

Basic Membership Reference Guide

Also available online at http://www.LoopNet.com/pdf/BM_Quick_Reference.pdf



To help you get the most out of your Basic Membership, this guide reviews the features available to you and provides click-by-click instructions on a few of these features.

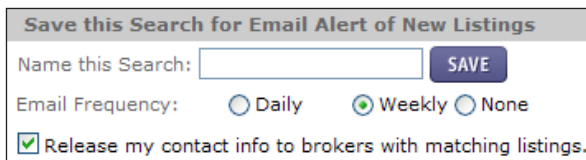
SEARCH FOR PROPERTIES FOR SALE OR FOR LEASE

- STEP 1** Click “Search Properties” and click “Search For Sale” or “Search For Lease” button.
- STEP 2** Select a property type or types. Enter your criteria and click “Search”.
- STEP 3** For a more focused search, click the “More Search Options” link at the bottom left of the page.

 **TIP** You can sort listings by clicking a column name and you can save listings by checking the box to the left of the properties and clicking “Save Properties”.

CREATE EMAIL ALERTS

- STEP 1** Conduct a property search.
- STEP 2** In the saved searches box at the top of your search results, name the search you would like to save.



- STEP 3** Select how often you would like to be notified of the latest listings that match your search criteria and click “Save”.

ADD A LISTING INCLUDING PHOTOS AND ATTACHMENTS

- STEP 1** Click “Add Properties” and select the property type that best describes your listing under the “For Sale” or “For Lease” section. Click “Go”.
- STEP 2** Enter all property and contact information and submit your listing.
- STEP 3** From the confirmation page, click “Add Attachments” to add any photos or other attachments to your listing.
- STEP 4** Select the attachment type, enter a “Description” and “Browse” for the file you wish to upload. Click “Submit”.

BASIC MEMBERSHIP BENEFITS

- ▶ **Basic Listing Exposure**
Basic Member listings are accessible to almost 10% of LoopNet’s audience
- ▶ **Basic Searching Access**
When searching LoopNet, you will have access to approximately 50% of the listings in the database

BASIC MEMBERSHIP FEATURES

- ▶ **Multiple Search Options**
Conduct a focused search by entering specific criteria or keywords
- ▶ **Email Alerts**
Save your search and receive weekly email alerts for property matches
- ▶ **Photos and Attachments**
Add photos and other attachments to your listing