CoStar™ LoopNet™

DATA ROOM USER GUIDE

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CoStar™ LoopNet™

Features

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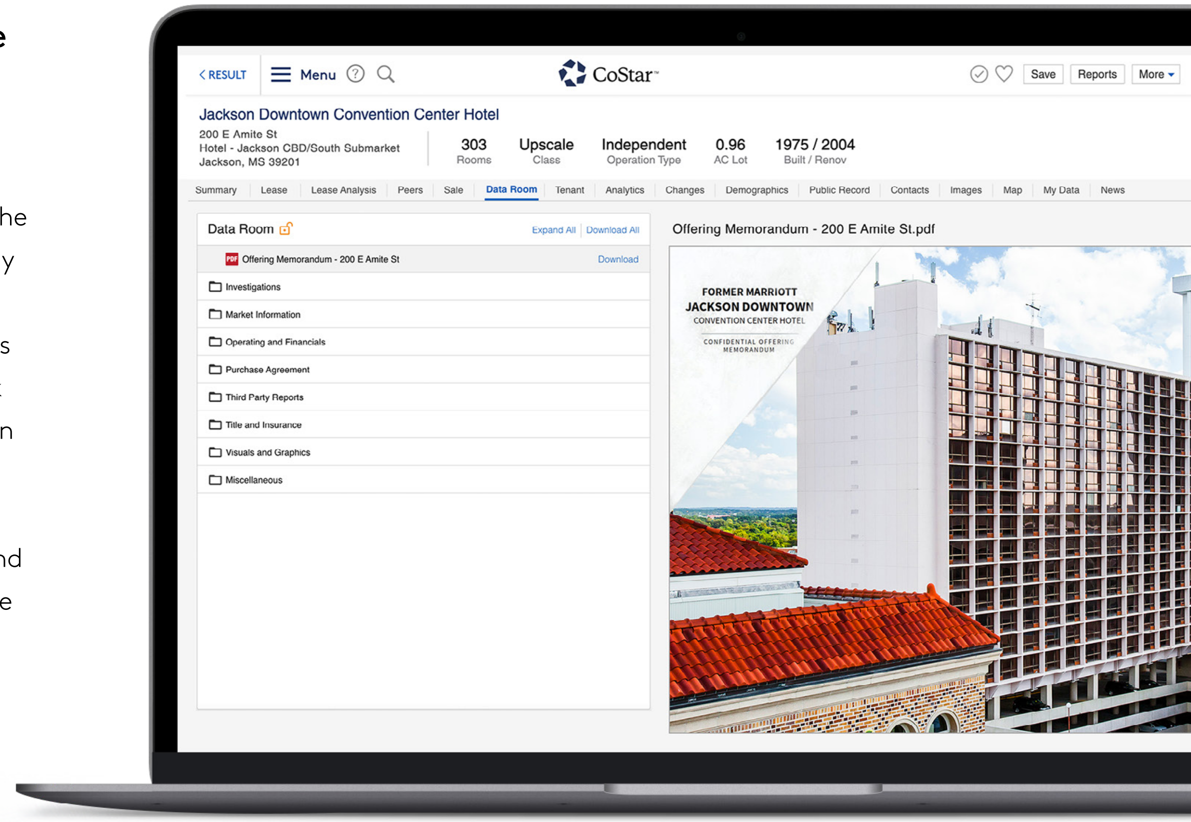
Feature Summary

The Data Room is a feature that allows investment sale brokers to provide due diligence to investors on for sale listings.

It is conventional for brokers to require prospective investors to execute a confidentiality agreement to access due diligence, so the Data Room provides for the online execution of the confidentiality agreement and immediate access to view and download due diligence. This feature solves the problem of the otherwise tedious and manual process of emailing confidentiality agreements back and forth, hosting the due diligence somewhere, and reporting on this activity to the Seller.

The Data Room will likely help speed up the marketing process and increase the likelihood of a transaction. CoStar and LoopNet have over 10 million searchers per month and the largest audience of investors in the industry.

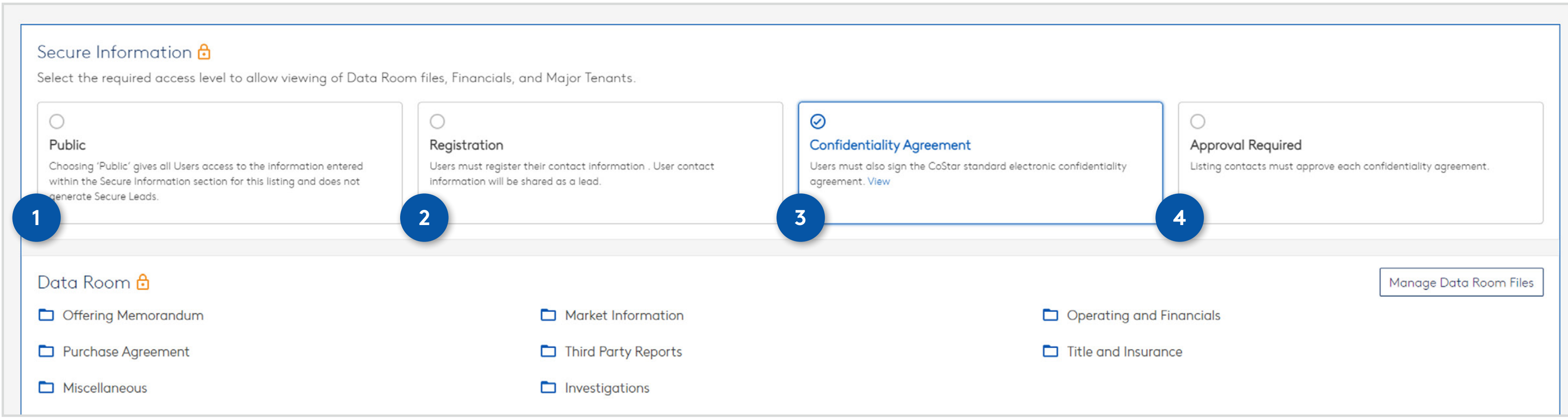


FEATURES

Primary Features

- Post due diligence via Marketing Center to your listing.
- Capture investor interest by presenting critical information about the opportunity on CoStar & LoopNet.
- Capture leads with individual contact information.
- Export leads to an excel file for Seller reporting.
- Investors can easily access and review due diligence with the few clicks of a button instead of reaching out via phone or email and waiting for the materials.
- Note taking feature within Secure Leads to document investor interest.
- The Approval Required security setting allows brokers to prevent access to the due diligence from parties they do not wish to access, providing full control of who receives access to the due diligence.
- Email workflow for the request/approval of access to due diligence between the investor and sale broker.
- Two levels of data room access – allows for the short list of buyers to access additional second level due diligence.
- Automatic email distribution for the executed confidentiality agreement to the investor that signed it.
- Email alert functionality to alert investors of new due diligence posted to the data room.
- File previewer to quickly underwrite deals at a glance. This is helpful for investors that need to sort through large volumes of possible deals to identify the most promising.
- TransUnion identity verification to ensure users are who they say they are on LoopNet.

How To Use It



On your listing in Marketing Center, there is a section titled "Secure Information" – this is where you can add files and folders to your data room, as well as provide a financials snapshot and major tenant information that will display on your listing.

There are four security setting options:

1. Public
2. Registration
3. Confidentiality Agreement
4. Approval Required

1 **Public** - any documents or data you post within the Secure Information section will display for any users on CoStar or LoopNet. This security option does not restrict access to any information, and does not generate leads.

2 **Registration** - potential investors reviewing your listing in CoStar and LoopNet would be required to provide their contact information to access any of the data posted in the secure information section. This contact information will be shared to you as a lead, specifically under the Secure Leads section.

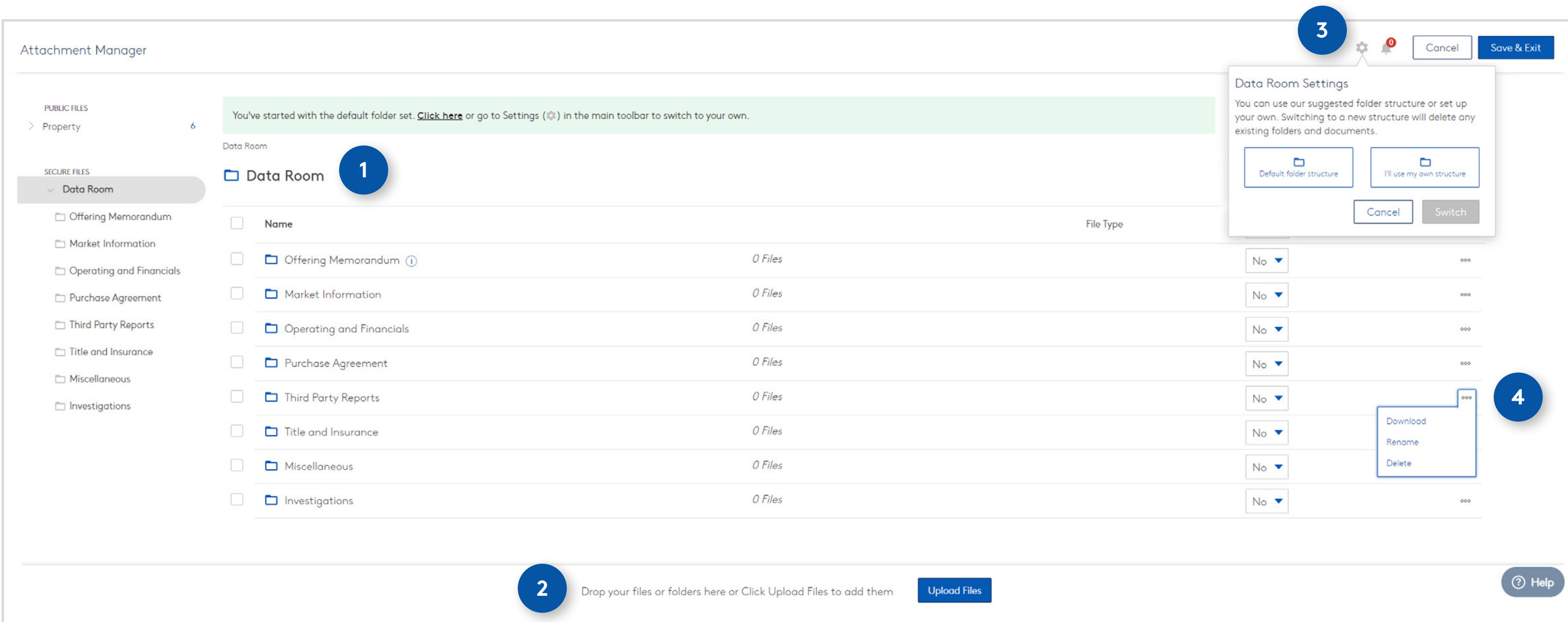
3 **Confidentiality Agreement** - interested investors must execute an electronic confidentiality agreement to access any of the secure information.

4 **Approval Required** - this requires investors to share their contact information, execute a confidentiality agreement, and be approved by one of the listing contacts.

* There is an email workflow to handle the request/approval process, but approval can also be granted on the Secure Leads report.

FEATURES

File Upload & Management



1. CoStar provides a default folder structure for you to use, or you can create your own folder structure to organize your due diligence documents in the order you choose.

2. You can drag and drop folders/files along the bottom of the page.

3. Create your own folder structure by clicking the gear.

4. You can rename folders by clicking the ellipsis.

* The data room supports the most common file types.

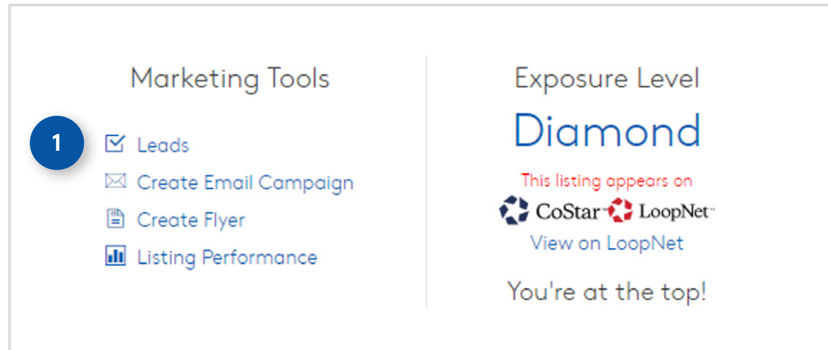
FEATURES

Secure Leads Reporting

A key feature to the Data Room is the reporting of leads.

1. Interested investors that are accessing due diligence on your listing will be shared with you under the "Secure Leads" report, which is accessed via the Leads section of your listing.

2. Investors' contact information (mobile phone, email, company) will be shared with you, in addition to pertinent metrics on interest level such as Data Room visits and downloads.



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Secure Leads for 830 15th St NW - Washington, DC

Lead Date | Export

LISTING TYPE	LISTING SECURITY LEVEL	SIGNED CA COUNT	DATA ROOM VISITS	DATA ROOM DOWNLOADS
For Sale	Confidentiality Agreement	2	11	39

Contact	Lead Date	Lead Status	Approval	Data Room Visits/Downloads	Level 2 File Access
Tom Jones TJ Investments	09/09/2021	CA	-	2 Visits / 2 Downloads	No
Sally Smith SS Partners	09/09/2021	CA	-	2 Visits / 37 Downloads	No

* This data can be exported to excel for reporting to the Seller.

* There is a note taking feature on Secure Leads as well to document your conversations with prospective investors.

FAQ's

FAQ's

Frequently Asked Questions

Why is "Public" listed as an option under the Secure Information section?

This is to provide clients with the option of posting data or documents to their listing without requiring any barriers to entry.

If I provide information on major tenants, financials and data room files, does the security access govern all three together?

Yes.

Does this information display on CoStar, LoopNet or both?

This information will be posted to CoStar in all cases, and will also display on LoopNet if you are paying for a LoopNet advertisement.

How does it work exactly for investors navigating CoStar or LoopNet?

Investors are presented with the Data Room, major tenants and financials on the detail page in CoStar or LoopNet. The major tenants and financials sections displayed blurred out, with a call to action link of "Click here to access," as well as locks to inform them that this information is secured and requires their contact information be shared to access. The more information you post, the greater the chance of catching the investor's eye and generating leads.

What is Level 2 Access? How does it differ from the "Access" column?

Level 2 access is a way for you to provide certain prospective investors due diligence that you do not wish to share with all users that have data room access. For example, you can grant your short list of buyers access to the "Level 2" due diligence, which may include additional materials you prefer to only provide to the final few investor prospects. The "Access" column indicates that a user does or does not have access to the default data room (ie all files posted that are not tagged "Level 2"), as well as any major tenant or financials data that you wish to provide.

Can I create my own folder structure?

Yes. CoStar provides a default list of folders that you can use, which reflects commonly used folders. However, you can create your own desired list of folders as you please. You can easily "drag and drop" your folders and files to the bottom of the form to upload your diligence. Folders can also be added via the "Manage" dropdown along the top of the form, and files can be added to folders via drag and drop or by the "Upload Files" buttons.

Frequently Asked Questions

I see there is a prompt to tag files, is this required?

No, this is not required. However, in order for your offering memorandum to be highlighted on your listing to capture investors' attention, you must tag the offering memorandum file as "offering memorandum" under the "Tags" dropdown.

Once I have uploaded my diligence, do I need to save it for it to go into effect?

Yes, you must click "Save & Exit" within the Data Room form to save this information.

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