# Introduction to PROPERTIES





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## The Interface

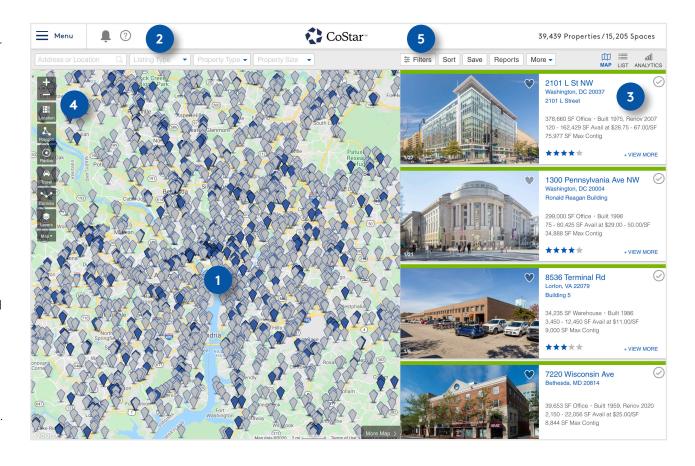
#### THE INTERFACE

### Map View

A Properties search begins on the map you see here.

- The pins represent commercial properties.

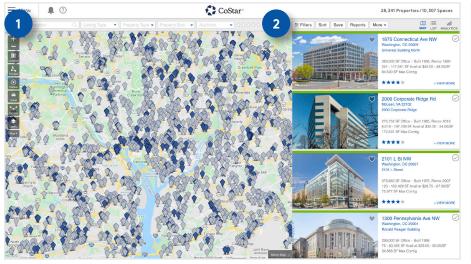
  A blue pin represents a property that is available for sale or lease.
  - A grey pin represents an off-market property.
- 2 All pins will appear blue if you have only For Sale or For Lease listings selected in your filters.
- The properties on the right are your search results. If a property has a green bar, it is receiving paid promotion.
- 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.
- 5 The same location settings are also available in the Filters menu, along with other options for customizing your search.

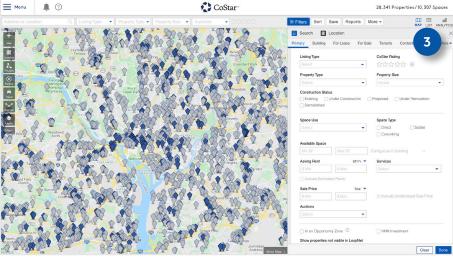




#### THE INTERFACE

### Filter Navigation





- 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 listing type, and enter other basic search parameters.
- To see additional filters, click the Filters button to the right of the bar.
- 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.

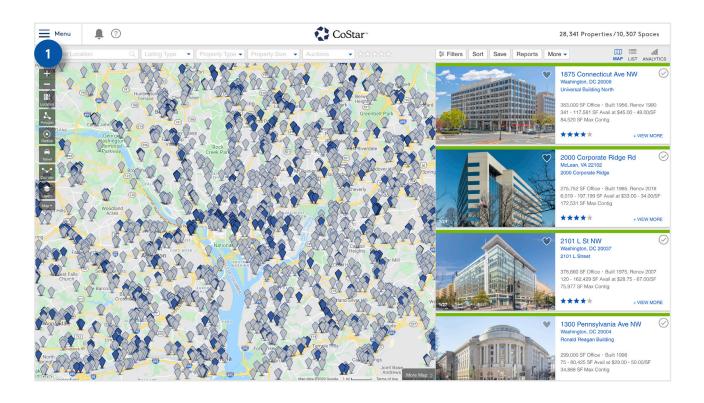


## Performing a Search

#### **PERFORMING A SEARCH**

### Entering Basic Filters

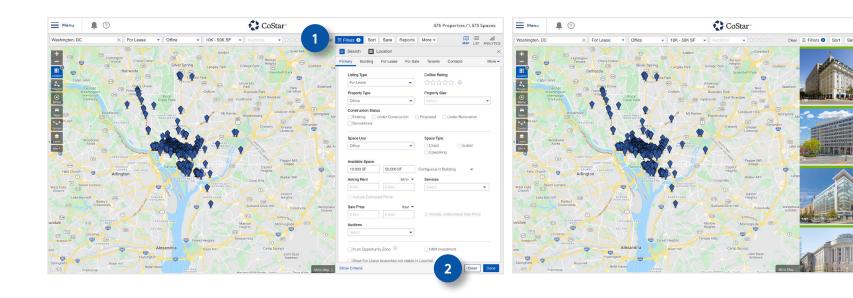
To begin performing a search, select your basic filters, such as Address or Location, Listing Type, Property Type (or types), Property Size, and CoStar Rating (building quality). You can enter these in whichever order you prefer.





#### **PERFORMING A SEARCH**

### Entering Additional Filters



- 1 You can enter additional filters by using the Filters button to open the Filters menu.
- 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.
- They will be to the right of the map. If a property has a green bar, it is receiving paid promotion.



## 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.

- **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.
- **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.

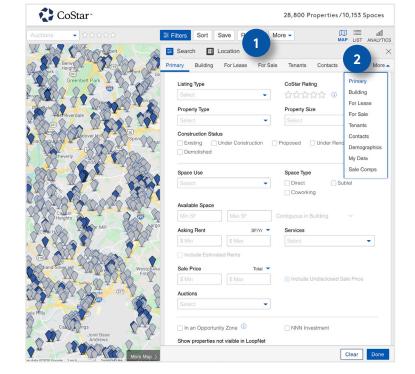
**For Lease:** If you're searching for properties for lease, this section is useful for narrowing down your results. (For training on searching for properties for lease, read the For Lease articles here in the Knowledge Center.)

**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.

**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.)



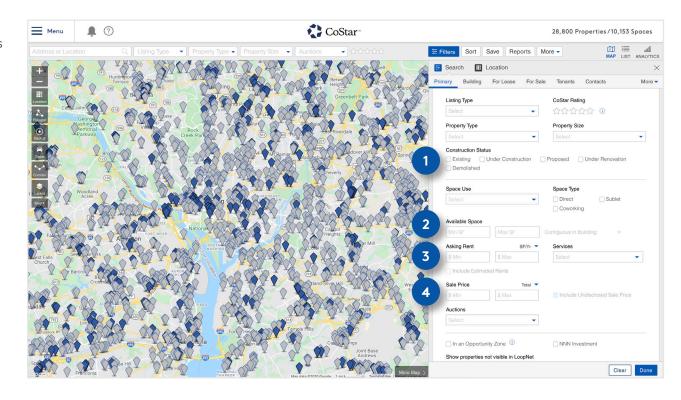
#### UNDERSTANDING THE FILTERS MENU

### Important Filters

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

- 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.
- 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.
- 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 Sale Price: This filter can be found in the Primary, For Sale and Sale Comps sections. If you're searching for properties that have sold, this filter will narrow your search to your desired sale price range.





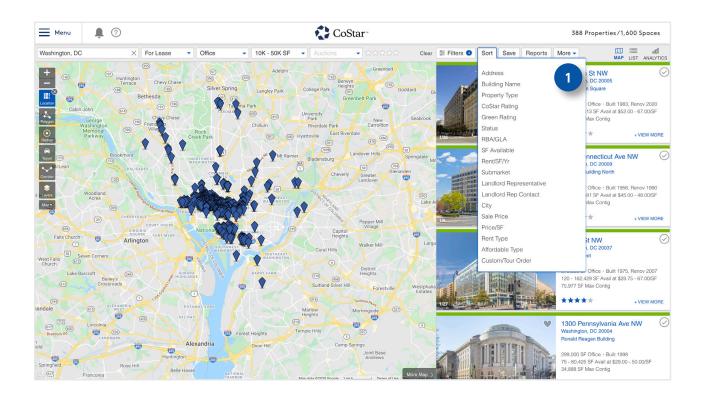
## Organizing Your Search Results

#### **ORGANIZING YOUR SEARCH RESULTS**

### Options for Organizing

There are a few ways to organize your search results:

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



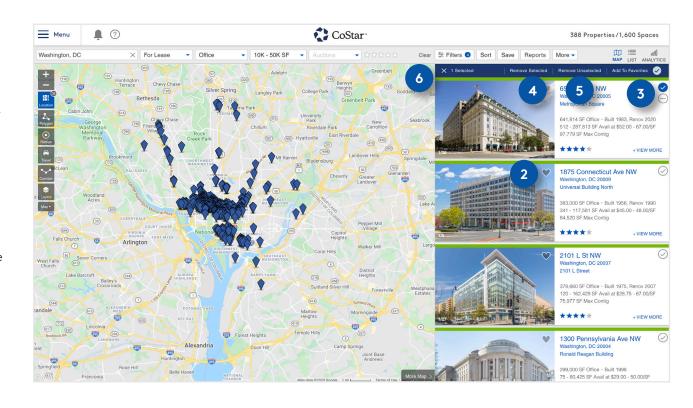


#### **ORGANIZING YOUR SEARCH RESULTS**

### 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.

- Clicking Add to Favorites or the heart icon on the property photo will add it to your Favorites.
- 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.
- The Remove Selected button is another way to remove selected properties from your results.
- Remove Unselected is available if you have 500 or fewer results and will remove all properties you have not selected.
- 6 You can click the X to close this menu.

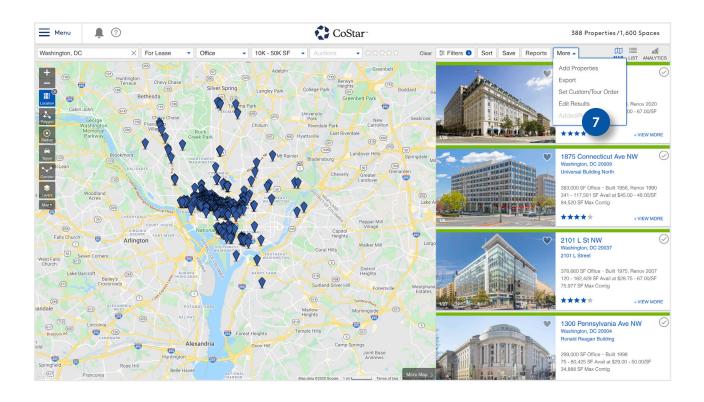




#### **ORGANIZING YOUR SEARCH RESULTS**

### Options for Organizing (cont.)

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.





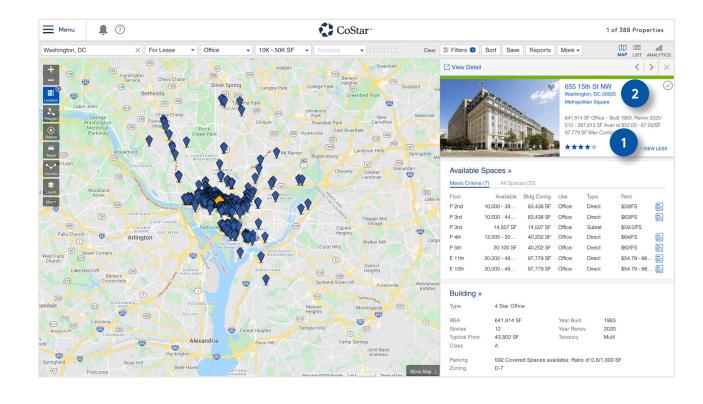
## Reviewing a Property's Information

#### **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.
- 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.





#### **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.

1

**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.

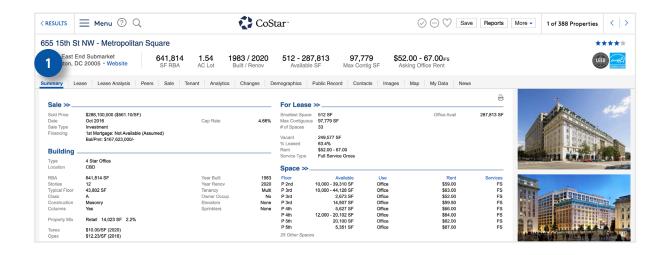
**Peers:** Shows you comparable properties as determined by CoStar. You can also modify these results.

**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.



**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.



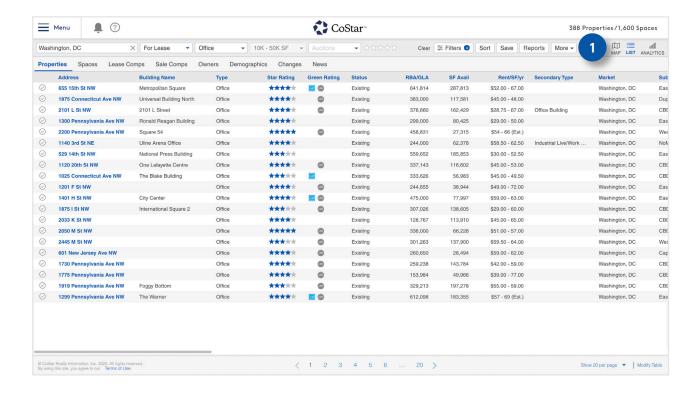
List View

#### **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.

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





#### **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.

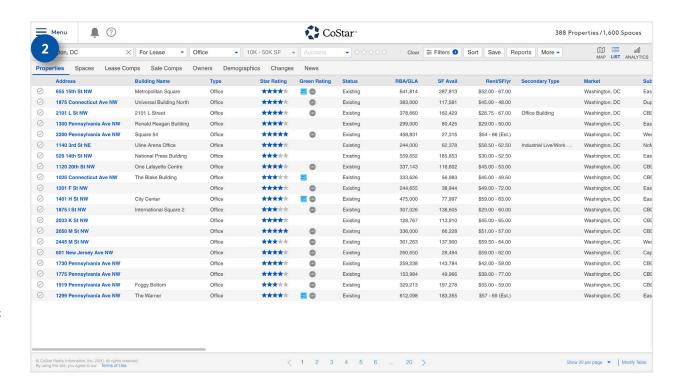
**Sale Comps:** Shows you sale activity within your search results.

**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.

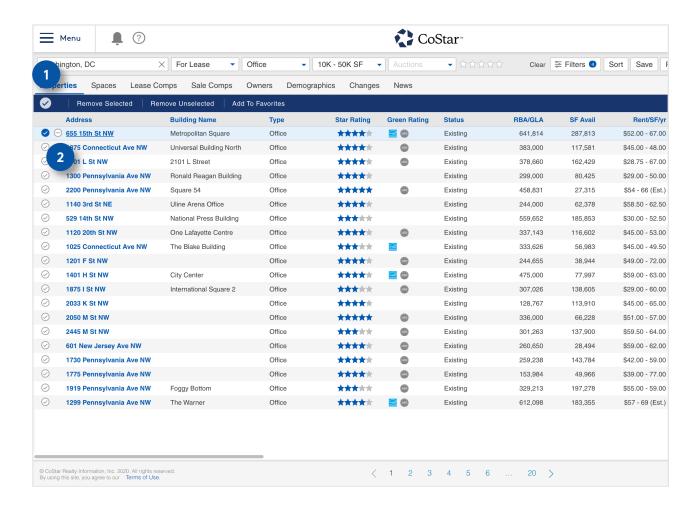




#### **LIST VIEW**

### Selection and Removal Options

- 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.
- 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.





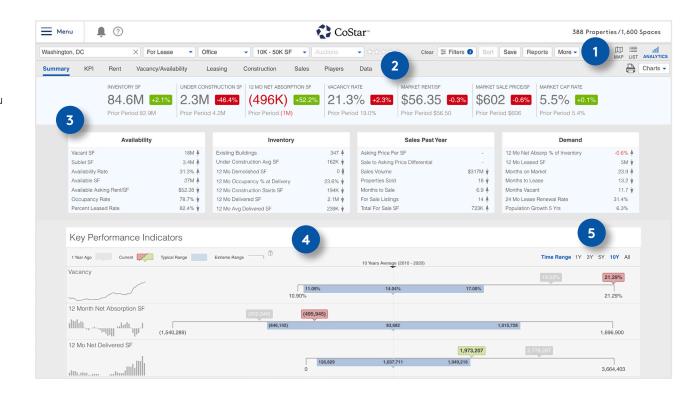
## Analytics

#### **ANALYTICS**

### Overview

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

- You can navigate to the dashboard from Map or List View using the Analytics button in the upper right corner.
- The information is organized by tabs; you can use a tab to jump to that section.
- The **Summary section** provides a topline 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.
- The **Key Performance Indicators (KPI)** section lets you view the information on key performance indicators such as Vacancy and Annual Rent Growth.
- You can customize the time range using the options in the upper right corner of this section.

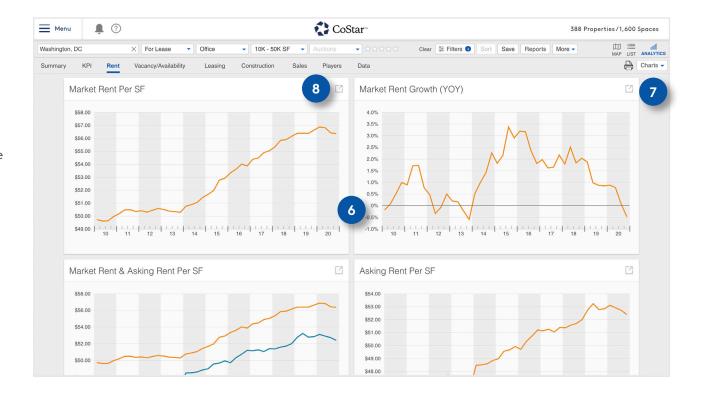




#### **ANALYTICS**

### Overview (cont.)

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

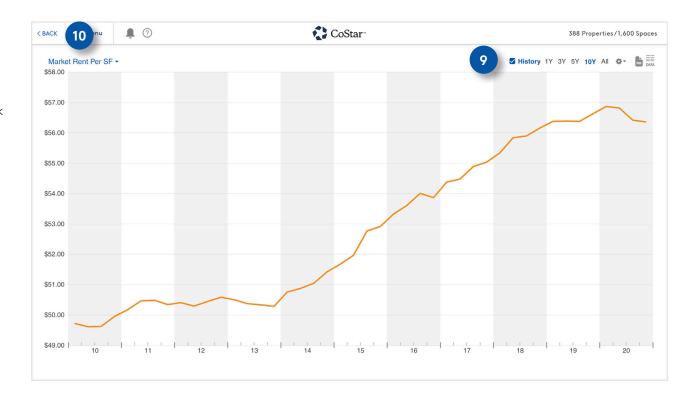




#### **ANALYTICS**

### Overview (cont.)

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

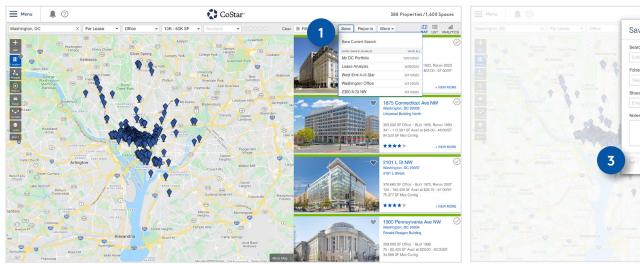


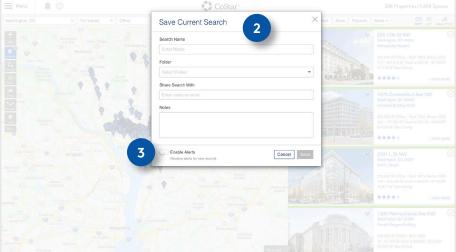


## Saved Searches

#### **SAVED SEARCHES**

### How to Save and Access a Search



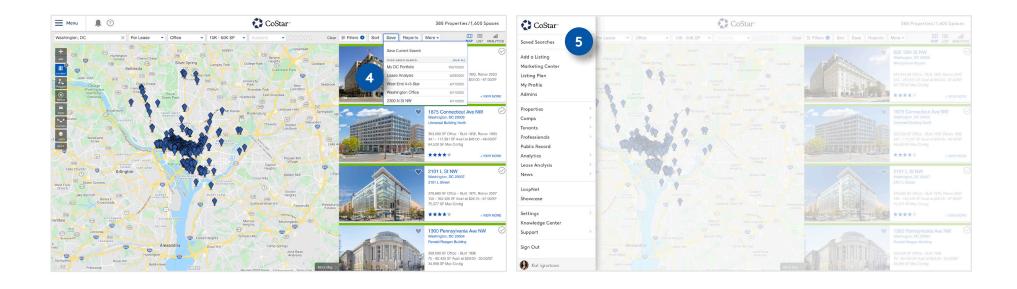


- When you want to save a search, click the Save button in the upper right of Map, List, or Analytics View and select Save Current Search from the drop-down menu.
- You'll enter a name for your search, an associated folder if desired, and the name or email address of anyone you want to share the search with.
- 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.)



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



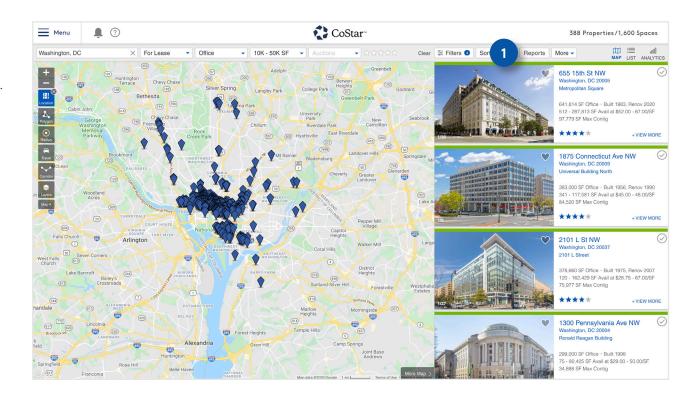
Reports

### **REPORTS**

### Overview

### Generating a report is simple.

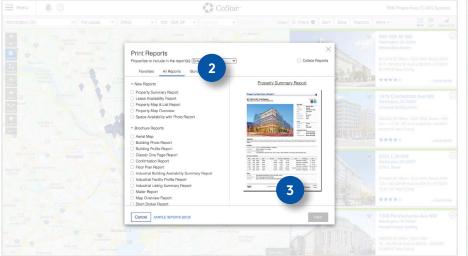
Narrow your search to the properties for which you want to generate a report, then click the Reports button in the upper right of Map, List or Analytics View.

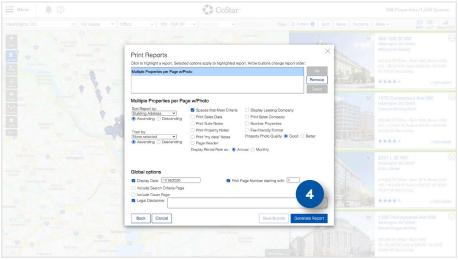




#### **REPORTS**

### Overview (cont.)





- 2 Select a type of report from the list.
- 3 Once you check the box next to your desired report, click Next.
- 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.





