

Create a For Sale/For Lease Listing Tutorial

The For Sale Listing and For Lease Listing buckets, located within 'Create a Record' and 'Edit', allows users to create a for sale/for lease listing for a record in CCIMREDEX.

The step-by-step instructions below take you through the process of creating for sale/for lease listings using the various functions within the 'For Sale Listing bucket'.

***NOTE:** The 'For Lease Listing' bucket follows the same instructions as below. Simple choose the 'For Lease Listing' bucket in the carousel.

All required fields within CCIMREDEX are indicated by a red asterisk (*).

Step 1: Click the 'For Sale Listing' bucket located on the carousel.



The 'For Sale Listing' bucket will open and the user may enter the 'For Sale Listing' information.

Manage For Sale Listings

Existing For Sale Listings

* Asking Price	Listing Status	Publish Status	Sale Type	Sales Description

Add New For Sale Listing Edit For Sale Listing * denotes a listing flagged as a duplicate in the system.

Required Fields and Additional Info

Required Fields	Additional Info
Listing Status * <input type="text" value="Select One"/>	Asking Price Per SF <input type="text" value="\$0.00"/>
Asking Price * <input type="text" value="\$0"/>	Vacant SF <input type="text" value="0"/>
Expiration Date * <input type="text"/>	Sale Type <input type="text" value="Select one"/>
Sales Description * <input type="text"/>	Sale Terms <input type="text"/>

Financial Information

Add contact for this listing Clear Save Close

Users are required to input certain information, such as listing status, asking price, expiration date and sales description associated with the for sale listing. The user can also add any additional information such as asking price per SF, vacant SF, sales type and sales term (optional).

Required Fields and Additional Info	
Required Fields	Additional Info
Listing Status * Active Exclusive	Asking Price Per SF \$25.00
Asking Price * \$2,500,000	Vacant SF 13,000
Expiration Date * 08/31/2011	Sale Type Owner/User
Sales Description * Office Space for Sale	Sale Terms

The user can also add financial information by clicking the 'Financial Information' bar. The user can enter any of the optional information in the 'Annual Operating Data' and/or 'Pro Forma Annual Operating Data' fields.

Required Fields and Additional Info	
Financial Information	
Annual operating data	Pro forma annual operating data
Potential rental income \$0.00	Potential rental income \$0.00
Net operating income \$0.00	Net operating income \$0.00
Cap Rate (%) 0	Cap Rate (%) 0
Internal rate of return 0	Internal rate of return 0
Cash On Cash 0	Cash On Cash 0
Potential rental income remarks	Potential rental income remarks
NOI remarks	NOI remarks
Cap rate remarks	Cap rate remarks

Click the 'Required Fields and Additional Info' bar to go back to this menu. When all edits made to the for sale listing are complete, click the 'Save' button.

Required Fields and Additional Info	
Required Fields	Additional Info
Listing Status * Active Exclusive	Asking Price Per SF \$25.00
Asking Price * \$2,500,000	Vacant SF 13,000
Expiration Date * 08/31/2011	Sale Type Owner/User
Sales Description * Office Space for Sale	Sale Terms

Financial Information

Add contact for this listing

Clear Save Close

The user should now click the 'Close' button .

Manage For Sale Listings

Existing For Sale Listings

* Asking Price	Listing Status	Publish Status	Sale Type	Sales Description
\$2,500,000.00	Active Exclusive	Unpublished	Owner/User	Office Space for Sale

Required Fields and Additional Info

Required Fields

- Listing Status * Active Exclusive
- Asking Price * \$2,500,000
- Expiration Date * Wed Aug 31 2011
- Sales Description * Office Space for Sale

Additional Info

- Asking Price Per SF \$25.00
- Vacant SF 13,000
- Sale Type Owner/User
- Sale Terms

Financial Information

View contacts for this listing

Close

* denotes a listing flagged as a duplicate in the system.

Click the 'Save' button after all for sale listing property details have been entered, then click the arrow on the right of the workflow to continue to the next step.

Enter Property Details

Step 1 Selected Address: 500 N Akard St Dallas, TX 75201-3302 Edit Address

Step 2 Primary Contact: Ashley Sloan ashley@ccimtech.com (469) 232-2606

Step 3 Property Name * Lincoln Plaza

Property Description * Lincoln Plaza is a 45-floor class A office tower located in the center of the vibrant

Total Property SF * 1,100,000

Land Area * 1.10 Acres

Property Type * Office

Click Save after entering (editing) the required information above to activate and enter information in the detail buckets below.

Cancel * required information Save

Step 3: What Do You Want To Do Next?

Additional Task with Selected Record(s)

Step 1 What do you want to do next?

Step 2

Step 3

Publish Print STDB Reports Sync records with the Listing Service(CIE) Quick Sync Push to Listing Syndications

Marketing Tools Analysis Tools

Please be advised that your listing(s) must be "Published" (click My Records in the Task Menu, then Publish) before you can use the 'Sync with Listing Services (CIE)' or 'Push to Listing Syndications' services.

Cancel Return to Task Menu

The user has the option to move to other workflows, carrying the record(s)/listing(s) they just created with them. They now have the opportunity to:

1. **Publish** the record(s) they recently created.



2. **Print** the record(s) recently created.



3. Run **STDB Reports** on the record(s) recently created.



4. **Sync** recently published record(s) to **Listing Service(s) (CIE)**.



5. Quickly **sync** recently published record(s).



6. **Push** the recently published record(s) to Listing Syndications.



7. Use **Marketing Tools** on the record(s) recently created.



8. Use **Analysis Tools** on the record(s) recently created.



If the user does not want to continue to a new workflow with one of the options listed above, they can click the 'Return to Task Menu' button and be taken back to the CCIMREDEX home screen.

