

**\$500 for four (4) weeks of the Featured Property:** 4 weeks of one space with unlimited changes of property.

**\$150 for one (1) week of the Featured Property** service allows membership to feature one Sale or Lease listing for one week (7 days).

This service is available to active CBA members ONLY.

### Listing Requirements for Featured Properties

**Sales:** All sales must be priced at \$500,000 or more (no Bid Properties)

Office, Industrial, Retail, Hotel/Motel properties require:

- Primary image (photo OR color rendering)
- Complete and verified location address
- Verified APN
- Property Name
- Total Building Square Footage
- Total Acreage
- If Investment property; CAP Rate, Income and Expenses
- Year Built
- Number of Floors
- Outside Commission (SOC)

**Land, Farms/Ranches, Mobile Home Park properties require:**

- Primary image (photo, aerial photo with boundaries added, color rendering, professional sketch)
- Complete and verified location address OR verified parcel number(s)
- Property Name
- Total Acreage
- Zoning
- MHP: Unit Information, Financial Information
- Outside Commission (SOC)

Multi-Family properties require:

- 5 Units or more
- Primary image (photo OR color rendering)
- Complete and verified location address
- Verified APN
- Property Name
- Total Building Square Footage
- Total Acreage
- CAP Rate, Income and Expenses
- Year Built
- Number of Floors
- Outside Commission (SOC)

**Leases:** All leases must be in buildings 10,000 sq. ft. or more (5,000 sq. ft. or more for Spokane). No Class "C" office properties or Land Leases will be permitted.

Office, Industrial, & Retail Listings require:

- Property Name
- Primary Image
- Complete and verified location address
- Rent Rate
- Available SF (including Divisible To)
- Lease Type
- Availability (Vacant, Occupied, etc.)
- Outside Commission (LOC)

To sign-up for CBA's Featured Property, please first read the listing requirements and then:

**Email completed form to [cba@commercialmls.com](mailto:cba@commercialmls.com) or**

**Fax the completed form to CBA at 425.821.9494.**

**Confirmation will be sent via email.**

**\$500:** 4-week subscription, one space, unlimited listing changes

**\$150:** 1-week (7 days) subscription

Date Service Begins: \_\_\_\_\_ Date Service Ends: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Email: \_\_\_\_\_

CBA Listing Number(s) to be Featured:

1. \_\_\_\_\_ 4. \_\_\_\_\_

2. \_\_\_\_\_ 5. \_\_\_\_\_

3. \_\_\_\_\_ 6. \_\_\_\_\_

Bill My CBA Account:

Charge Credit Card:

Visa/Mastercard Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Name on Card: \_\_\_\_\_

Signature: \_\_\_\_\_

**By using this service, I agree to the terms of Featured Properties as outlined by CBA.**