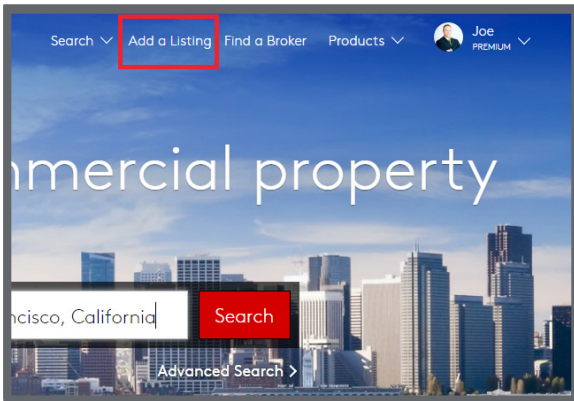


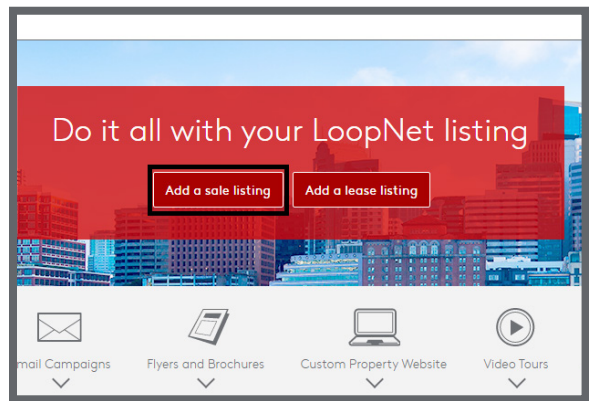
Add a Sale Listing

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

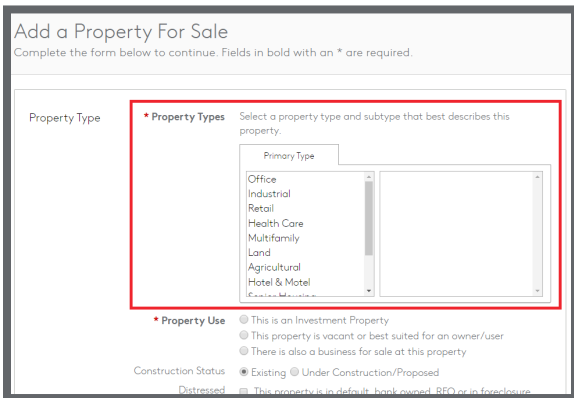
1 Log in to www.LoopNet.com, and click **Add Listing**.



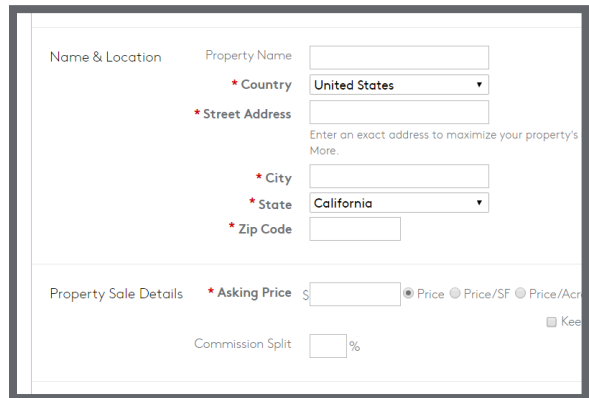
2 Click **Add a sale listing**.



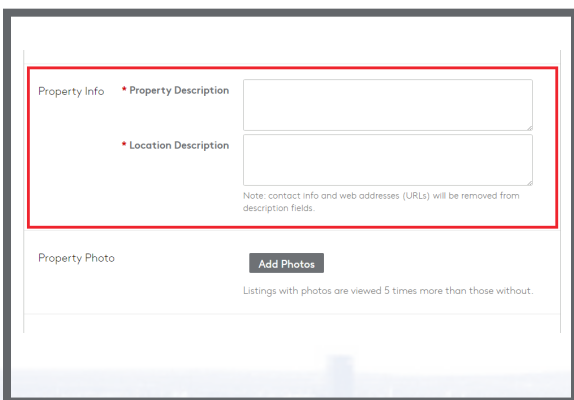
3 Choose **Property Type**. Enter property information. All fields with a red asterisk (*) are required.



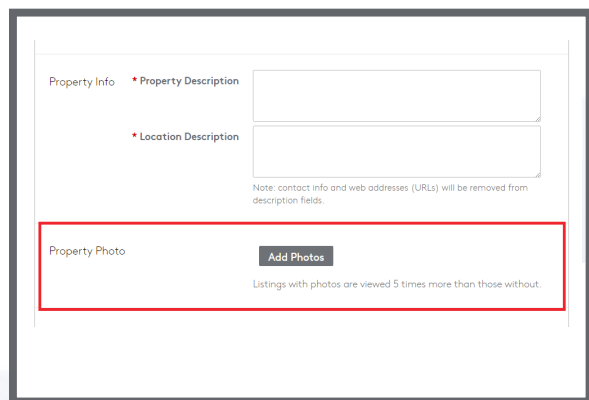
4 Enter **Name & Location** and **Property Sale Details** for your listing.



5 Complete **Property Information** about your listing.

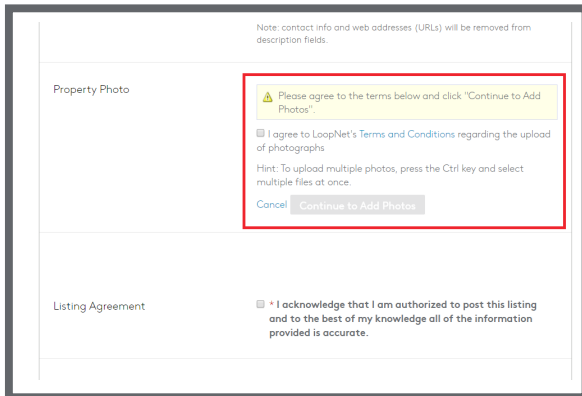


6 Add a main photo to maximize your listing's exposure. Click **Add Photos**.



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.



Note: contact info and web addresses (URLs) will be removed from description fields.

Property Photo

Please agree to the terms below and click "Continue to Add Photos".

I agree to LoopNet's Terms and Conditions regarding the upload of photographs

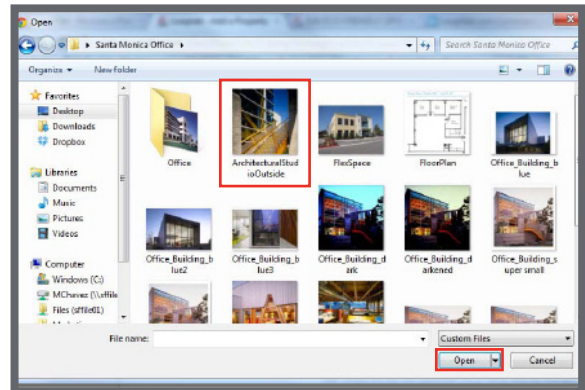
Hint: To upload multiple photos, press the Ctrl key and select multiple files at once.

Cancel

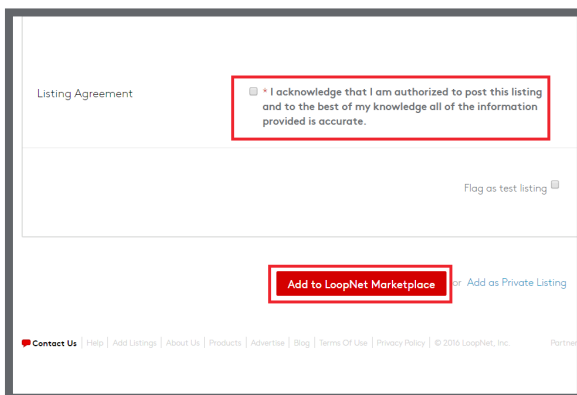
Listing Agreement

I acknowledge that I am authorized to post this listing and to the best of my knowledge all of the information provided is accurate.

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



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



Listing Agreement

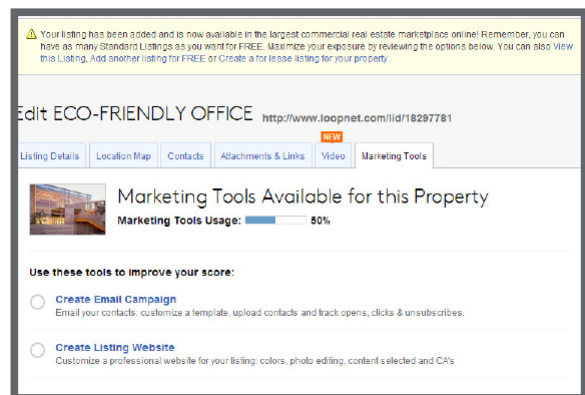
I acknowledge that I am authorized to post this listing and to the best of my knowledge all of the information provided is accurate.

Flag as test listing

or [Add as Private Listing](#)

Contact Us | [Help](#) | [Add Listings](#) | [About Us](#) | [Products](#) | [Advertise](#) | [Blog](#) | [Terms Of Use](#) | [Privacy Policy](#) | © 2010 LoopNet, Inc.

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



Your listing has been added and is now available in the largest commercial real estate marketplace online! Remember, you can have as many Standard Listings as you want for FREE. Maximize your exposure by reviewing the options below. You can also View this Listing, Add another listing for FREE or Create a for lease listing for your property.

Edit ECO-FRIENDLY OFFICE <http://www.loopnet.com/llid/18297781>

[Listing Details](#) | [Location Map](#) | [Contacts](#) | [Attachments & Links](#) | **NEW** [Video](#) | [Marketing Tools](#)

Marketing Tools Available for this Property

Marketing Tools Usage: 50%

Use these tools to improve your score:

- Create Email Campaign**
Email your contacts: customize a template, upload contacts and track opens, clicks & unsubscribes.
- Create Listing Website**
Customize a professional website for your listing: colors, photo editing, content selected and CA's

Start Now!

(Takes you to Add Listing)



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