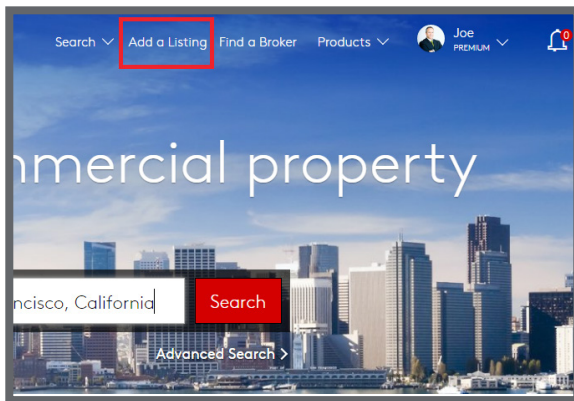


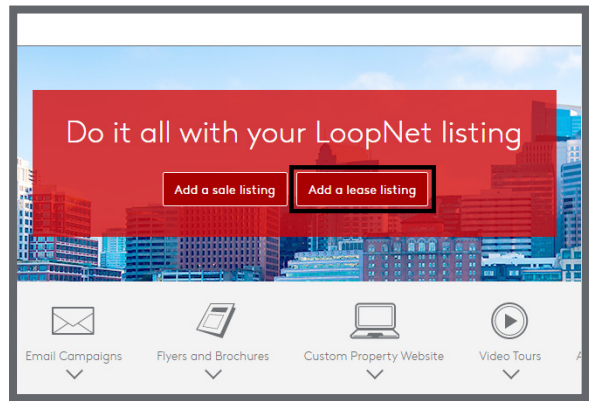
Add a Lease Listing

Put Your Listing on the Most Heavily Trafficked Commercial Real Estate Website

1 Log in to www.LoopNet.com, and click **Add Listing**.



2 Click **Add a lease listing**.



3 Choose **Property Type**. Enter property information. All fields with a red asterisk (*) are required.

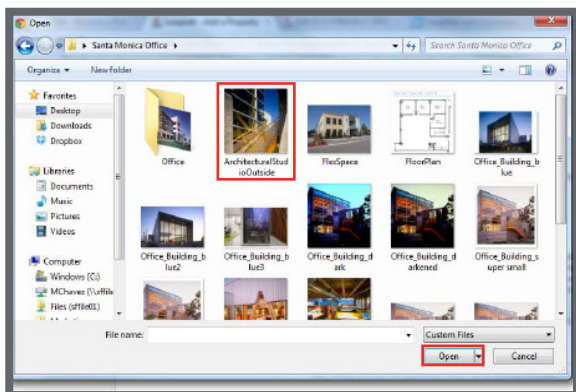
4 Enter **Space Details** and any other additional Space information in the appropriate fields.

5 Click **Add Photo** to upload property photos and maximize your listing's exposure.

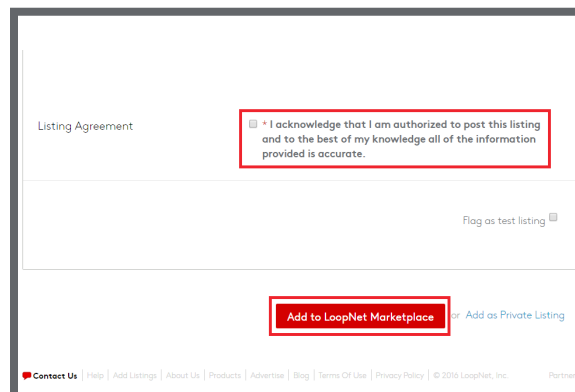
6 Agree to LoopNet's Terms and Conditions. Click **Continue To Add Photo** to proceed.

TIP Don't have a property name? Utilize this space to call out a highlight of your property. Otherwise, your property address will be displayed in place of the property name in bold text in search results.

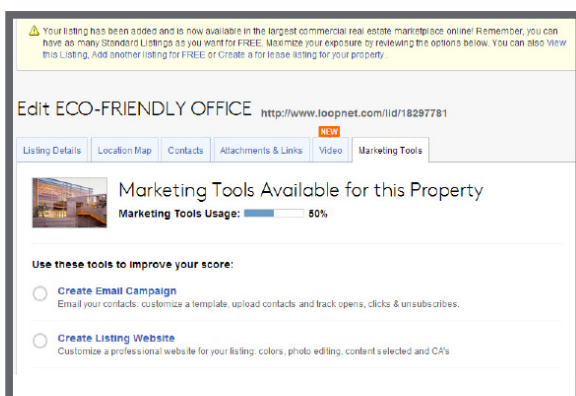
- 7 Add multiple photos by holding down Ctrl on your keyboard as you click the photos you want to add. Click **Open**.



- 8 Check the Listing Agreement check box. Click **Add to LoopNet Marketplace** to enter your listing on LoopNet.



- 9 On the **Marketing Tools** tab, you can view the marketing tools available to you.



Start Now!

(Takes you to Add Listing)



TIP

You can add unlimited Standard Listings (free for all members, including Basic) to LoopNet.