Marketing Center User Guide

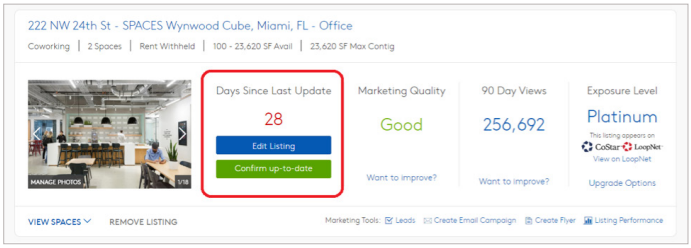
Update a Listing

It is important to update your listings every 30-60 days to make sure that the information is accurate. Listings that have not been updated in 75 days will be removed and won't be visible to CoStar and LoopNet searchers.

How to update a listing:

1. Log in to your account on CoStar.com, LoopNet.com, or ListingManager.costar.com
2. In the menu on the left corner select Marketing Center
3. From the My Listings tab, you can determine if your listing needs an update with the Days Since Last Update counter
4. If listing details are current, click the Confirm Up-to-Date button
5. If something has changed and needs to be updated such as sale price or rental rate, click the Edit Listing button
6. Make your desired edits and click Save
7. When edits to the listing are made it will be automatically marked as updated

Tip — You will receive email reminders between 35 and 75 days since your last listing update to prompt you to take action.



Tip — Listings that haven't been updated in 25 days or more will appear in red, prompting you to update them. Listings that have been updated within 25 days will appear green.

For more information, contact your Account Executive

800-613-1303 for Customer Support

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