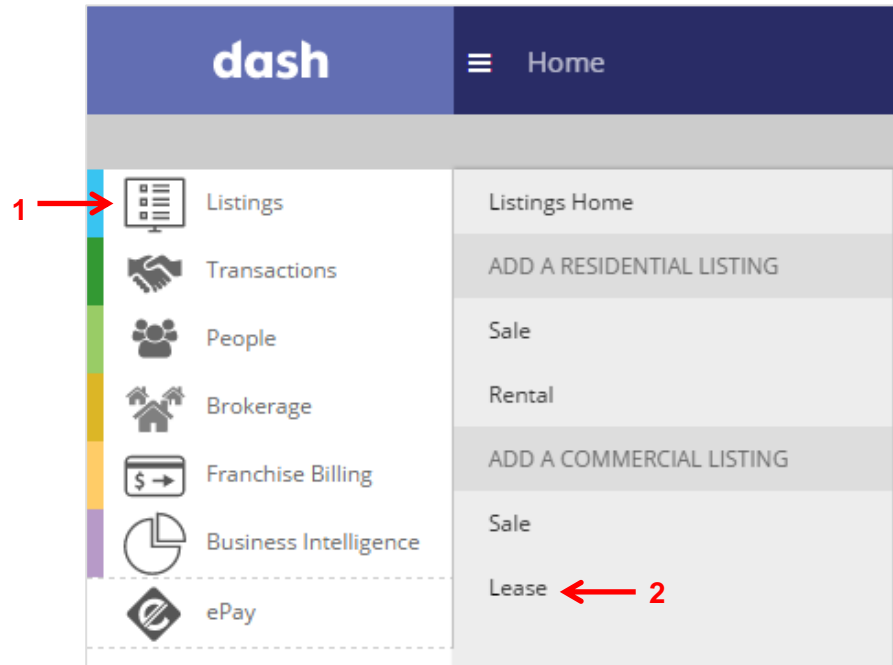# Add a Commercial Lease Listing

Follow the steps in this guide to add a commercial lease listing in dash. *Note: Make sure that the sales associate or team with the listing already exists in dash, so that you can associate them with their listing.*

Fields marked with an asterisk (*) are mandatory.

1. Click **Listings** on the left navigation menu. 2. Click **Lease** under *Add a Commercial Listing*.	
The **Add a Commercial Lease Listing** window displays. 3. Select *Commercial* for **Property Type**. 4. Select the appropriate options for **Property Sub-Type** and **Property Style**. 5. Click **Go**.	

|	
The **Add a Commercial Lease Listing** form displays. 6. Navigate to any tab by clicking the tabs at the top of the screen. 7. Enter the information in the fields for each tab. You will be prompted if there is missing information required on a tab.	ADD A COMMERCIAL LEASE LISTING Essentials Features Property Details Media Landlord Additional Details Review

To Save a Draft:

|	
1. At any time, you can scroll down and click **Save as Draft** to save your work.	Cancel Save as Draft Features
The **Save Listing as Draft** window displays. 2. Select to either save your draft as a **Private Draft** (i.e. only the person who entered the listing can retrieve the draft and make edits) or **Shared Draft** (i.e. anyone within your company with the appropriate security permissions can retrieve and edit the draft). 3. Click **Save**. A confirmation window displays, letting you know that your draft has been saved successfully.	Save Listing as Draft ✕ SELECT DRAFT TYPE ❓ ●Private Draft ○Shared Draft **2** Cancel **3** → Save
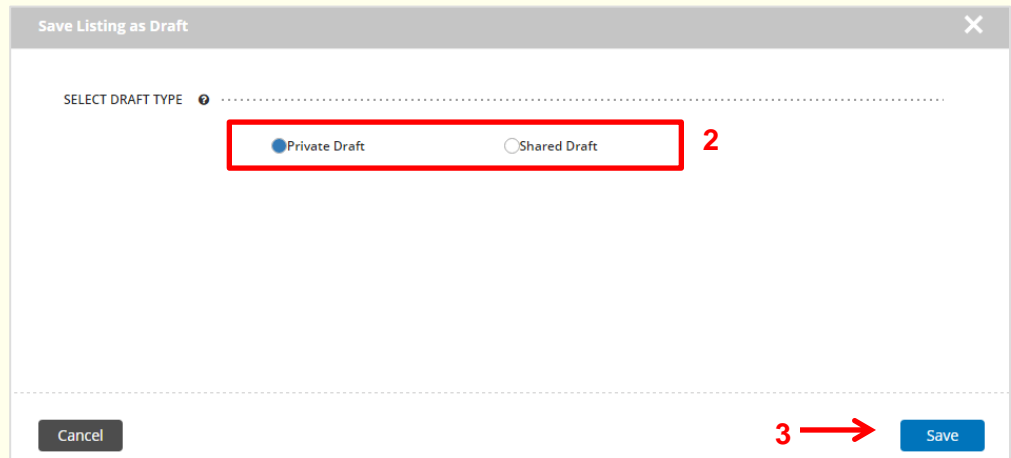
To Retrieve a Draft:

1. On the Browse Listings grid at the bottom of the dash homepage or Listings homepage, click the dropdown menu.
2. Select **Draft Listings**.
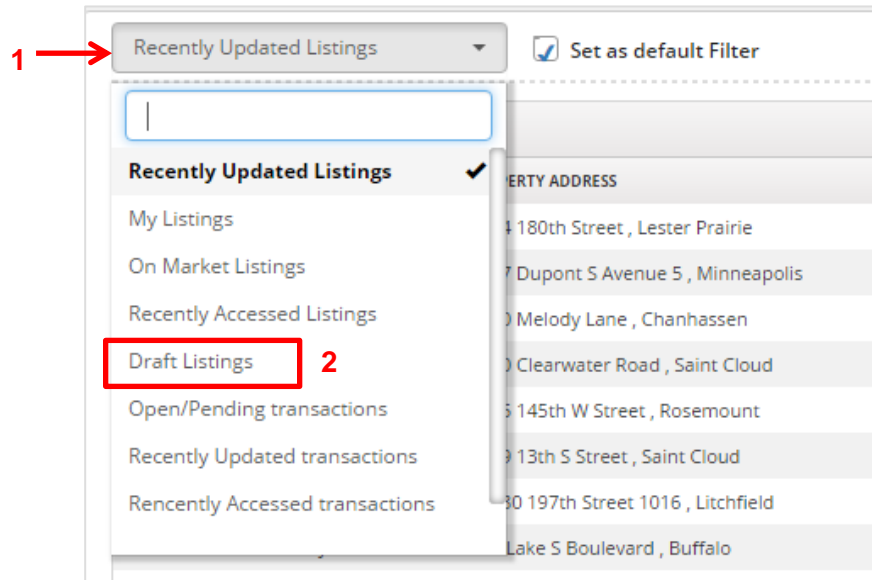
The list of draft listings you have saved previously displays.

3. Click on the appropriate draft listing.
4. Click **Update Details**.

The **Add a Commercial Lease Listing** form displays, allowing you to continue entering the listing.
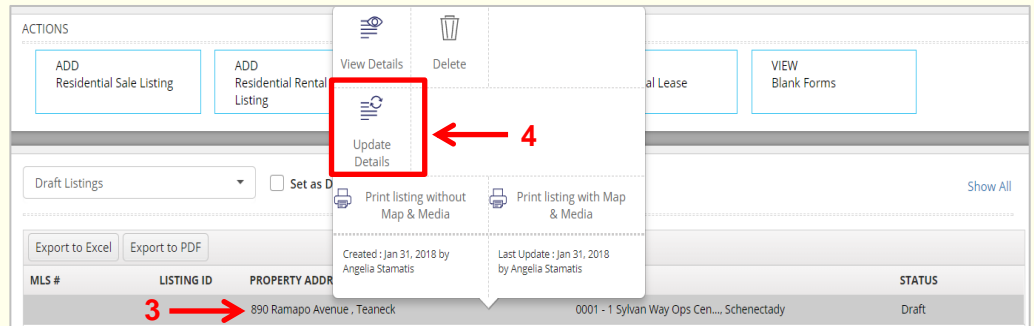
The rest of this guide walks you through each tab of the **Add a Commercial Lease Listing** form.

Remember that all fields marked with an asterisk (*) are mandatory.

Essentials Tab:

The Essentials tab contains the minimum information you must enter for a listing in order to save it in dash.

1. Confirm the **Property Sub-Type** and **Property Style** you had selected.
2. Enter the **Location** for the listing.
3. Click **View** to view the latitude and longitude coordinates of the property on the map.

| Essentials | Features | Property Details | Media | Landlord | Additional Details | Review |

PROPERTY TYPE* — Commercial

PROPERTY SUB-TYPE* — Office Bldg

PROPERTY STYLE* — Office Bldg -General

LOCATION

COUNTRY* — United States

ADDRESS LINE 1*

ADDRESS LINE 2

CITY*

STATE/ PROVINCE* — Minnesota

ZIP/POSTAL CODE*

NEIGHBORHOOD

MAP — **View** ← 3

4. Enter the **Listing Information**.
5. Check **This is a Pre-Listing** if you are entering the listing ahead of time, but do not want the listing to show until the designated list date.

LISTING INFORMATION

LISTING OFFICE * — 0001 - 1 Sylvan Way Ops Cen..., Schene

☐ This is a Pre-Listing ❓ ← 5

LIST DATE * — mm/dd/yyyy 📅   EXPIRES ON * — mm/dd/yyyy 📅

TERM DAYS

MINIMUM LEASE RATE * — USD — -- SELECT --

MAXIMUM LEASE RATE — USD — -- SELECT --

LEASE TYPE * — -- SELECT -- ❓

MLS ID — ☒

DISPLAY OPTIONS
☐ Do not show listing online
☐ Do not show address online
☑ Allow Mapping
☐ Price upon request

SHOWING OPTION — ☐ Call to show

DATE AVAILABLE — mm/dd/yyyy 📅

Essentials Tab (cont.):

6. Enter the **Property Information**.
7. Select the Sales Associate or Team to associate with the listing.

PROPERTY INFORMATION

MAX CONTIGUOUS AREA

MIN DIVISIBLE AREA

COMMON AREA FACTOR

BUILDING AREA | Sq. Ft. ▼

LOT SIZE | Acres ▼

SPACE AVAILABLE

PROPERTY NAME | English ▼ | +

SALES DETAILS

● Sales Associate   ○ Team

SALES ASSOCIATE NAME/ID* | 10201 - Linda Sharkey | +

8. Add property remarks for the listing by selecting the **Remarks Type** and **Language**.
9. Click **Apply**.
10. Click **Features** to move on.

REMARKS

ⓘ Property description in English is mandatory.

REMARKS TYPE *   Property Description ▼

LANGUAGE *   English ▼

4000 characters remaining

B *I* U̲ ≔ ≔ ≡▼

Apply ← 9

Cancel   Save as Draft   Features >>

10

Features Tab:

11. Select the appropriate options for the various **Features**, using the dropdown menus.	
12. Select any **Additional Features** you would like to highlight about the listing by picking a category, and then picking a feature within the category. 13. Click **Property Details** to move on.	

Property Details Tab:

14. Enter the following general information for the **Property Details**, if known.	Essentials ✔ Features ✔ **Property Details** Media Landlord Additional Details Review PROPERTY USE -- SELECT -- ▼ NUMBER OF PARKING PLACES YEAR BUILT ☐ New Construction YEAR RENOVATED ASSESSOR'S PARCEL NUMBER (APN) LOT DIMENSIONS CAP RATE PERCENTAGE PARKING RATIO OCCUPANCY RATE
15. Enter the information for **Geographic Location**.	GEOGRAPHIC LOCATION · CITY REGION STATE REGION COUNTRY REGION CONTINENT REGION PROPERTY LOCATION DEVELOPMENT

Property Details Tab (cont.):

16. Enter the information for **Suites** and **Floors**.

SUITES

SUITE NAME	☑ AVAILABLE
AREA	Sq. Ft.
COLUMN SPACING	
NO OF BATHS	Full 1/2
RATE	per sqft. / Month ▼

FLOORS

NUMBER OF LEVELS / FLOORS	
AVERAGE FLOOR SIZE	
AVAILABLE FLOORS	
FLOOR DETAILS	

FLOOR NAME	LENGTH	x	WIDTH	UNIT
				Feet ▼ ⊠

17. Enter any additional information on the listing.
18. Click **Media** to move on.

ADDITIONAL

NUMBER OF DOCKS	
INDUSTRIAL POWER	
DOCK HEIGHT	
TOTAL UNITS	
NO OF BATHS	Full 1/2
	☐ Sub Lease
	☐ Sprinkler

Cancel   Save as Draft   Media >>

18

Media Tab:

19. Click **+** to browse and select photo(s) that you have previously saved to your computer.
20. Once the photo(s) have been successfully saved, they will appear on this tab as shown.
21. Click **Tags & Description** to add a caption and description for the photo in a different language, if you choose.
22. You can also upload virtual tours, floor plans, listing documents, etc.
23. Click **Landlord** to move on.

Seller Tab:

24. Enter the information for **Landlord Source**, **Landlord Lead** and **Landlord Details**.
25. Click **Additional Details** to move on.

Additional Details Tab:

The Additional Details tab allows you to capture any additional relevant information.

26. Enter the builder or property manager's **Contact Details**.

CONTACT DETAILS

CONTACT	-- SELECT --
CONTACT TYPE	-- SELECT --
FIRST NAME	-- SELECT --
LAST NAME	
ENTITY NAME	
COUNTRY	United States
ADDRESS LINE 1	
ADDRESS LINE 2	
CITY	
STATE/ PROVINCE	-- SELECT --
ZIP/POSTAL CODE	
PHONE NUMBER	
EMAIL	
WEBSITE	

Select from existing contacts

Essentials ❗ Features ✔ Property Details ✔ Media ✔ Landlord ✔ **Additional Details** Review

INTERNAL NOTES

4000 characters remaining

27. Enter any **Internal Notes**. These will not be visible to anyone outside your company.
28. Enter any **Property Fees Details** and **Listing URLs**.
29. Click **Review** to move on.

LEASE REQUIREMENTS

Lease Term -- SELECT --

Lease Requirements
- ☐ 1.5 Month Security
- ☐ Credit Check
- ☐ Flat Security
- ☐ Lease Options Availalable
- ☐ Rent Excludes-Utilities
- ☐ 1 - Month Security
- ☐ Employment Verification
- ☐ Flood Insurance
- ☐ Lease Renewal Option
- ☐ Repair Insurance

BROKER REFERENCE NUMBER

PROPERTY FEES DETAILS

FEE TYPE	FEE AMOUNT	FREQUENCY	
		-- SELECT --	✕

LISTING URLS

URL NAME	URL	CONTENT LANGUAGE	
		-- SELECT --	✕

Cancel   Save as Draft   Review >>

29

Review Tab:

The Review tab allows you to review the information entered prior to submitting the listing.

30. Edit any section by clicking the pencil.
31. Click **Finish** to save the information.

A confirmation displays, letting you know that the listing has been successfully saved. The listing will also be assigned a unique Listing ID number.

ADD A COMMERCIAL LEASE LISTING

Essentials !	Features ✓	Property Details ✓	Media ✓	Landlord ✓	Additional Details ✓	Review

▶ ESSENTIALS

▶ FEATURES

▶ PROPERTY DETAILS

▼ MEDIA

LISTING PHOTO	LISTING PHOTO URLs	VIRTUAL TOUR	LISTING DOCUMENT	VIDEO WALK THROUGH	3D VIDEO
1 of 99 Limit	0 of 99 Limit	0 of 99 Limit	0 of 99 Limit	0 of 50 Limit	0 of 99 Limit

▶ LANDLORD

▶ ADDITIONAL DETAILS

Cancel | Save as Draft | FINISH

31

Result: A confirmation window displays, letting you know that the rental listing has been saved. The listing will also be assigned a unique Listing ID number.

The More Actions section allows you to print the listing with or without map and media, immediately begin adding another Commercial Lease Listing, return to the listings home page or to view this listing.

ADD A COMMERCIAL LEASE LISTING

✓ **Listing has been saved**
890 Ramapo Avenue, Teaneck, New Jersey (Listing ID: 27TPZX)

MORE ACTIONS

🖨 Print listing with Map & Media

🖨 Print listing without Map & Media

Add another Commercial Lease Listing

Go to Listings Home Page

View this Listing