

Introduction to  
**FOR LEASE**



# Table of Contents

## THE INTERFACE

- Map View..... 4
- Filter Navigation.....5

## PERFORMING A SEARCH

- Entering Basic Filters..... 7
- Entering Additional Filters..... 8

## UNDERSTANDING THE FILTERS MENU

- Tabs..... 10
- Important Filters..... 11

## ORGANIZING YOUR SEARCH RESULTS

- Overview..... 13

## REVIEWING A PROPERTY'S INFORMATION

- Options for Reviewing..... 17

## LIST VIEW

- Overview..... 20
- Tabs ..... 21
- Selection and Removal Options ..... 22

## ANALYTICS

- Overview..... 24

## SAVED SEARCHES

- How to Save and Access a Search..... 28

## REPORTS

- Overview..... 31



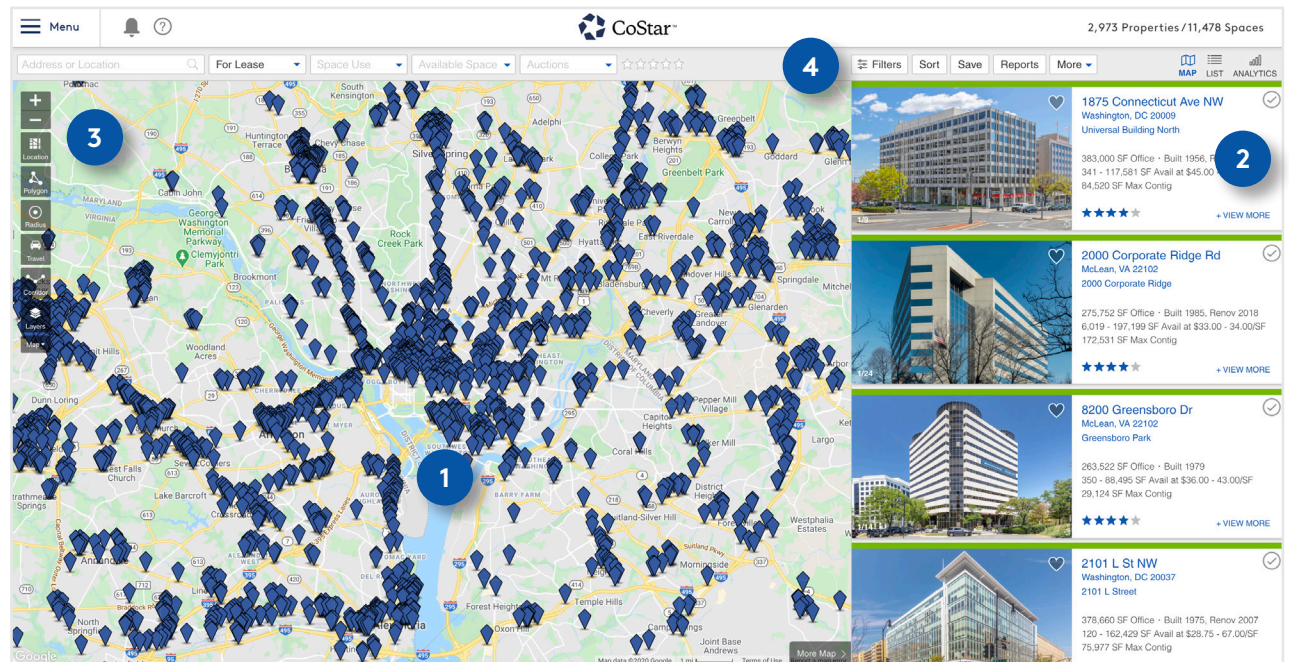
# The Interface

## THE INTERFACE

# Map View

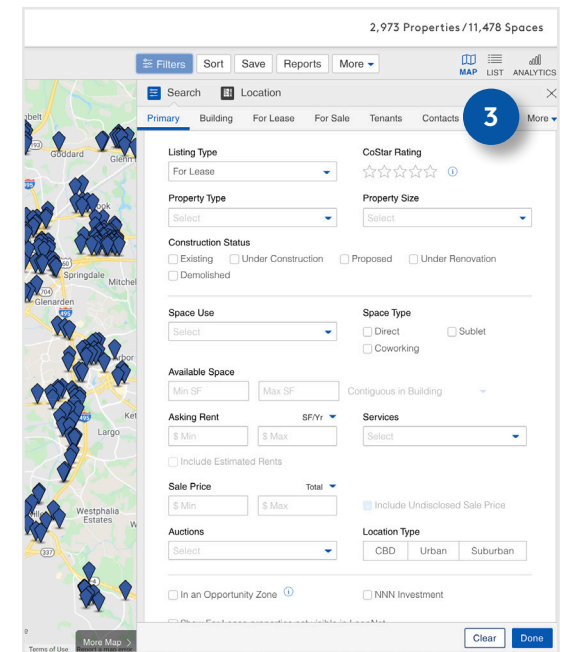
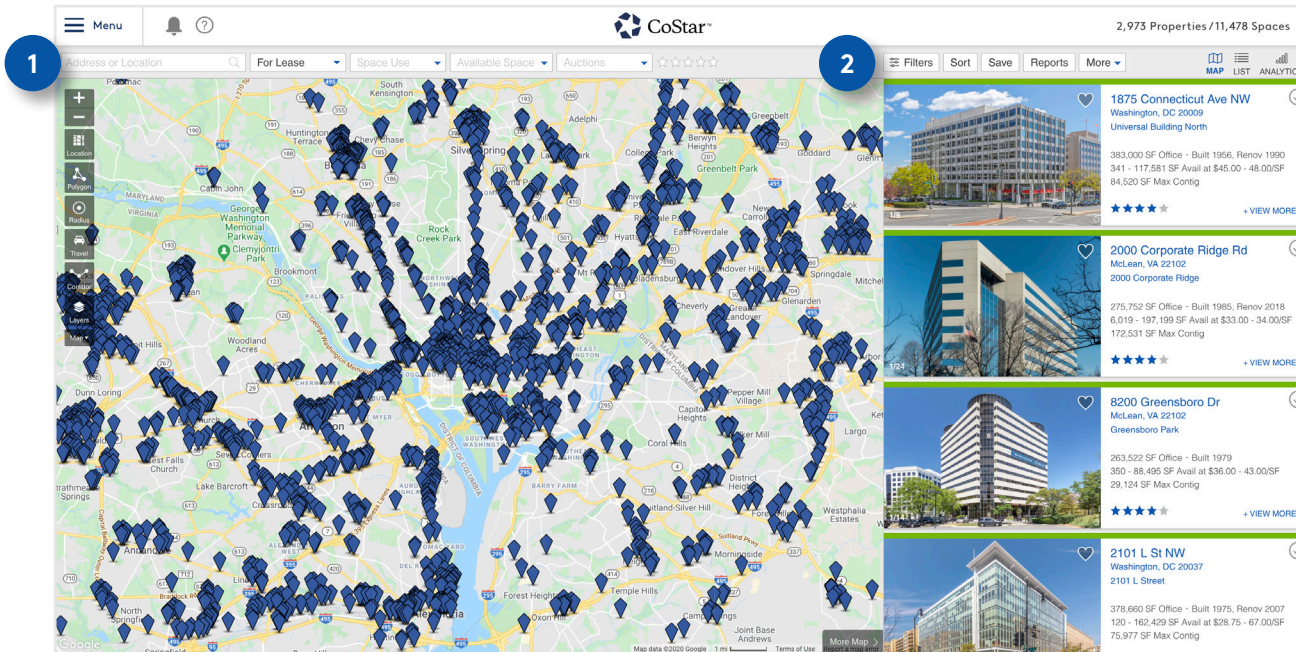
A For Lease search begins on the map you see here.

- 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 space use (or uses), 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

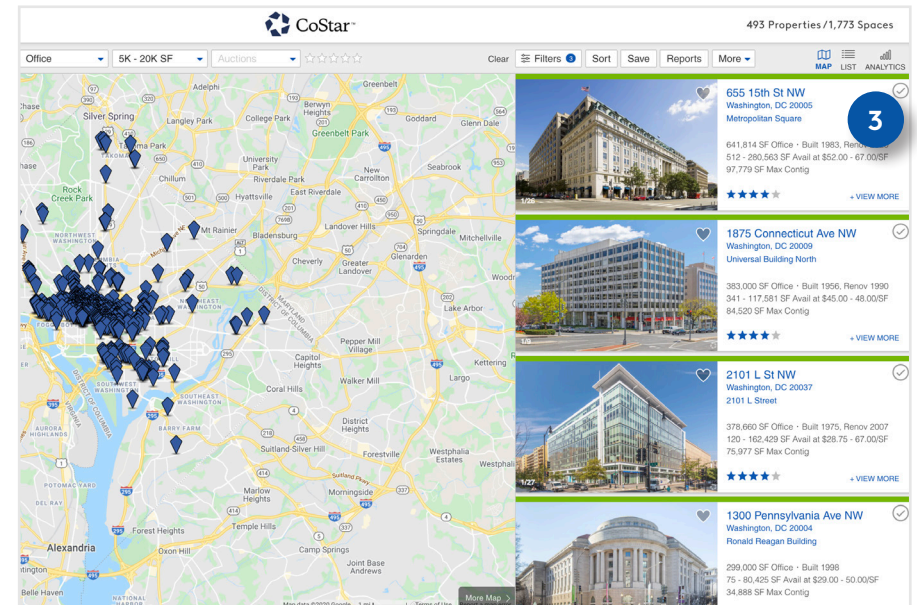
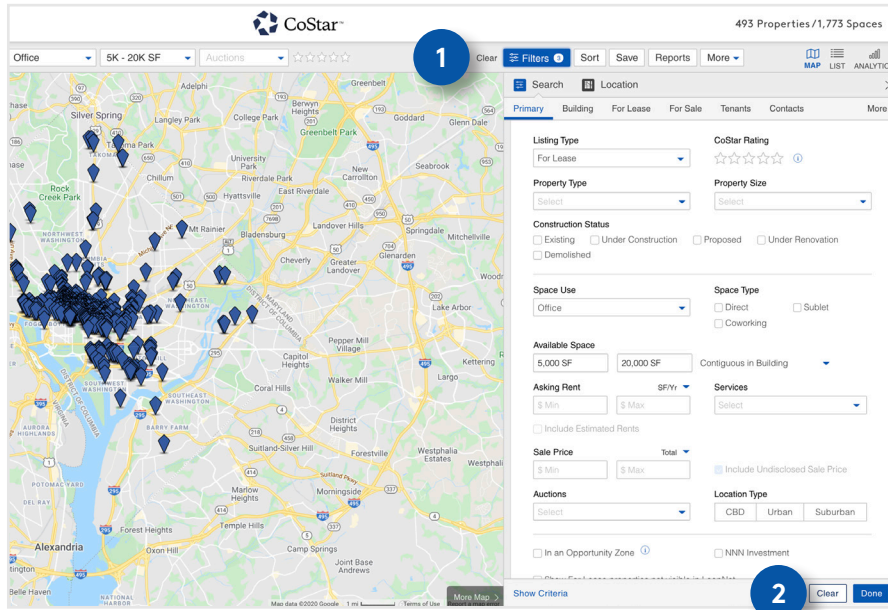
The screenshot displays the CoStar search interface. At the top, the CoStar logo is centered, with '2,973 Properties / 11,478 Spaces' on the right. A navigation bar includes a menu icon, a notification bell, and a help icon. Below this, a search bar contains the text 'Address or Location' and a magnifying glass icon. To the right of the search bar are several filter dropdowns: 'For Lease', 'Space Use', 'Available Space', and 'Auctions'. Further right are icons for 'Filters', 'Sort', 'Save', 'Reports', and 'More'. On the far right of the navigation bar are icons for 'MAP', 'LIST', and 'ANALYTICS'. The main area is dominated by a map of Washington, DC, covered with numerous blue diamond-shaped location pins. A sidebar on the left contains map controls like 'Location', 'Polygon', 'Radius', 'Travel', 'Layers', and 'Map'. On the right side of the map, three property listings are displayed, each with a photo of the building, a heart icon, and a checkmark icon. The listings are: 1. '1875 Connecticut Ave NW' in Washington, DC, with 383,000 SF Office space. 2. '2000 Corporate Ridge Rd' in McLean, VA, with 275,752 SF Office space. 3. '8200 Greensboro Dr' in McLean, VA, with 263,522 SF Office space. Each listing includes details on building age, renovation year, and available space.

1

To begin performing a search, select your basic filters, such as Address or Location, Space Use(s), Available Space, and CoStar Rating (building quality). You can enter these in whichever order you prefer.

## PERFORMING A SEARCH

# 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.

**For Lease:** If you're searching for properties for lease, this section is useful for narrowing down your results. (For training on searching for properties for lease, read the For Lease articles here in the Knowledge Center.)

**For Sale:** If you're searching for properties for sale, this section is useful for narrowing your search based on sale-related parameters. (For training on searching for properties for sale, read the For Sale articles here in the Knowledge Center.)

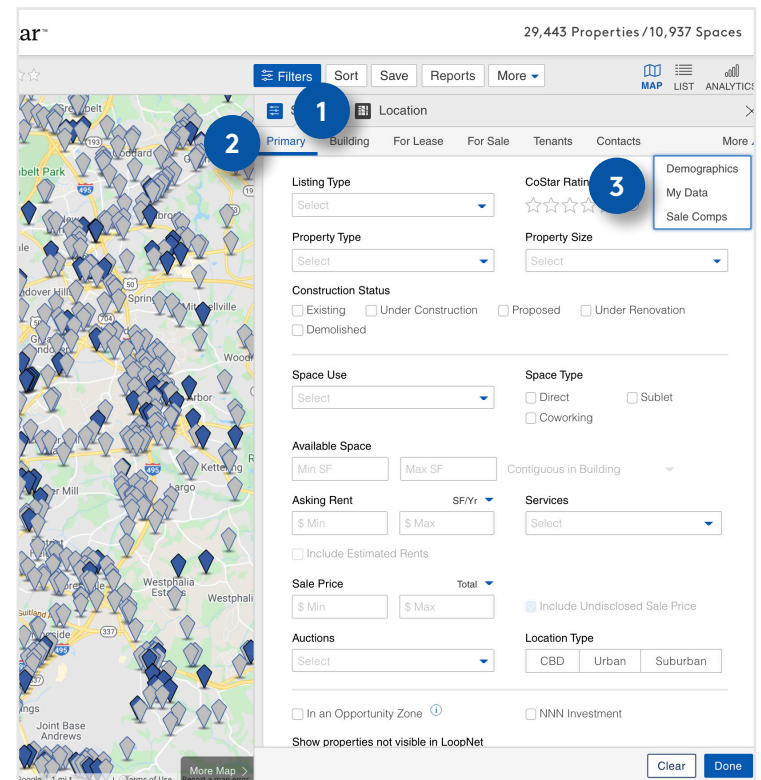
**Tenants:** These filters narrow your search based on retail tenant-related criteria.

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

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

**My Data:** My Data allows you to create and filter on customized sets of fields associated with properties in CoStar.

**Sale Comps:** Finally, certain Sale Comps filters are included in the Properties filters for convenience while searching the Properties dataset. (For training on searching for sale comparables, read the Sale Comps articles here in the Knowledge Center.)



## 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 Construction Status:** This filter can be found in the Primary and Building sections and lets you narrow your search based on your search results' construction status – Existing, Under Construction, Proposed, Under Renovation, or Demolished.
- 2 Available Space:** This filter can be found in the Primary and For Lease sections. Use this filter to adjust the amount of available space in a property to your desired parameters.
- 3 Asking Rent:** This filter can be found in the Primary and For Lease sections. If you're searching for properties for lease, this filter will narrow your search to your desired rent range.
- 4 Services:** This filter can be found in the Primary and For Lease sections. You can use it to narrow your results by service type; for example, Full Service Gross or Triple Net.
- 5 Space Type:** This filter can be found in the Primary and For Lease sections. Use it to narrow down your search for spaces that are either Direct, Sublet, or Coworking.

The screenshot displays the CoStar website interface. At the top, it shows '29,443 Properties / 10,937 Spaces'. The main navigation bar includes 'Filters', 'Sort', 'Save', 'Reports', and 'More'. Below this is a search bar and a location selector. The primary navigation tabs are 'Primary', 'Building', 'For Lease', 'For Sale', 'Tenants', 'Contacts', and 'More'. The filters menu is open, showing various filter categories. Five blue circles with numbers 1 through 5 are overlaid on the filters menu to highlight specific sections: 1 on Construction Status, 2 on Available Space, 3 on Asking Rent, 4 on Services, and 5 on Space Type. The background shows a map of a city area with numerous property markers.

# 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.

The screenshot displays the CoStar website interface for office property searches. At the top, the CoStar logo is visible, along with search filters for 'Office', '5K - 20K SF', and 'Auctions'. The main area features a map of Washington, DC, with numerous blue diamond markers indicating search results. To the right of the map, a list of search results is shown. A 'Sort' dropdown menu is open, displaying various sorting options such as Address, Building Name, Property Type, CoStar Rating, Green Rating, Status, RBA/GLA, SF Available, Rent/SF/Yr, Submarket, Landlord Representative, Landlord Rep Contact, City, Sale Price, Price/SF, Rent Type, Affordable Type, and Custom/Tour Order. A checkmark icon is visible in the top right corner of a search result card, indicating that the user can click it to bring up sorting options for that specific result.

## ORGANIZING YOUR SEARCH RESULTS

# 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.

The screenshot displays the CoStar search results for office properties in Washington, DC. The interface includes a map on the left with blue location pins, a list of search results on the right, and a top navigation bar with various filters and controls. Numbered callouts (3-7) highlight specific UI elements:

- 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.

## ORGANIZING YOUR SEARCH RESULTS

# 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.

The screenshot shows the CoStar website interface. At the top, it says "493 Properties / 1,773 Spaces". Below the search bar, there are filters for "Office", "5K - 20K SF", and "Auctions". A "More" dropdown menu is open, showing options: "Add Properties", "Export", "Set Custom/Tour Order" (highlighted with a blue circle and the number 8), "Edit Results", and "Added/Removed". The right sidebar shows a list of property listings:

- 1875 Connecticut Ave NW**  
Washington, DC 20009  
Universal Building North  
383,000 SF Office - Built 1956, Renov 1990  
341 - 117,581 SF Avail at \$45.00 - 48.00/SF  
84,520 SF Max Contig
- 2101 L St NW**  
Washington, DC 20037  
2101 L Street  
378,660 SF Office - Built 1975, Renov 2007  
120 - 162,429 SF Avail at \$28.75 - 67.00/SF  
75,977 SF Max Contig
- 1300 Pennsylvania Ave NW**  
Washington, DC 20004  
Ronald Reagan Building  
299,000 SF Office - Built 1998  
75 - 80,425 SF Avail at \$29.00 - 50.00/SF  
34,888 SF Max Contig

# Reviewing a Property's Information



## 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.

Washington, DC (USA) × For Lease Office 10K - 50K SF Auctions Clear Filters Sort Save Reports More

1875 Connecticut Ave NW  
Washington, DC 20009  
Universal Building North

383,000 SF Office - Built 1956, Renov 1990  
341 - 117,581 SF Avail at \$45.00 - 48.00/SF  
84,520 SF Max Contig

★★★★☆ 1 VIEW LESS

Floor	Available	Bldg Contig	Use	Type	Rent
P 3rd	12,887 SF	12,887 SF	Office	Direct	\$48/FS
P 7th	3,840 - 10,...	10,332 SF	Office	Direct	\$48/FS
P 7th	6,492 SF	84,520 SF	Office	Direct	\$48/FS
P 8th	39,014 SF	84,520 SF	Office	Direct	\$43.26 - 52...
P 9th	39,014 SF	84,520 SF	Office	Direct	\$43.26 - 52...

**Building »**

Type	4 Star Office		
RBA	383,000 SF	Year Built	1956
Stories	12	Year Renov	1990
Typical Floor Class	39,000 SF	Tenancy	Multi
Parking Zoning	200 Spaces Available (Covered); Ratio of 0.7/1,000 SF MU-9		
Taxes	\$7.40/SF (2020)		

**Tenants »**

Name	Exp Date	Occupied
------	----------	----------

## REVIEWING A PROPERTY'S INFORMATION

# Options for Reviewing (cont.)

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

3

**Summary:** Displays basic information about the building, its location and surrounding infrastructure, as well as summarized bits of information from the other tabs.

**Lease:** Contains the stacking plan, any lease comparables, and any available information about the building's available spaces.

**Lease Analysis:** Lets you create a cash flow model that includes the property or some of its spaces.

**Peers:** Shows you comparable properties as determined by CoStar. You can also modify these results.

**Sale:** Shows you relevant sale comparables, any available information on previous sales, and information on the current sale listing, if applicable.

**Tenant:** Contains any available information on the current tenants as well as the stacking plan.

**Analytics:** Contains analytic information on the property, submarket, and market.

**Changes:** Houses a running record of important changes to the property such as space additions, space removals, sale status changes, and more.

3

The screenshot shows the CoStar interface for a property. At the top, there's a navigation bar with 'RESULTS', 'Menu', and search options. The main header displays the property name '1875 Connecticut Ave NW - Universal Building North' and a star rating. Below this, key statistics are listed: Office - Dupont Circle Submarket, Washington, DC 20009, Website, 383,000 SF RBA, 1.3 AC Lot, 1956 / 1990 Built / Renov, 341 - 117,581 Available SF, 84,520 Max Contig SF, and \$45.00 - 48.00/rs Asking Office Rent. A 'LEED' logo is also present. The 'Summary' tab is selected, showing sections for 'Sale', 'Building', 'For Lease', and 'Space'. The 'Space' section includes a table with columns for Floor, Available, Use, Rent, and Services.

Floor	Available	Use	Rent	Services
P 3rd	12,887 SF	Office	\$48.00	FS
P 4th	3,873 SF	Office	\$45.00	FS
P 4th	872 SF	Office	\$47.00	FS
P 5th	3,626 SF	Office	\$45.00	FS
P 7th	6,492 SF	Office	\$48.00	FS
P 7th	3,840 - 10,332 SF	Office	\$45.00	FS
P 8th	39,014 SF	Office	Withheld	-
P 9th	39,014 SF	Office	Withheld	-

**Demographics:** Find stats on demographic factors such as the area's population, household income, and more.

**Public Record:** View any public record information that is available for the property.

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

**Images:** View the images you see on the right of the Summary page more easily.

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

**My Data:** Lets you create, view and edit custom data sets, which you can update to include information from this detail page if desired.

**News:** See any CoStar News stories related to the property.



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.

Washington, DC | For Lease | Office | 5K - 20K SF | Auctions | 493 Properties / 1,773 Spaces

Properties	Spaces	Lease Comps	Sale Comps	Owners	Demographics	Changes	News	Address	Building Name	Type	Star Rating	Green Rating	Status	RBA/GLA	SF Avail	Rent/SF/yr	Secondary Type	Market	Submarket	Location Type
<input checked="" type="checkbox"/>								655 15th St NW	Metropolitan Square	Office	★★★★☆	🌿	Existing	641,814	280,563	\$52.00 - 67.00		Washington, DC	East End	CBD
<input checked="" type="checkbox"/>								1875 Connecticut Ave NW	Universal Building North	Office	★★★★☆	🌿	Existing	383,000	117,581	\$45.00 - 48.00		Washington, DC	Dupont Circle	Urban
<input checked="" type="checkbox"/>								2101 L St NW	2101 L Street	Office	★★★★☆	🌿	Existing	378,660	162,429	\$28.75 - 67.00	Office Building	Washington, DC	CBD	CBD
<input checked="" type="checkbox"/>								1300 Pennsylvania Ave NW	Ronald Reagan Building	Office	★★★★☆	🌿	Existing	299,000	80,425	\$29.00 - 50.00		Washington, DC	East End	CBD
<input checked="" type="checkbox"/>								2200 Pennsylvania Ave NW	Square 54	Office	★★★★☆	🌿	Existing	458,831	27,315	\$53 - 65 (Est.)		Washington, DC	West End	CBD
<input checked="" type="checkbox"/>								2050 M St NW		Office	★★★★☆	🌿	Existing	336,000	66,228	\$51.00 - 57.00		Washington, DC	CBD	CBD
<input checked="" type="checkbox"/>								2445 M St NW		Office	★★★★☆	🌿	Existing	301,263	139,900	\$59.50 - 64.00		Washington, DC	West End	CBD
<input checked="" type="checkbox"/>								601 New Jersey Ave NW		Office	★★★★☆	🌿	Existing	260,650	28,494	\$59.00 - 62.00		Washington, DC	Capitol Hill	CBD
<input checked="" type="checkbox"/>								1299 Pennsylvania Ave NW	The Warner	Office	★★★★☆	🌿	Existing	612,098	190,518	Not Disclosed		Washington, DC	East End	CBD
<input checked="" type="checkbox"/>								1730 Pennsylvania Ave NW		Office	★★★★☆	🌿	Existing	259,238	143,784	\$42.00 - 59.00		Washington, DC	CBD	CBD
<input checked="" type="checkbox"/>								1775 Pennsylvania Ave NW		Office	★★★★☆	🌿	Existing	153,984	49,966	\$39.00 - 77.00		Washington, DC	CBD	CBD
<input checked="" type="checkbox"/>								1919 Pennsylvania Ave NW	Foggy Bottom	Office	★★★★☆	🌿	Existing	329,213	197,278	\$55.00 - 59.00		Washington, DC	CBD	CBD
<input checked="" type="checkbox"/>								5335 Wisconsin Ave NW	Chevy Chase Pavilion	Office	★★★★☆	🌿	Existing	361,471	180,237	\$46.00 - 49.00		Washington, DC	Uptown	Urban
<input checked="" type="checkbox"/>								1140 3rd St NE	Uline Arena Office	Office	★★★★☆	🌿	Existing	244,000	59,191	\$58.50 - 62.50	Industrial Live/Work ...	Washington, DC	NoMa	CBD
<input checked="" type="checkbox"/>								529 14th St NW	National Press Building	Office	★★★★☆	🌿	Existing	559,652	185,853	\$30.00 - 52.50		Washington, DC	East End	CBD
<input checked="" type="checkbox"/>								1120 20th St NW	One Lafayette Centre	Office	★★★★☆	🌿	Existing	337,143	116,602	\$45.00 - 53.00		Washington, DC	CBD	CBD
<input checked="" type="checkbox"/>								1025 Connecticut Ave NW	The Blake Building	Office	★★★★☆	🌿	Existing	333,626	56,983	\$45.00 - 49.50		Washington, DC	CBD	CBD
<input checked="" type="checkbox"/>								1201 F St NW		Office	★★★★☆	🌿	Existing	244,655	38,944	\$49.00 - 72.00		Washington, DC	East End	CBD
<input checked="" type="checkbox"/>								1401 H St NW	City Center	Office	★★★★☆	🌿	Existing	475,000	77,997	\$59.00 - 63.00		Washington, DC	East End	CBD
<input checked="" type="checkbox"/>								1875 I St NW	International Square 2	Office	★★★★☆	🌿	Existing	307,026	138,605	\$29.00 - 60.00		Washington, DC	CBD	CBD

© CoStar Realty Information, Inc. 2020. All rights reserved. By using this site, you agree to our Terms of Use.

1 2 3 4 5 6 ... 25 >

Show 20 per page | Modify Table

## LIST VIEW

# Tabs

2

**Properties:** Displays basic information about your search results, such as their associated addresses, building names, and more.

**Spaces:** Contains information about the spaces in your search results, such as space type, available square footage, occupancy status, and more.

**Lease Comps:** Shows you lease activity within your search results.

**Sale Comps:** Shows you sale activity within your search results.

**Owners:** Contains information on owners associated with your results as well as building-level changes.

**Demographics:** Lets you view demographic details for each individual search result's location, such as population growth, median age, and more.

**Changes:** Shows you recent changes that occurred within your search results, such as space additions, space removals, and more.

**News:** Lets you view news articles associated with your search results.

Address	Building Name	Type	Star Rating	Green Rating	Status	RBA/GLA	SF Avail	Rent/SF/yr	Secondary Type	Market
655 15th St NW	Metropolitan Square	Office	★★★★★	🌿	Existing	641,814	280,563	\$52.00 - 67.00		Washington, DC
1875 Connecticut Ave NW	Universal Building North	Office	★★★★★	🌿	Existing	383,000	117,581	\$45.00 - 48.00		Washington, DC
2101 L St NW	2101 L Street	Office	★★★★★	🌿	Existing	378,660	162,429	\$28.75 - 67.00	Office Building	Washington, DC
1300 Pennsylvania Ave NW	Ronald Reagan Building	Office	★★★★★	🌿	Existing	299,000	80,425	\$29.00 - 50.00		Washington, DC
2200 Pennsylvania Ave NW	Square 54	Office	★★★★★	🌿	Existing	458,831	27,315	\$53 - 65 (Est.)		Washington, DC
2050 M St NW		Office	★★★★★	🌿	Existing	336,000	66,228	\$51.00 - 57.00		Washington, DC
2445 M St NW		Office	★★★★★	🌿	Existing	301,263	139,900	\$59.50 - 64.00		Washington, DC
601 New Jersey Ave NW		Office	★★★★★	🌿	Existing	260,650	28,494	\$59.00 - 62.00		Washington, DC
1299 Pennsylvania Ave NW	The Warner	Office	★★★★★	🌿	Existing	612,098	190,518	Not Disclosed		Washington, DC
1730 Pennsylvania Ave NW		Office	★★★★★	🌿	Existing	259,238	143,784	\$42.00 - 59.00		Washington, DC
1775 Pennsylvania Ave NW		Office	★★★★★	🌿	Existing	153,984	49,966	\$39.00 - 77.00		Washington, DC
1919 Pennsylvania Ave NW	Foggy Bottom	Office	★★★★★	🌿	Existing	329,213	197,278	\$55.00 - 59.00		Washington, DC
5335 Wisconsin Ave NW	Chevy Chase Pavilion	Office	★★★★★	🌿	Existing	361,471	180,237	\$46.00 - 49.00		Washington, DC
1140 3rd St NE	Uline Arena Office	Office	★★★★★	🌿	Existing	244,000	59,191	\$58.50 - 62.50	Industrial Live/Work ...	Washington, DC
529 14th St NW	National Press Building	Office	★★★★★	🌿	Existing	559,652	185,853	\$30.00 - 52.50		Washington, DC
1120 20th St NW	One Lafayette Centre	Office	★★★★★	🌿	Existing	337,143	116,602	\$45.00 - 53.00		Washington, DC
1025 Connecticut Ave NW	The Blake Building	Office	★★★★★	🌿	Existing	333,626	56,983	\$45.00 - 49.50		Washington, DC
1201 F St NW		Office	★★★★★	🌿	Existing	244,655	38,944	\$49.00 - 72.00		Washington, DC
1401 H St NW	City Center	Office	★★★★★	🌿	Existing	475,000	77,997	\$59.00 - 63.00		Washington, DC
1875 I St NW	International Square 2	Office	★★★★★	🌿	Existing	307,026	138,605	\$29.00 - 60.00		Washington, DC

## 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.

Address	Building Name	Type	Star Rating	Green Rating	Status	RBA/GLA	SF Avail	Rent/SF/yr	Seco
655 15th St NW	Metropolitan Square	Office	★★★★★	🌿	Existing	641,814	287,813	\$52.00 - 67.00	
1875 Connecticut Ave NW	Universal Building North	Office	★★★★★	🌿	Existing	383,000	117,581	\$45.00 - 48.00	
2101 L St NW	2101 L Street	Office	★★★★★	🌿	Existing	378,660	162,429	\$28.75 - 67.00	Office
1300 Pennsylvania Ave NW	Ronald Reagan Building	Office	★★★★★	🌿	Existing	299,000	80,425	\$29.00 - 50.00	
2200 Pennsylvania Ave NW	Square 54	Office	★★★★★	🌿	Existing	458,831	27,315	\$54 - 66 (Est.)	
1140 3rd St NE	Uline Arena Office	Office	★★★★★	🌿	Existing	244,000	62,378	\$58.50 - 62.50	Indus
529 14th St NW	National Press Building	Office	★★★★★	🌿	Existing	559,652	185,853	\$30.00 - 52.50	
1120 20th St NW	One Lafayette Centre	Office	★★★★★	🌿	Existing	337,143	116,602	\$45.00 - 53.00	
1025 Connecticut Ave NW	The Blake Building	Office	★★★★★	🌿	Existing	333,626	56,983	\$45.00 - 49.50	
1201 F St NW		Office	★★★★★	🌿	Existing	244,655	38,944	\$49.00 - 72.00	
1401 H St NW	City Center	Office	★★★★★	🌿	Existing	475,000	77,997	\$59.00 - 63.00	
1875 I St NW	International Square 2	Office	★★★★★	🌿	Existing	307,026	138,605	\$29.00 - 60.00	
2033 K St NW		Office	★★★★★	🌿	Existing	128,767	113,910	\$45.00 - 65.00	
2050 M St NW		Office	★★★★★	🌿	Existing	336,000	66,228	\$51.00 - 57.00	
2445 M St NW		Office	★★★★★	🌿	Existing	301,263	137,900	\$59.50 - 64.00	
601 New Jersey Ave NW		Office	★★★★★	🌿	Existing	260,650	28,494	\$59.00 - 62.00	
1730 Pennsylvania Ave NW		Office	★★★★★	🌿	Existing	259,238	143,784	\$42.00 - 59.00	
1775 Pennsylvania Ave NW		Office	★★★★★	🌿	Existing	153,984	49,966	\$39.00 - 77.00	
1919 Pennsylvania Ave NW	Foggy Bottom	Office	★★★★★	🌿	Existing	329,213	197,278	\$55.00 - 59.00	
1299 Pennsylvania Ave NW	The Warner	Office	★★★★★	🌿	Existing	612,098	183,355	\$57 - 69 (Est.)	



**Analytics**

## ANALYTICS

# Overview

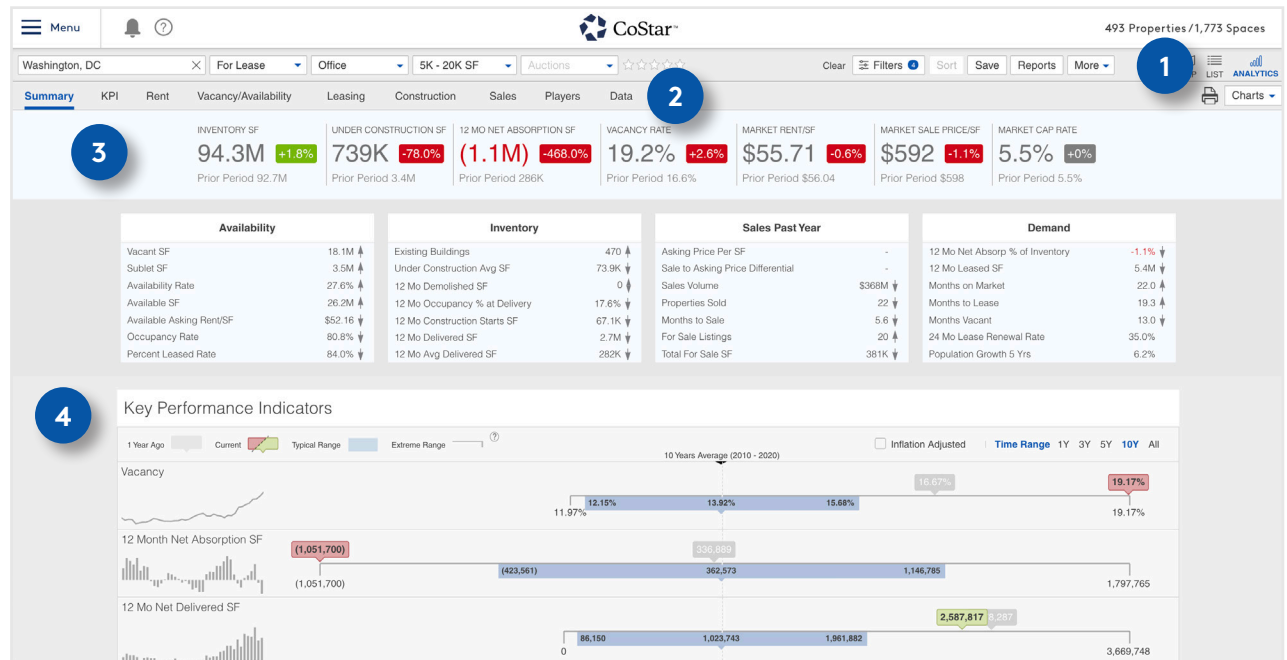
The Analytics dashboard is another way to view information from your search results and is customized to your specific result set.

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 performance indicators for a set of properties.

4 The **Key Performance Indicators (KPI)** section lets you view the information on key performance indicators such as Vacancy and Annual Rent Growth.

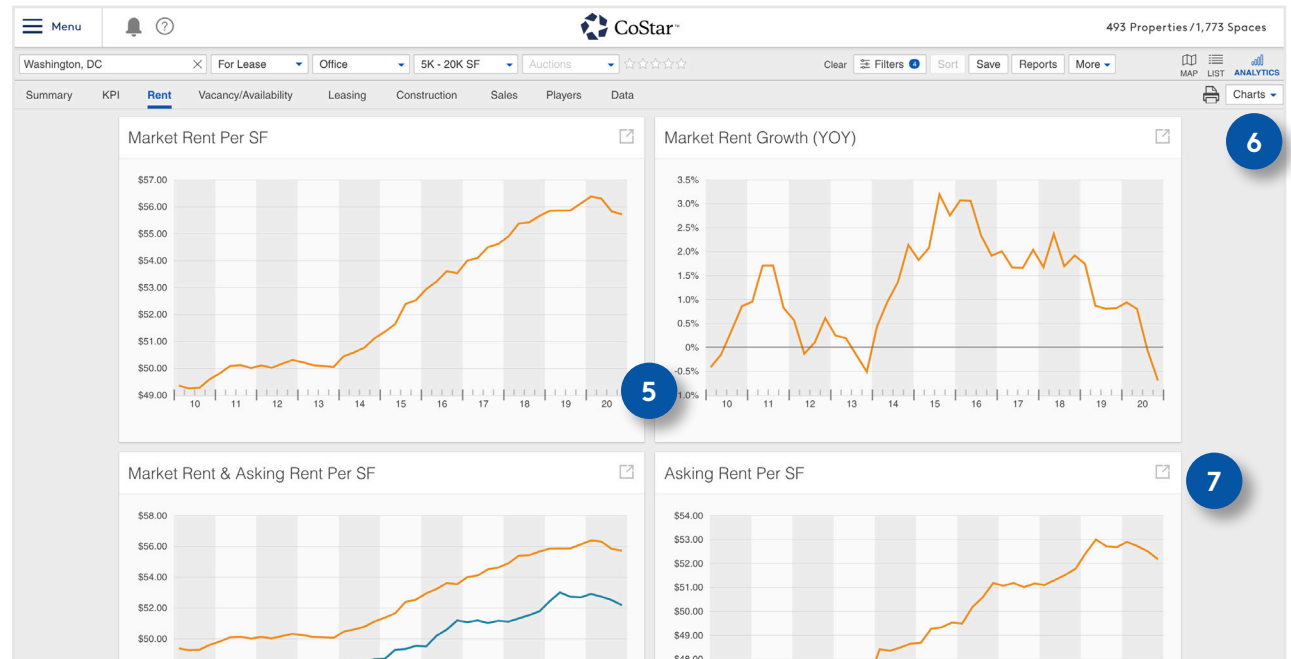




## ANALYTICS

# Overview (cont.)

- 5 The **majority of the dashboard** consists of analytic charts detailing a wide range of metrics. You can use these charts to see long-term trajectories and forecasts for market rents, occupancies, and much more.
- 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.

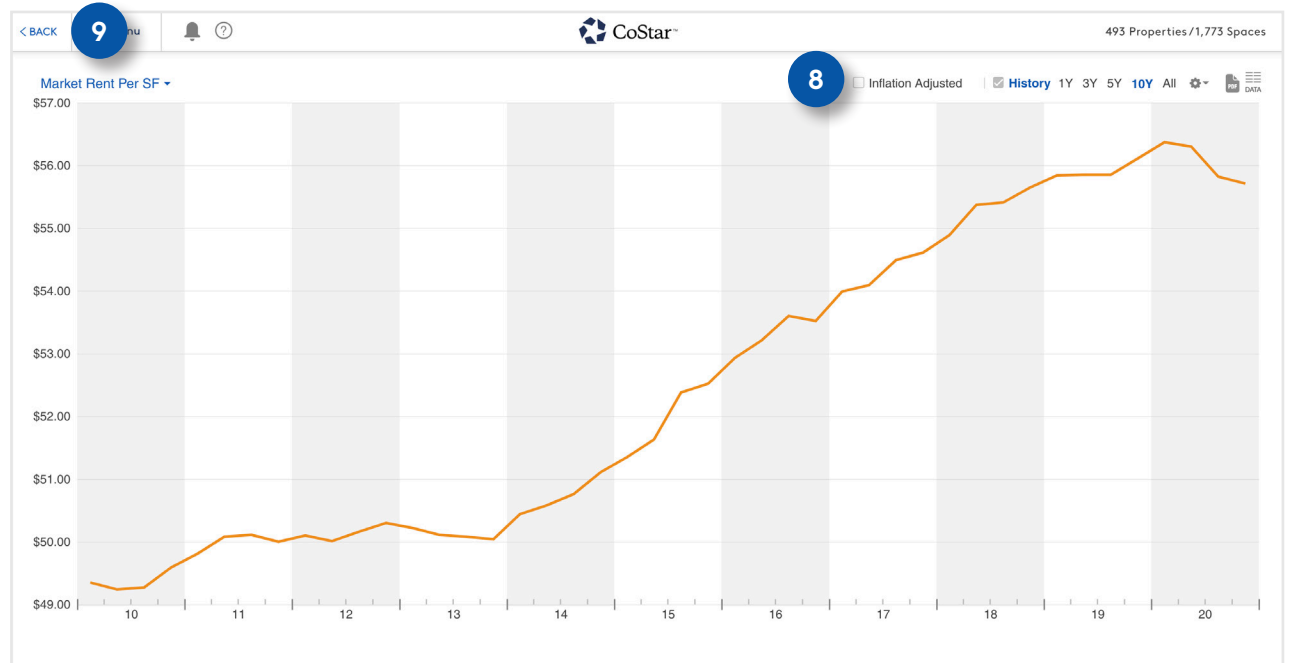


## ANALYTICS

# Overview (cont.)

8 Use the options above the chart on the right to adjust the visible timeframes, 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.

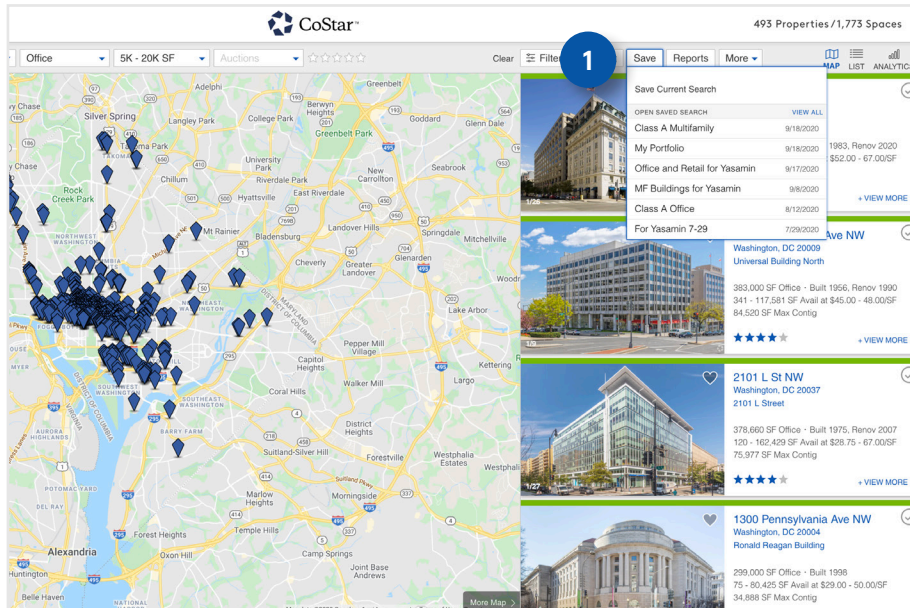




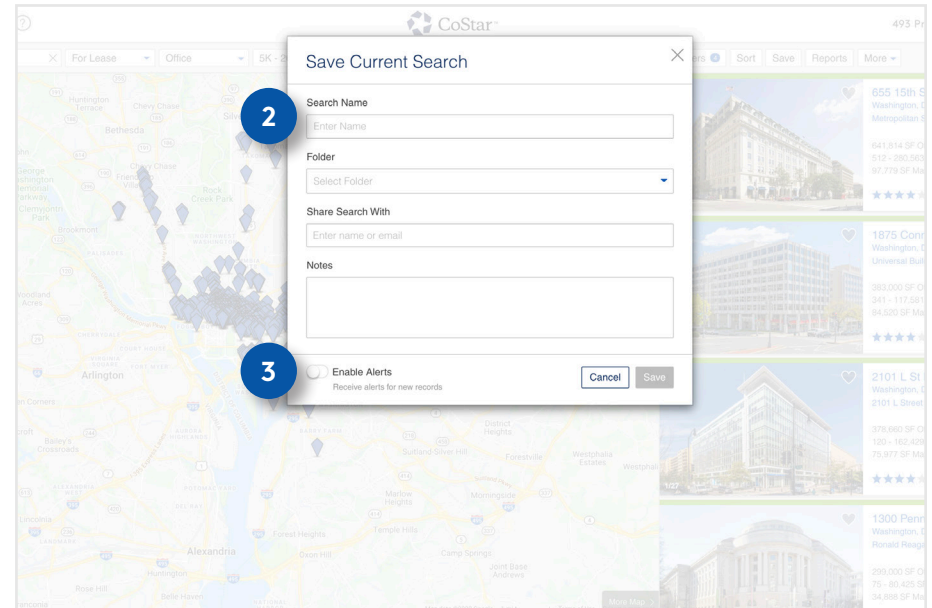
# Saved Searches

## 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.

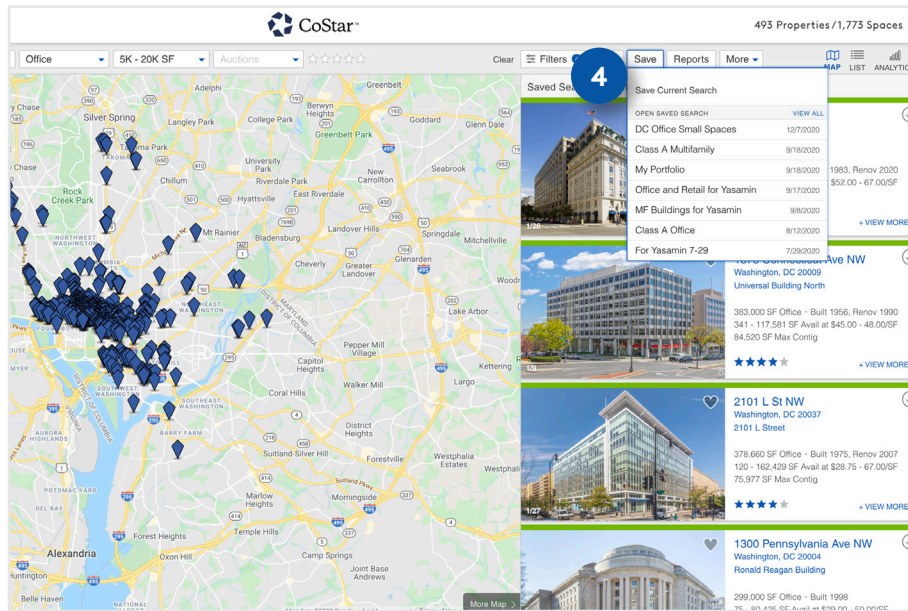


2 You'll enter a name for your search, an associated folder if desired, and the name or email address of anyone you want to share the search with.

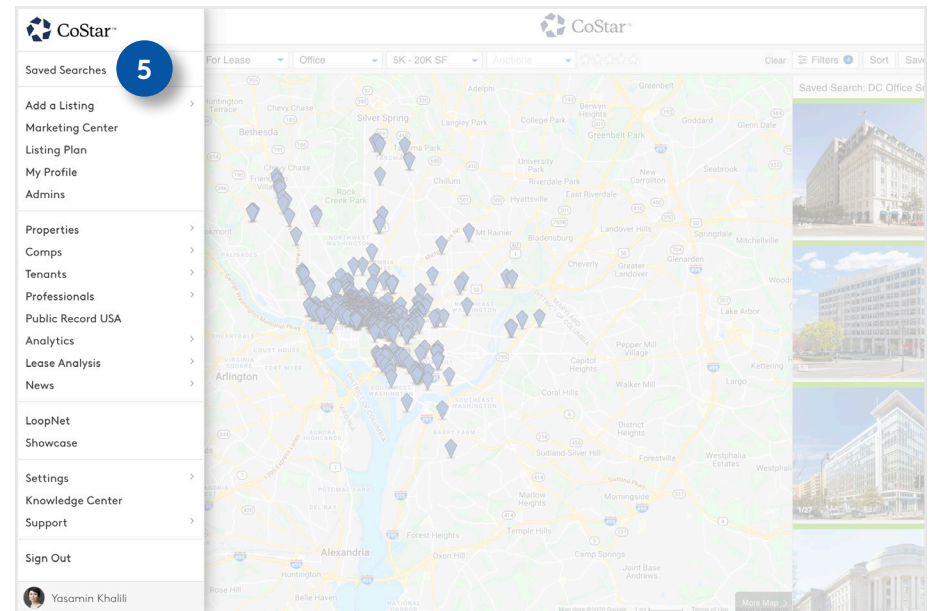
3 You'll also have the option to turn on alerts – make sure to do this so you receive notifications when a significant change occurs within your search results.

## SAVED SEARCHES

# 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

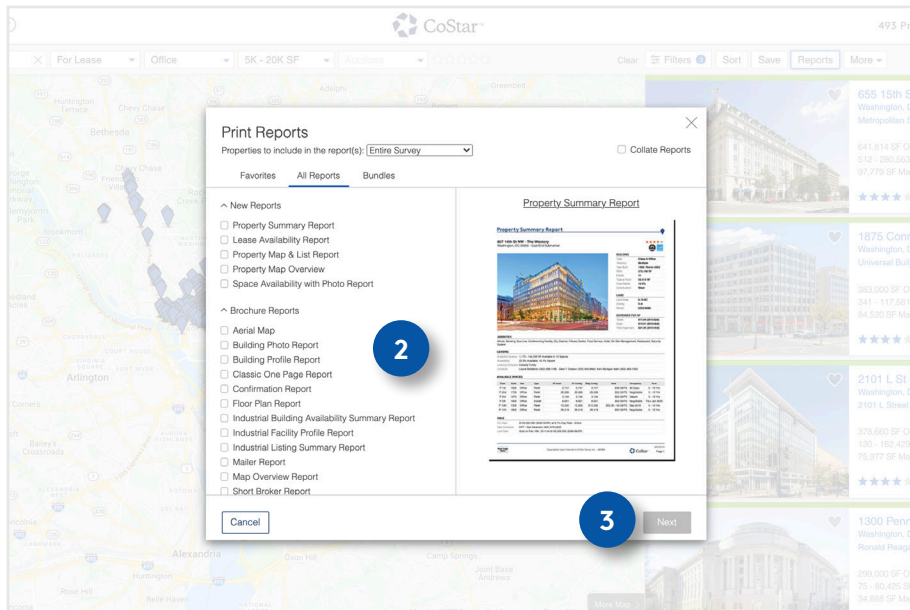
Narrow your search to the properties for which you want to generate a report, then click the Reports button in the upper right of Map, List or Analytics View.

The screenshot displays the CoStar real estate platform interface. At the top, the navigation bar includes a menu icon, a notification bell, the CoStar logo, and the text "493 Properties / 1,773 Spaces". Below this, the search filters are set to "Washington, DC", "For Lease", "Office", "5K - 20K SF", and "Auctions". The main area is a map of Washington, DC, with numerous blue diamond-shaped markers indicating property locations. On the right side, there is a list of search results. A blue circle with the number "1" highlights the "Reports" button in the top right corner of the map area. The list of results includes:

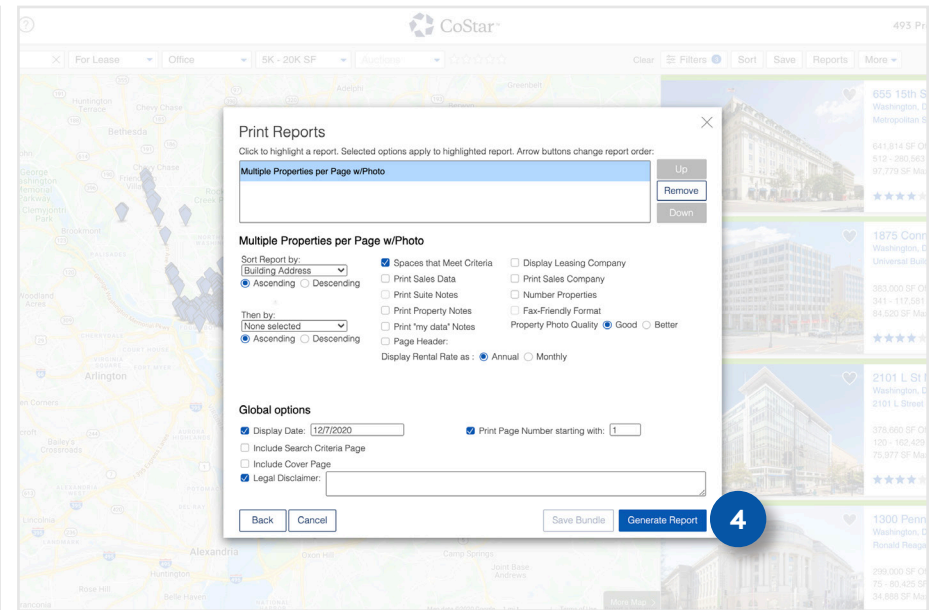
- 655 15th St NW**: Washington, DC 20005, Metropolitan Square. 641,814 SF Office - Built 1983, Renovated 2020. 512 - 280,563 SF Avail at \$52.00 - 67.00/SF. 97,779 SF Max Contig. Rating: 4.5 stars.
- 1875 Connecticut Ave NW**: Washington, DC 20009, Universal Building North. 383,000 SF Office - Built 1956, Renovated 1990. 341 - 117,581 SF Avail at \$45.00 - 48.00/SF. 84,520 SF Max Contig. Rating: 4.5 stars.
- 2101 L St NW**: Washington, DC 20037, 2101 L Street. 378,660 SF Office - Built 1975, Renovated 2007. 120 - 162,429 SF Avail at \$28.75 - 67.00/SF. 75,977 SF Max Contig. Rating: 4.5 stars.
- 1300 Pennsylvania Ave NW**: Washington, DC 20004, Ronald Reagan Building. 299,000 SF Office - Built 1998. 75 - 80,425 SF Avail at \$29.00 - 50.00/SF. 34,888 SF Max Contig. Rating: 4.5 stars.

## REPORTS

# 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.



