# Add a Listing

Listing on LoopNet gives you access to the most powerful commercial real estate audience online. Marketing Center puts you in control of your listing, letting you manage your information and exposure across our network of sites including CoStar, LoopNet, CityFeet and Showcase.

How to add a listing:

1. Log in to your account on CoStar.com, LoopNet.com, or ListingManager.costar.com

2. On the upper right-hand corner click Add a Listing

3. Select For Sale or For Lease

4. Select the type of listing you would like to list

5. In the text box, type the address of your building. Any known properties will automatically populate.
    You can also search for your listing on the map, by clicking on Search by Map

6. Once you've found your property, click Yes, This is My Property

7. If you can't find your property, click Search by Map at the bottom of the page and click Create New Property

8. Complete the required fields, and click Continue

9. Select an address, using either Change Entered Address or Use Suggested Address

10. You will now be redirected to the listing editor where you can complete the entry of your listing details

11. Click Submit to publish your listing
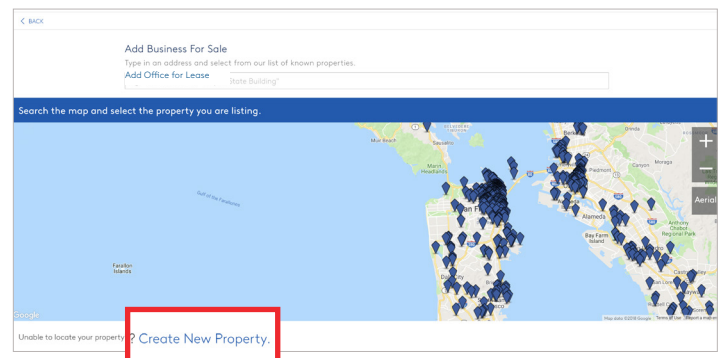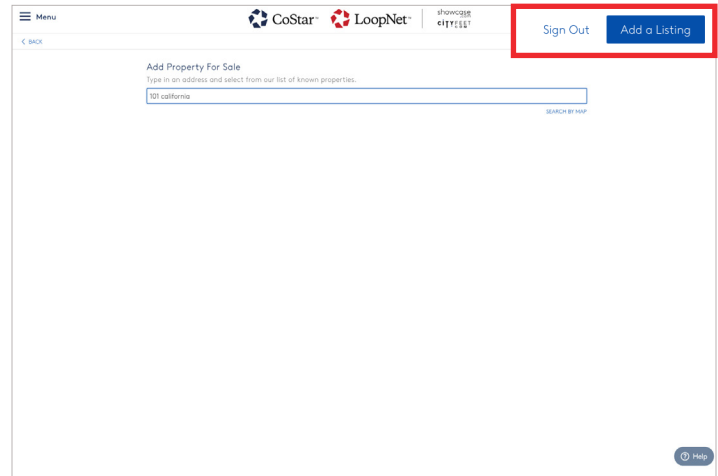
> **Tip**   Ensuring your listings are accurate and up to date guarantees the most relevant information is in front of the right deal makers and helps your deals close more quickly.

Notes: To help ensure accuracy in the CoStar database, listings that are not updated or verified at least once every 75 days will be removed.

Free Basic Listings are only exposed to the professional audience using CoStar.

Allow up to an hour for your new listing or changes to an existing listing to appear on our network.

For more information, contact your Account Executive

800-613-1303 for Customer Support