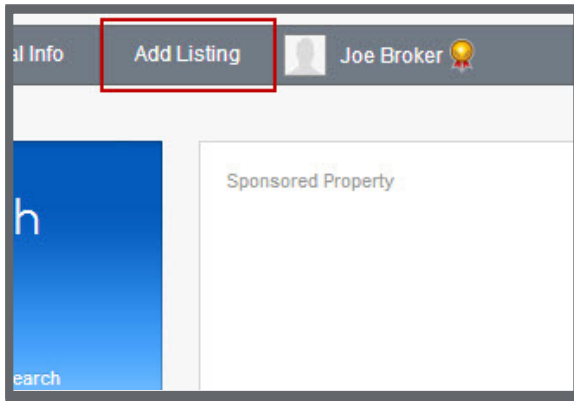


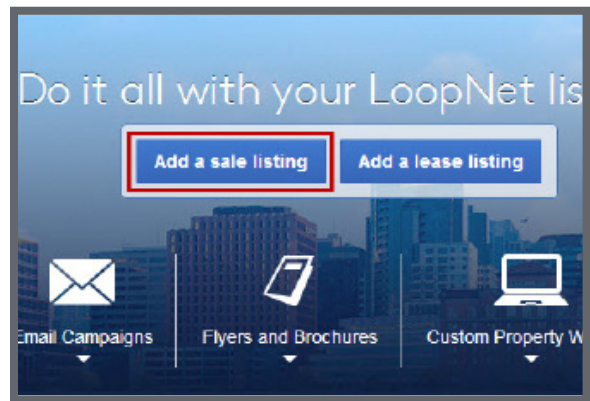
# Add a Sale Listing

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

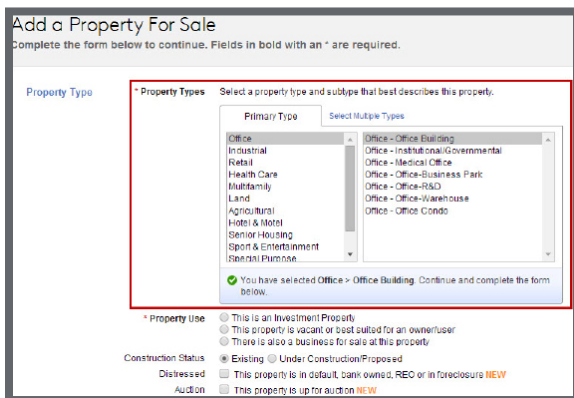
1 Log in to [www.LoopNet.com](http://www.LoopNet.com), and click **Add Listing**.



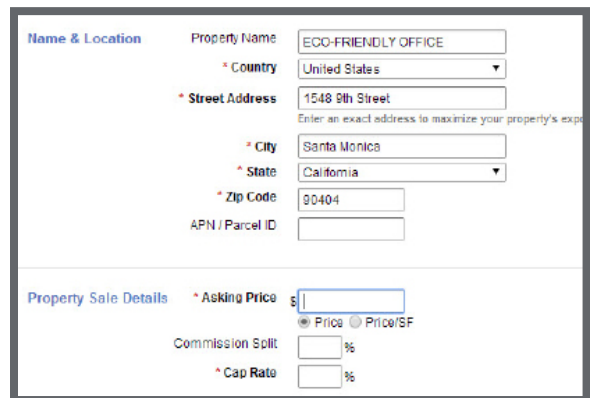
2 Click **Add a sale listing**.



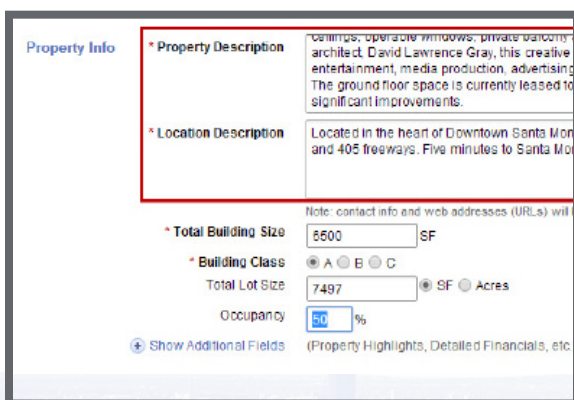
3 Choose **Property Type**. Enter property information. All fields with a red asterisk (\*) are required.



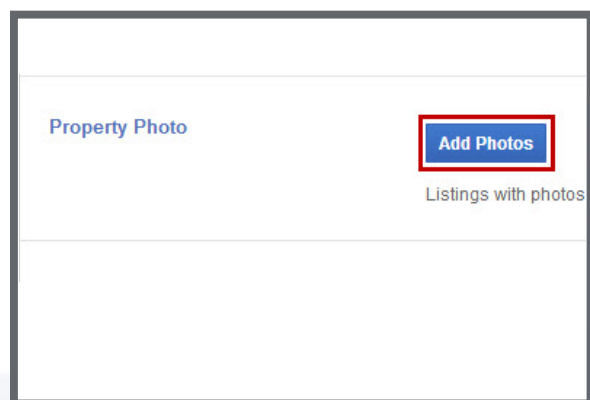
4 Enter **Name & Location** and **Property Sale Details** for your listing.



5 Complete Property Information about your listing.

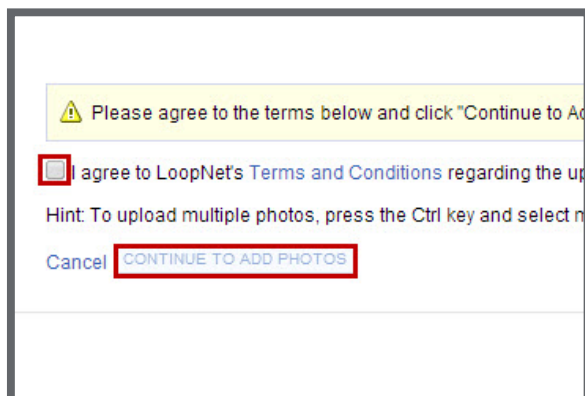


6 Add a main photo to maximize your listing's exposure. Click **Add Photo**.

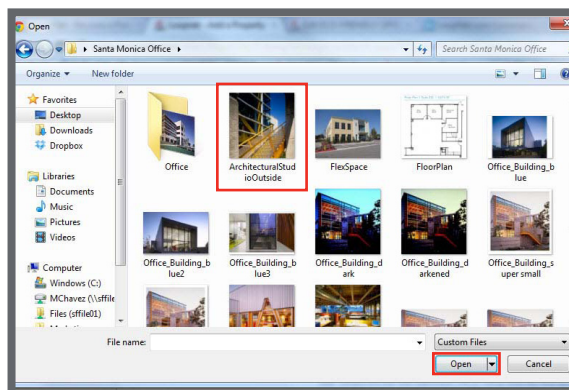


**TIP** Don't have a property name? Utilize this space to feature a highlight of your property. Otherwise, your property address will be displayed in place of the property name in bold text in search results.

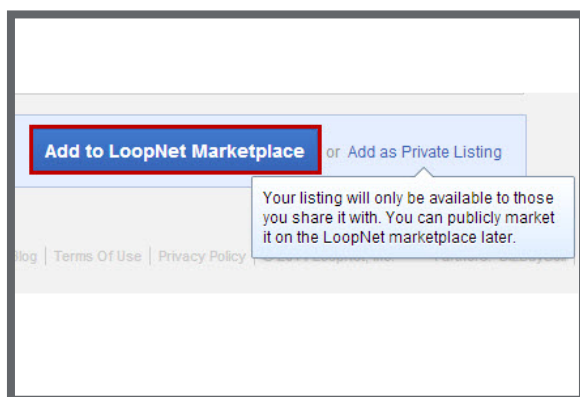
- 7 Agree to LoopNet's Terms and Conditions. Click **Continue To Add Photo** to proceed.



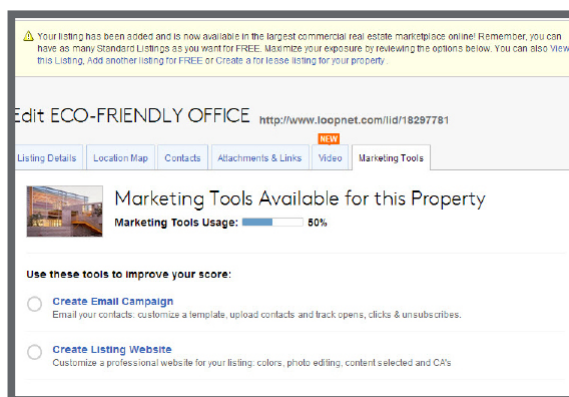
- 8 Add multiple photos by holding down Ctrl on your keyboard as you click the photos you want to add. Click **Open**.



- 9 Click **Add to LoopNet Marketplace** to save your listing on LoopNet.



- 10 On the **Exposure Options** tab, you can **View**, **Edit** or **Create a For Lease listing** for the same property.



**Start Now!**

(Takes you to Add Listing)



**TIP**

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