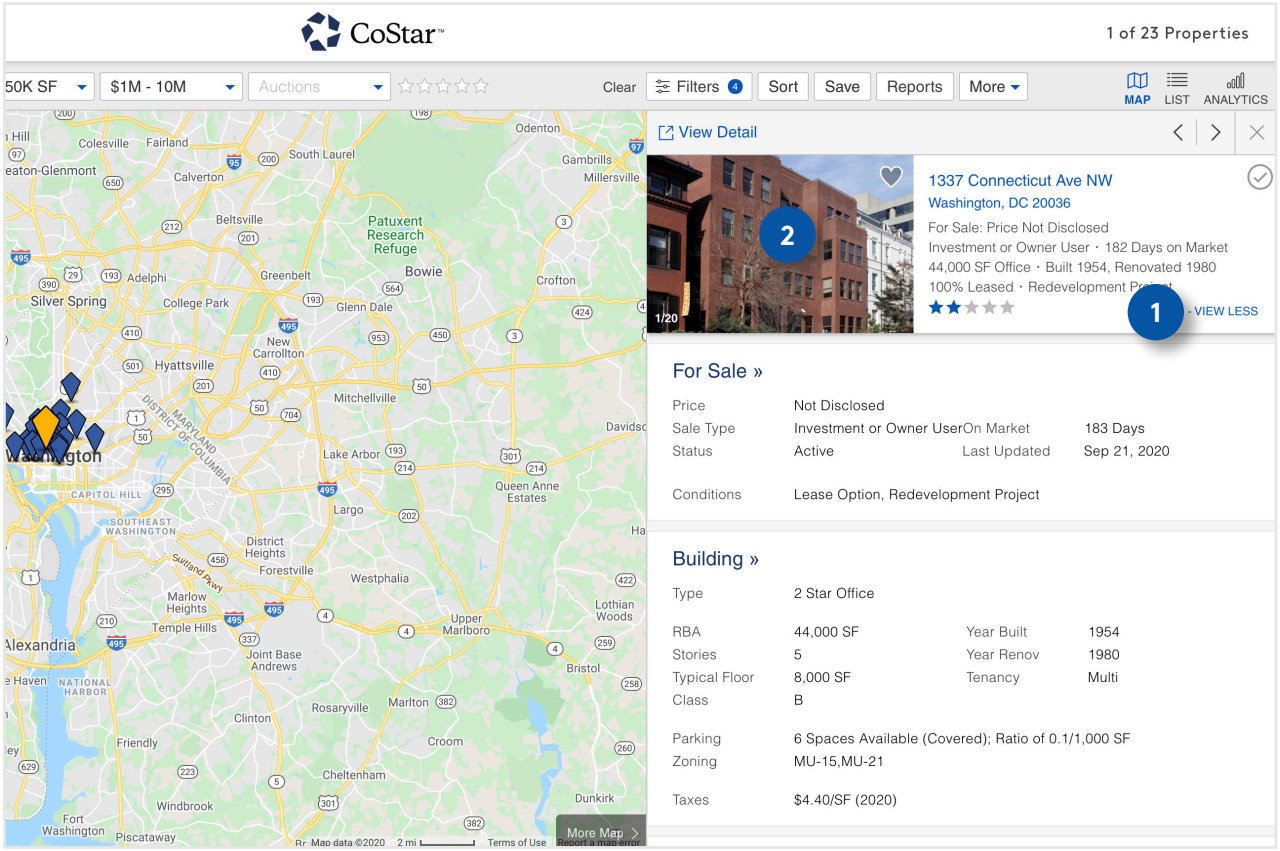
Reviewing a Property's Information

Options for Reviewing

There are two ways to review a property's information.

1. If you want to do it in Map View, you can click View More on the search result. This lets you examine some of the property's information while still keeping the map in view.

2. To view all of the property's information, click on the property's address or photos. This will bring you to the property's Detail Page.



Options for Reviewing (cont.)

A Detail Page in for Sale contains all the relevant information CoStar has on the listing and associated property. You'll use this to see if a property meets your needs. The Detail Page is organized by tabs.

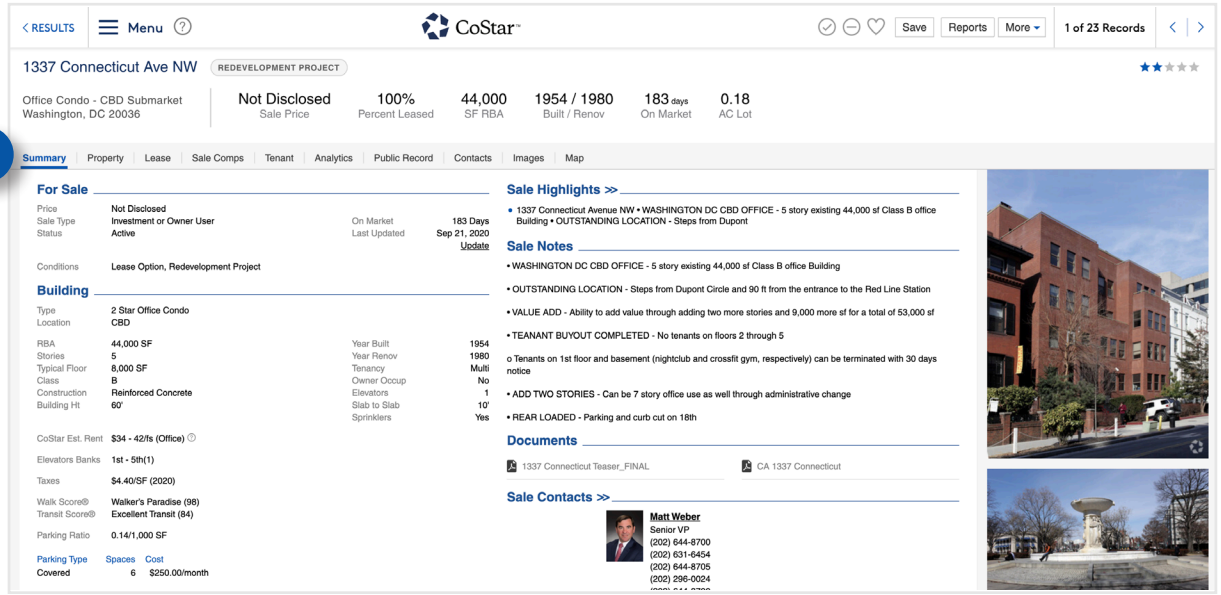
3

Summary: Here you'll find basic information about the listing, as well as summarized bits of information from the other tabs.

- The For Sale section provides important information about the listing, such as the amount of time the property has been on the market.
- The Sale Notes section offers additional context for the sale.
- If documents are available, you can examine them in the Documents section here and on the Property tab to get even more detail.
- Available assessment data will appear here and on the Property and Public Record tabs in the Assessment section.
- Find information on where the market currently stands in the Market Conditions section here and on the Property tab.

Property: The Property tab holds information about the building, its location and surrounding infrastructure.

- If documents are available, you can examine them in the Documents section here and on the Summary tab to get even more detail.
- Available assessment data will appear here and on the Summary and Public Record tabs in the Assessment section.



- Find information on where the market currently stands in the Market Conditions section here and on the Property tab.

Lease: The Lease tab contains the stacking plan, any lease comparables, and any available information about the building's available spaces.

Sale Comps: The Sale Comps tab contains any sale comparables and available information on prior sales.

Tenant: The Tenant tab contains any available information on the current tenants as well as the stacking plan.

Options for Reviewing (cont.)

Analytics: The Analytics tab contains analytic information on the property, submarket, and market.

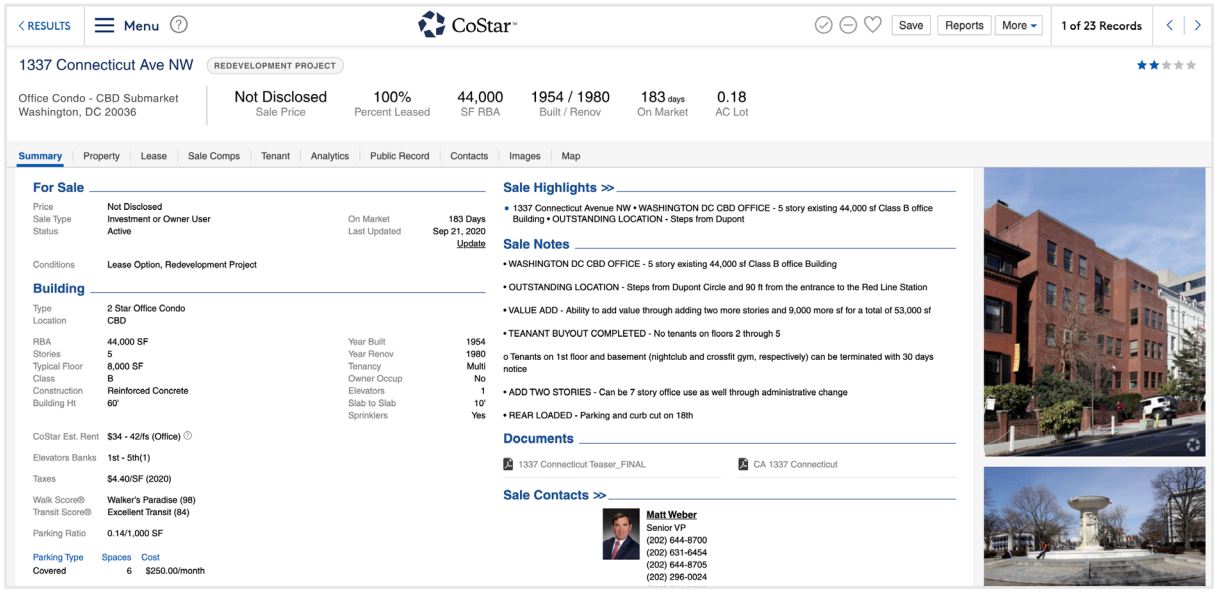
Public Record: If public record information is available for the property, it can be viewed here.

- Available assessment data will appear here and on the Summary and Property tabs in the Assessment section.

Contacts: This tab shows all contacts associated with a property, as well as their contact information. A research contact is also displayed at the bottom should you need help finding additional building information.

Images: The images you see on the right of the Summary page can be viewed more easily here.

Map: This will show you the property on a Google map, complete with street view and enhanced with CoStar's analytic layer options.



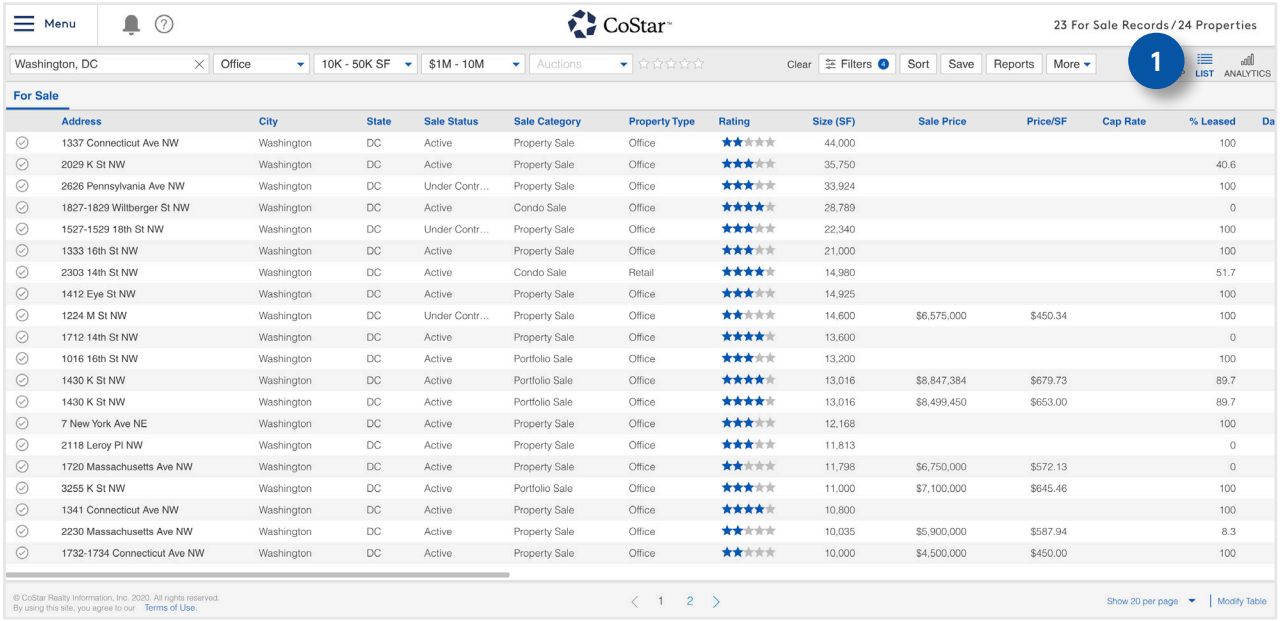
List View

LIST VIEW

Overview

List View is another way to view your search results. It shows you your results in a format similar to a spreadsheet. You can modify the table layout, sort the columns, and view information on other tabs.

1 Navigate to List View from Map or Analytics View using the List button in the upper right corner.



Address	City	State	Sale Status	Sale Category	Property Type	Rating	Size (SF)	Sale Price	Price/SF	Cap Rate	% Leased	Da
1337 Connecticut Ave NW	Washington	DC	Active	Property Sale	Office	★★☆☆☆	44,000				100	
2029 K St NW	Washington	DC	Active	Property Sale	Office	★★★☆☆	35,750				40.6	
2626 Pennsylvania Ave NW	Washington	DC	Under Contr…	Property Sale	Office	★★★☆☆	33,924				100	
1827-1829 Wiltberger St NW	Washington	DC	Active	Condo Sale	Office	★★★★☆	28,789				0	
1527-1529 18th St NW	Washington	DC	Under Contr…	Property Sale	Office	★★★☆☆	22,340				100	
1333 16th St NW	Washington	DC	Active	Property Sale	Office	★★★☆☆	21,000				100	
2303 14th St NW	Washington	DC	Active	Condo Sale	Retail	★★★★☆	14,980				51.7	
1412 Eye St NW	Washington	DC	Active	Property Sale	Office	★★★☆☆	14,925				100	
1224 M St NW	Washington	DC	Under Contr…	Property Sale	Office	★★☆☆☆	14,600	$6,575,000	$450.34		100	
1712 14th St NW	Washington	DC	Active	Property Sale	Office	★★★★☆	13,600				0	
1016 16th St NW	Washington	DC	Active	Portfolio Sale	Office	★★★☆☆	13,200				100	
1430 K St NW	Washington	DC	Active	Portfolio Sale	Office	★★★★☆	13,016	$8,847,384	$679.73		89.7	
1430 K St NW	Washington	DC	Active	Portfolio Sale	Office	★★★★☆	13,016	$8,499,450	$653.00		89.7	
7 New York Ave NE	Washington	DC	Active	Property Sale	Office	★★★☆☆	12,168				100	
2118 Leroy Pl NW	Washington	DC	Active	Property Sale	Office	★★★☆☆	11,813				0	
1720 Massachusetts Ave NW	Washington	DC	Active	Property Sale	Office	★★☆☆☆	11,798	$6,750,000	$572.13		0	
3255 K St NW	Washington	DC	Active	Portfolio Sale	Office	★★★☆☆	11,000	$7,100,000	$645.46		100	
1341 Connecticut Ave NW	Washington	DC	Active	Property Sale	Office	★★★★☆	10,800				100	
2230 Massachusetts Ave NW	Washington	DC	Active	Property Sale	Office	★★☆☆☆	10,035	$5,900,000	$587.94		8.3	
1732-1734 Connecticut Ave NW	Washington	DC	Active	Property Sale	Office	★★☆☆☆	10,000	$4,500,000	$450.00		100	

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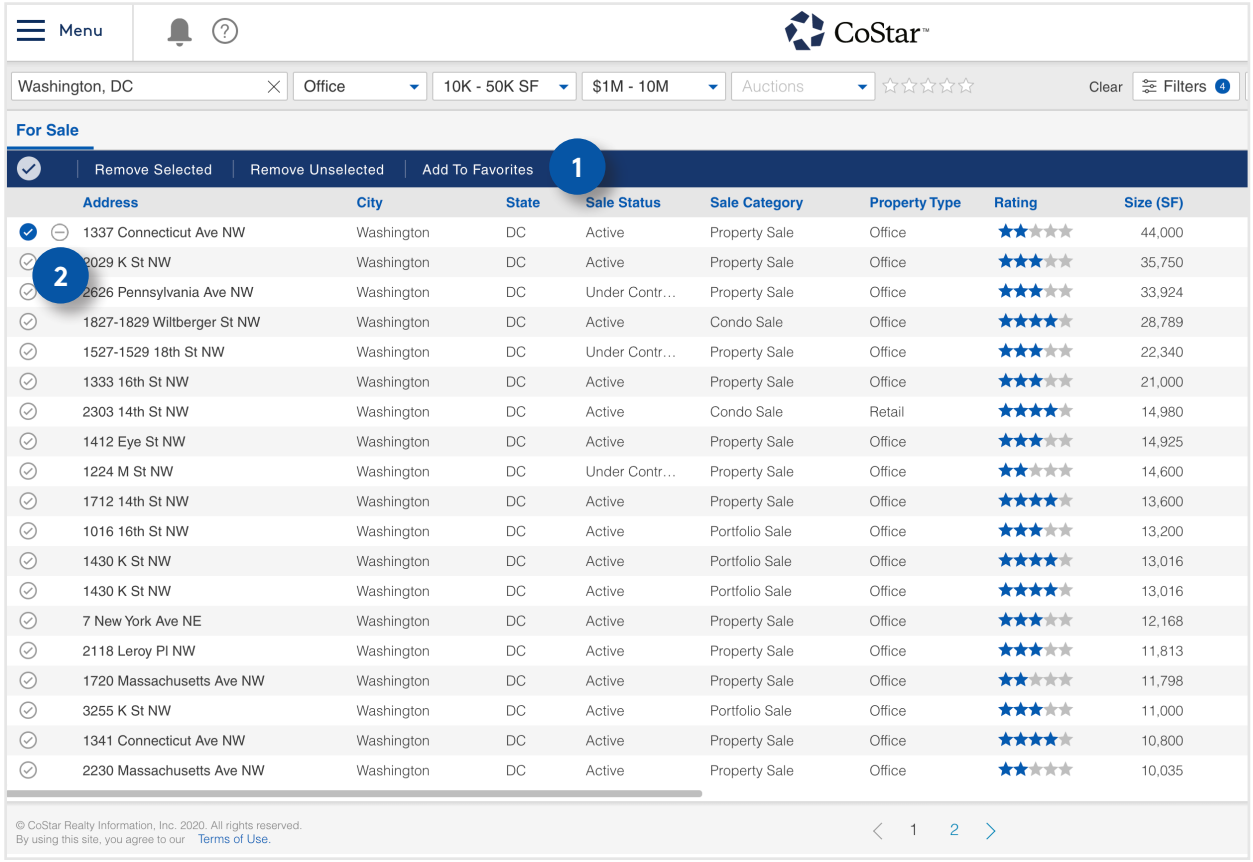
LIST VIEW

Selection and Removal Options

1. As in Map View, clicking the blue check mark will show you a menu with options to remove the property, remove all properties not selected, or add the property to your Favorites.

2. A minus sign will appear to the right of this check mark when you hover over the search result. Clicking the minus sign will remove the property from your search results.



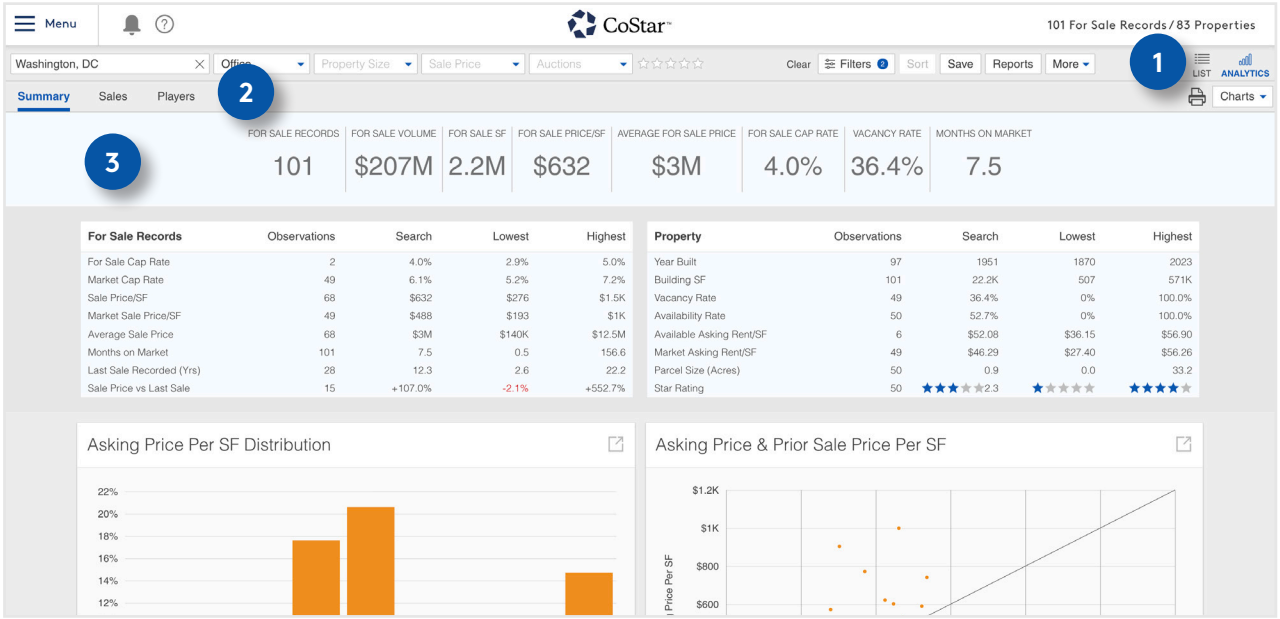
Analytics

ANALYTICS

Overview

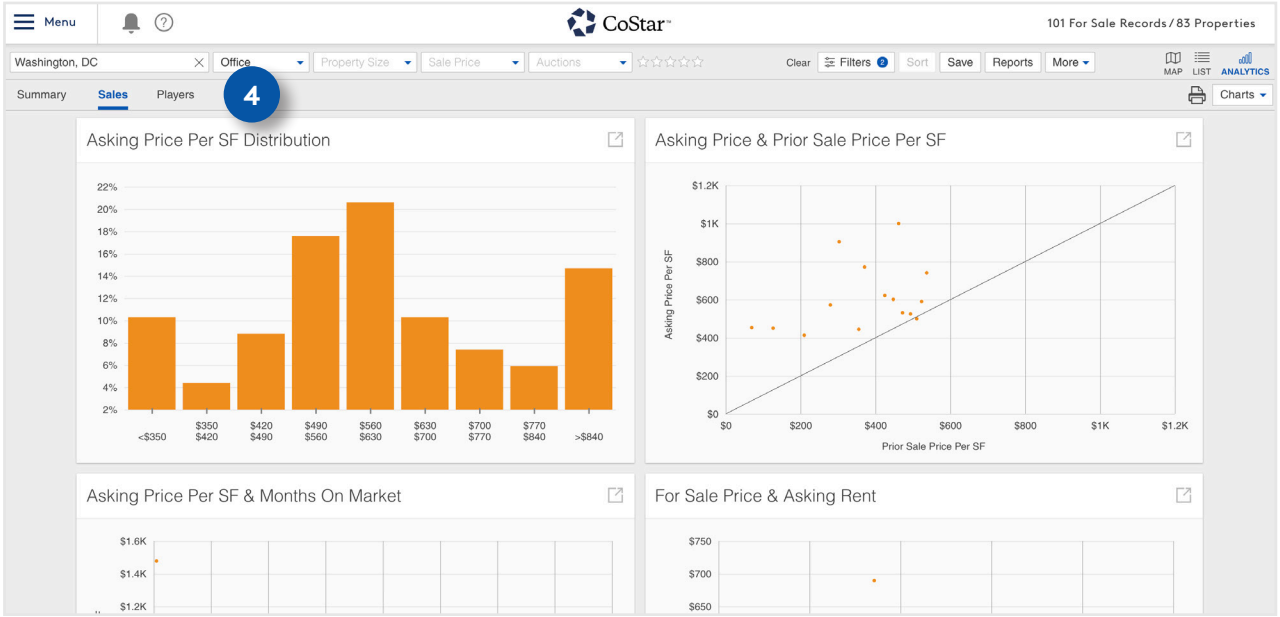
The Analytics dashboard is another way to view information from your search results and is customized to your specific result set.

1. You can navigate to the dashboard from Map or List View using the Analytics button in the upper right corner.
2. The information is organized by tabs; you can use a tab to jump to that section.
3. The **Summary section** provides a top-line view of particularly important stats. When used in conjunction with a saved search, this area functions as a readout of key sales metrics within your search results.



Overview (cont.)

4 The **Sales section** expands on this functionality with detailed analytic charts for several metrics. You can use these charts to see long-term trajectories for metrics such as Asking Price Per SF Distribution, For Sale Cap Rate Distribution, and much more.

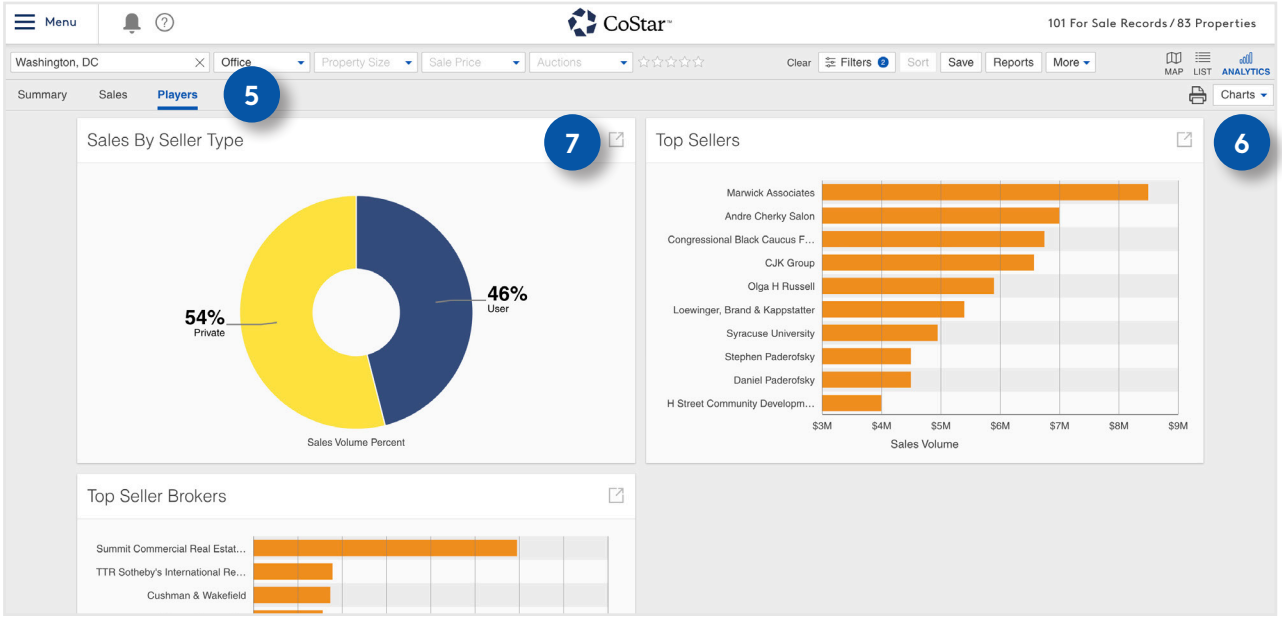


Overview (cont.)

5 The **Players section** contains charts showcasing the activity of major players within your search results. You can use these charts to see the top brokers and sellers within your search results as well as the types of sellers involved.

6 In addition to the tab navigation, you can scroll to a specific chart or select one using the Charts drop-down menu in the upper right.

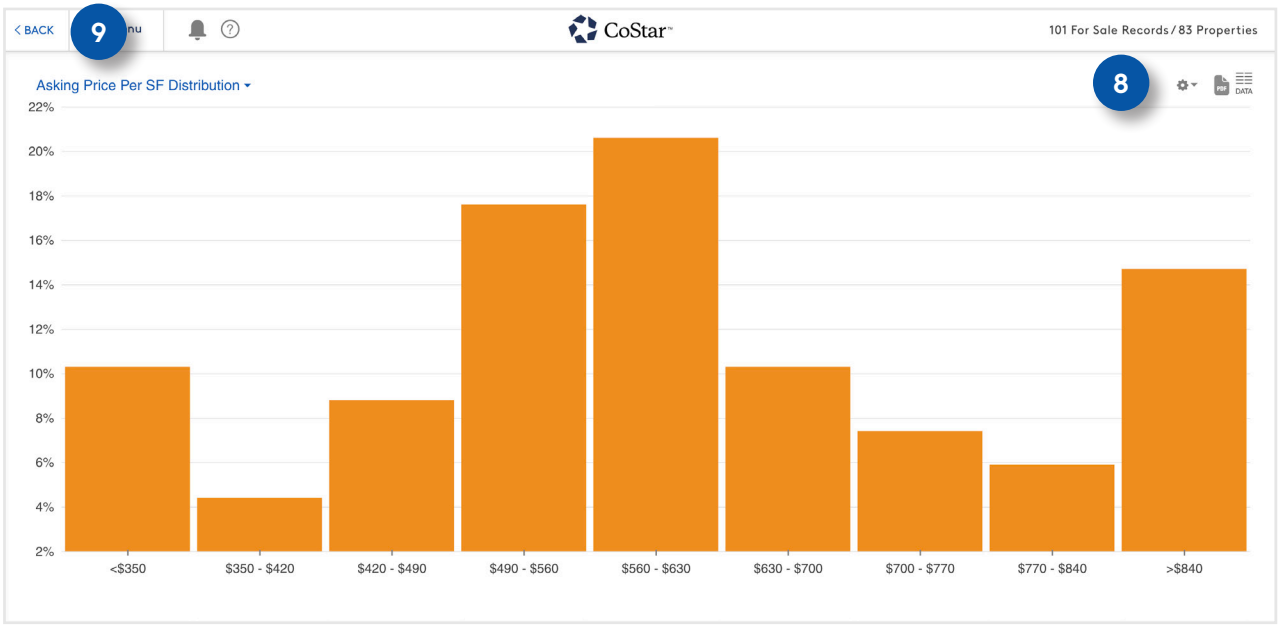
7 Clicking the Chart Detail button in the upper right of a chart will expand the chart to full screen.



Overview (cont.)

8 Use the options above the chart on the right to generate a PDF of the chart and download the raw data.

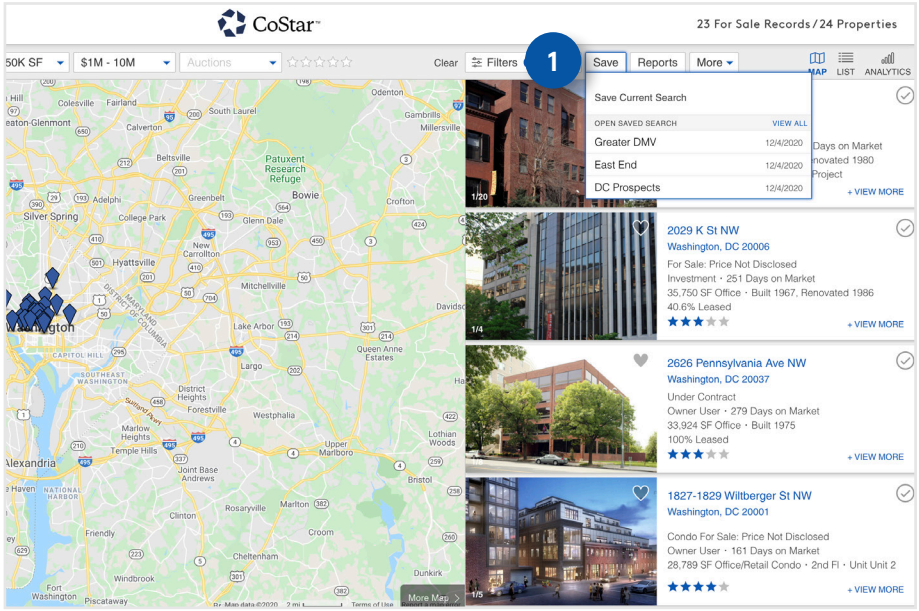
9 To return to the dashboard, click the Back button in the upper left.

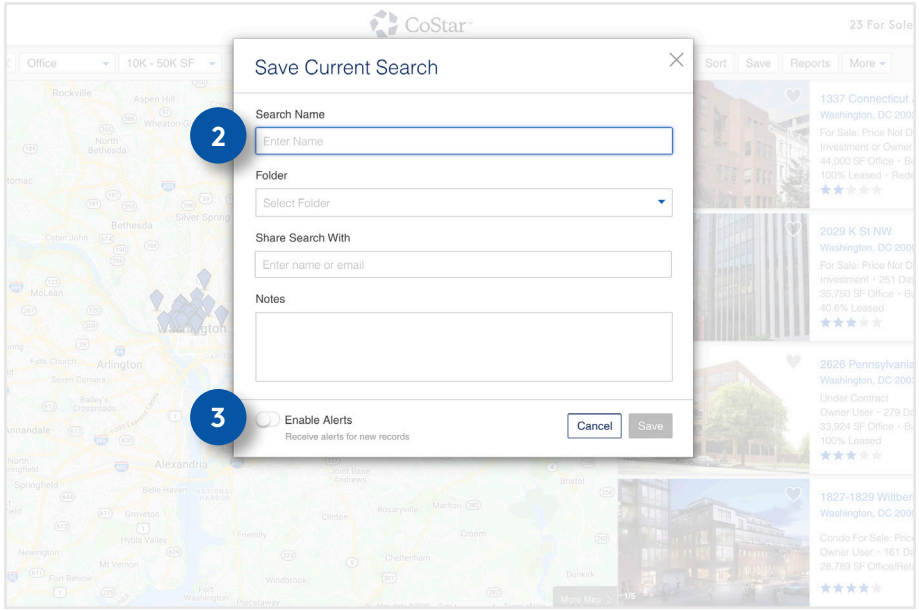


Saved Searches

SAVED SEARCHES

How to Save and Access a Search



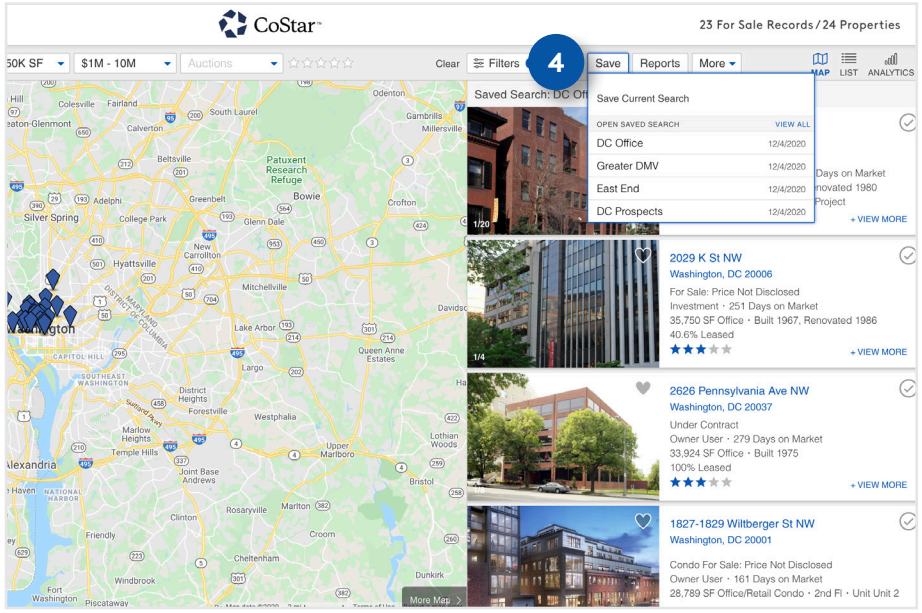


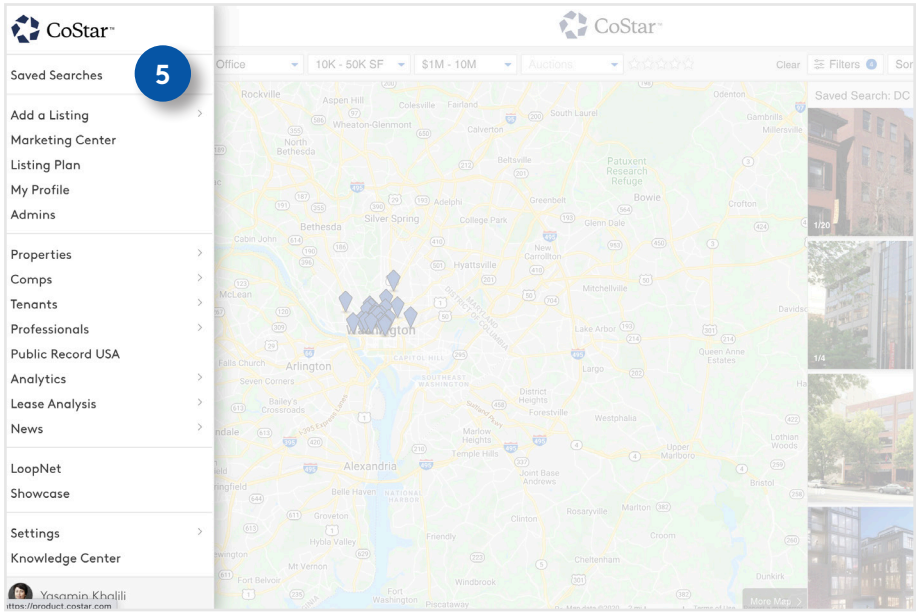
1. When you want to save a search, click the Save button in the upper right of Map, List, or Analytics View and select Save Current Search from the drop-down menu.

2. You'll enter a name for your search, an associated folder if desired, and the name or email address of anyone you want to share the search with.

3. You'll also have the option to turn on alerts – make sure to do this so you receive notifications when a significant change occurs within your search results.

How to Save and Access a Search (cont.)





4 You can view a list of saved searches and load a saved search using the Save button's drop-down menu.

5 There is also a dashboard available at the top of the menu in the upper left corner where you can view, load, and further organize your saved searches.

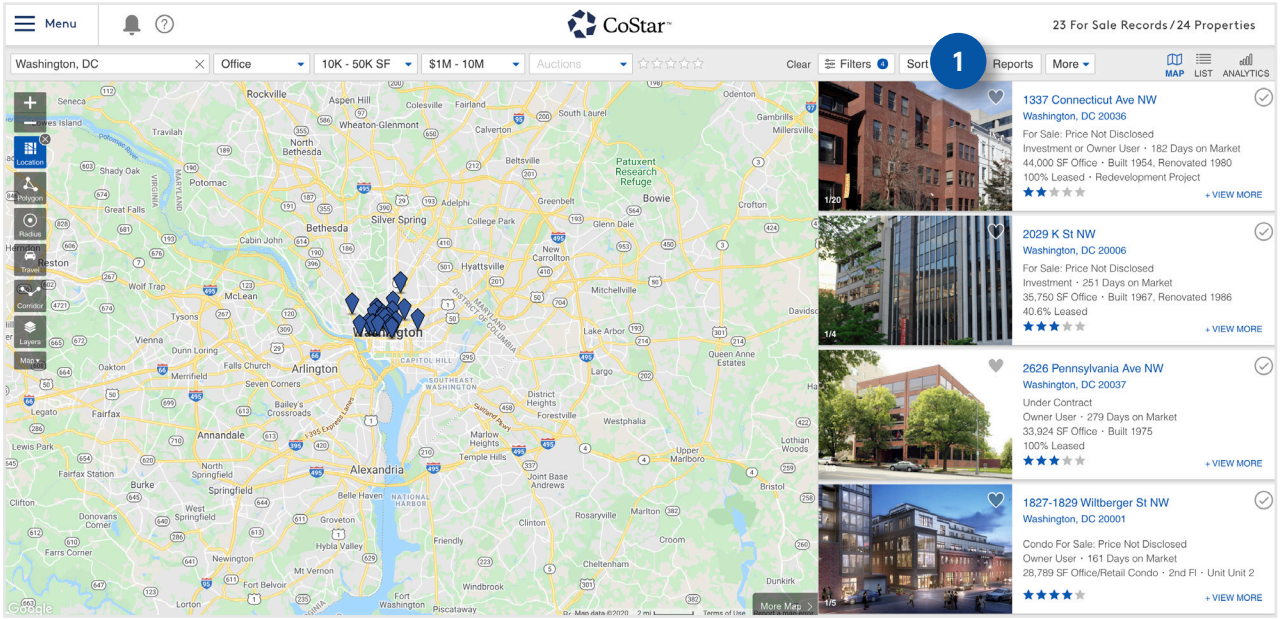
Reports

REPORTS

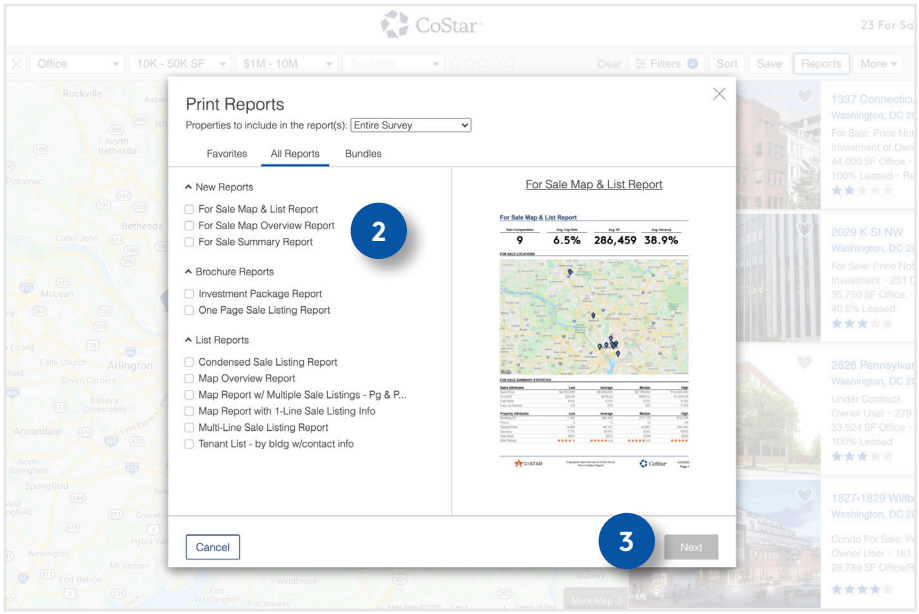
Overview

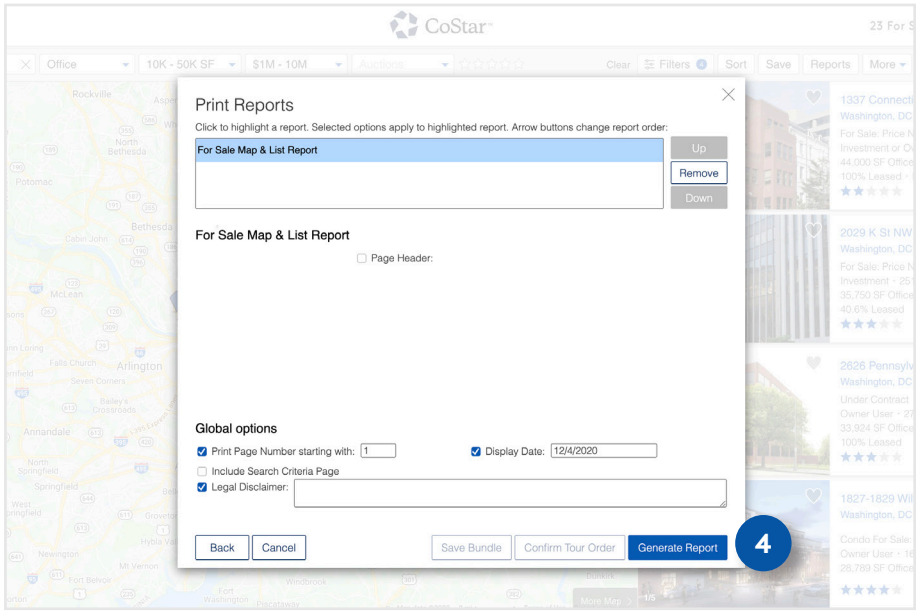
Generating a report is simple.

1. Narrow your search to the properties for which you want to generate a report, then click the Reports button in the upper right of Map, List or Analytics View.



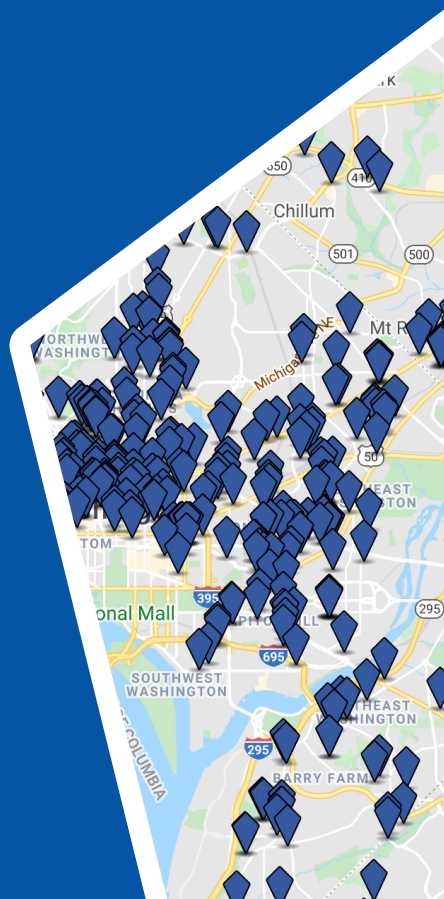
Overview (cont.)





2 Select a type of report from the list.

3 Once you check the box next to your desired report, click Next.

4 Use the following window to adjust the displayed information to your liking, then click Generate Report. Your report will automatically generate and pop up when it's ready.

CoStar™