

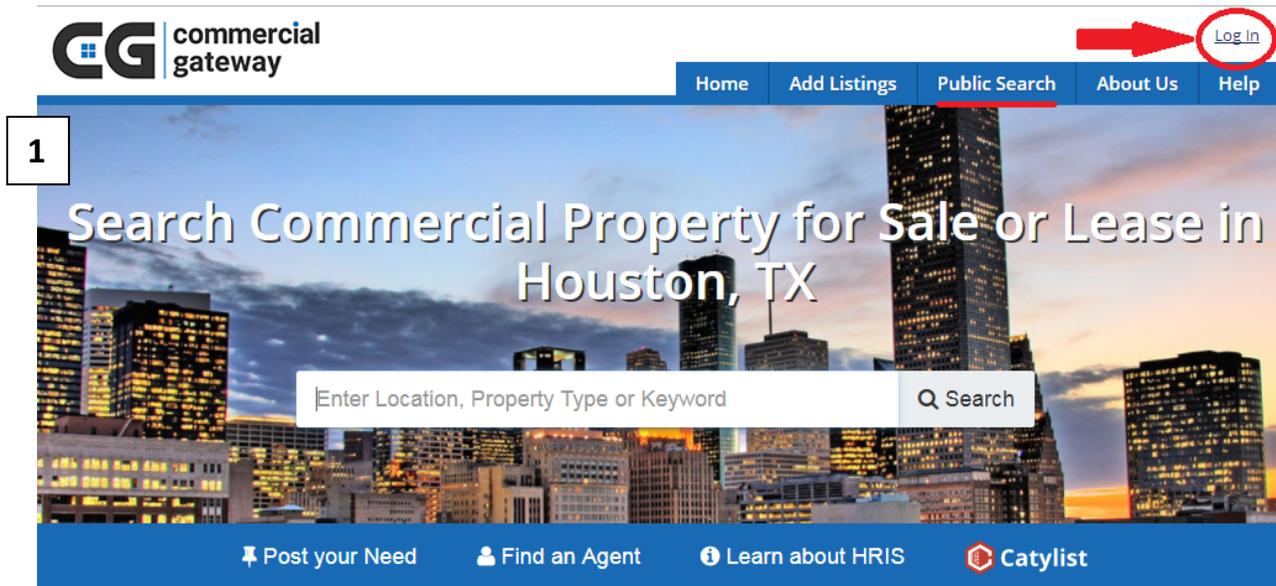


# commercial gateway

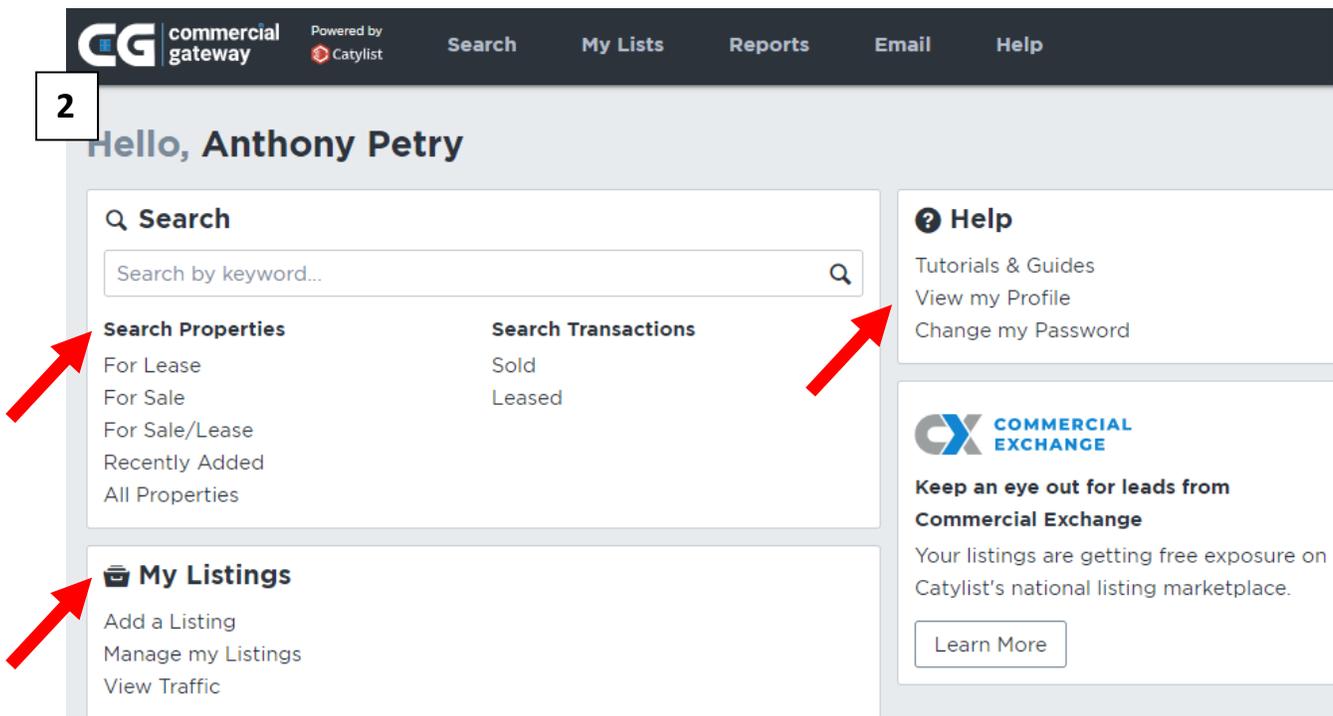
## Quick Reference Guide

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## Getting Familiar with the Layout

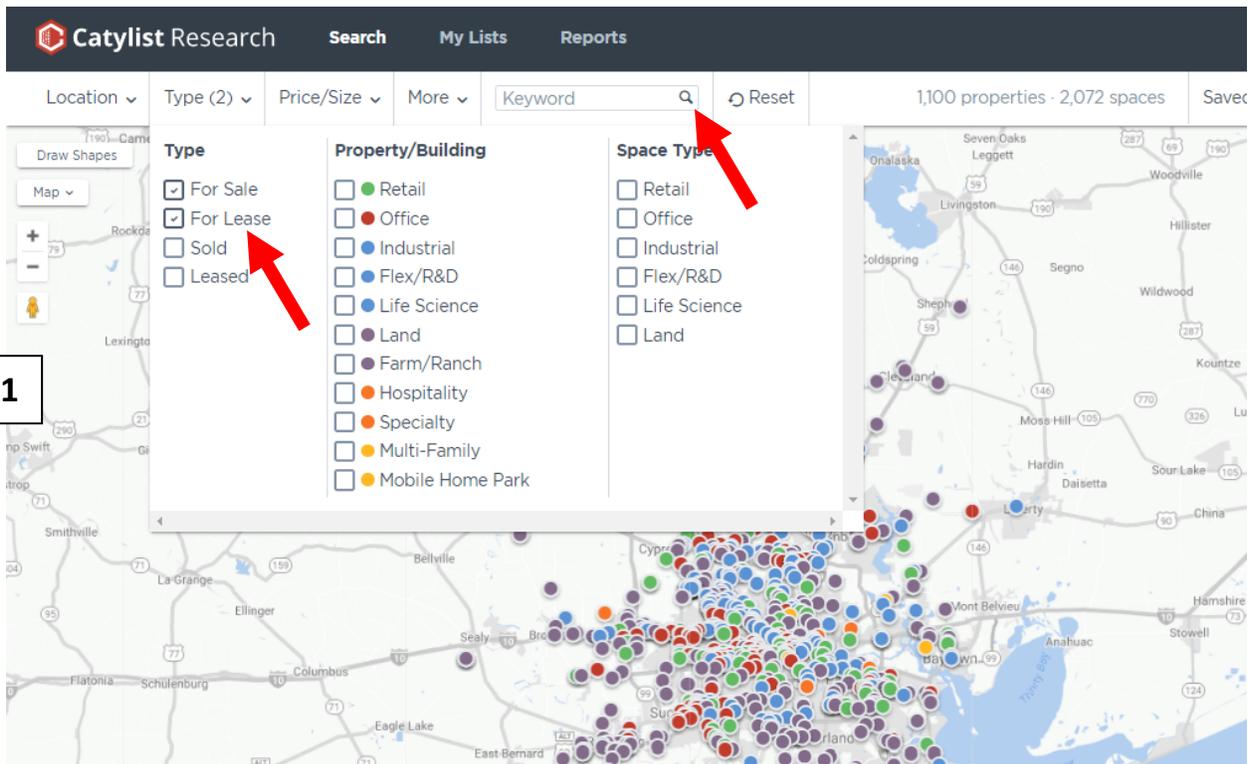


1. Use the Log in link at the top right to sign in, or use the Public Search link in the navigation bar to search for properties available For Sale or For Lease.

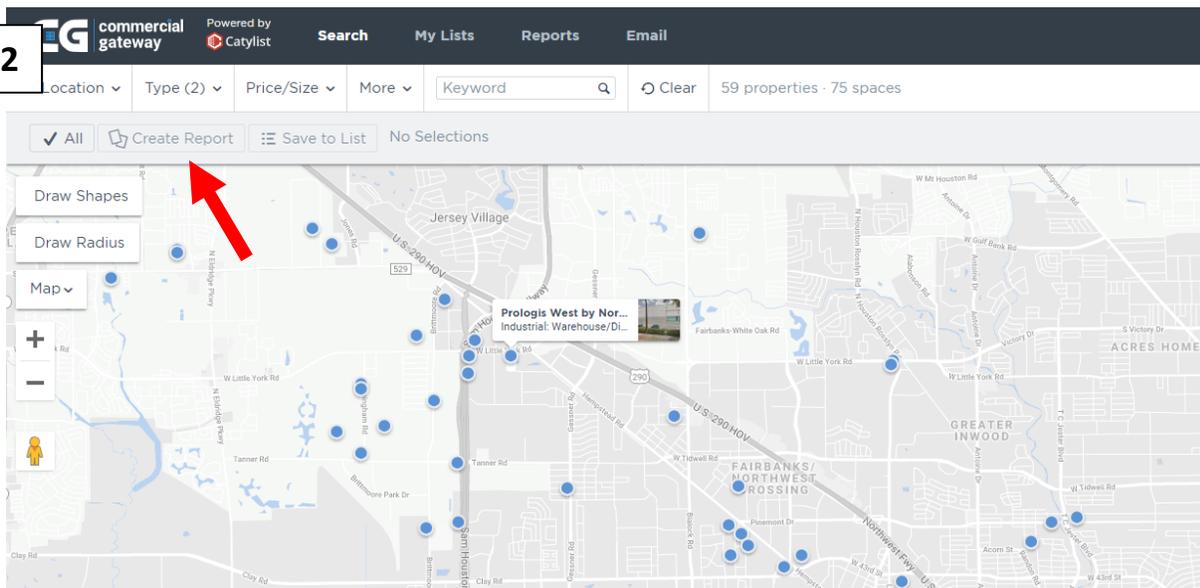


2. \* Click an item in the Search Properties menu to begin a search.  
\* Click Manage Your Listings to Add and Edit your listings.  
\* Click View My Profile to add a personal photo, bio information.

# Search Active Listings

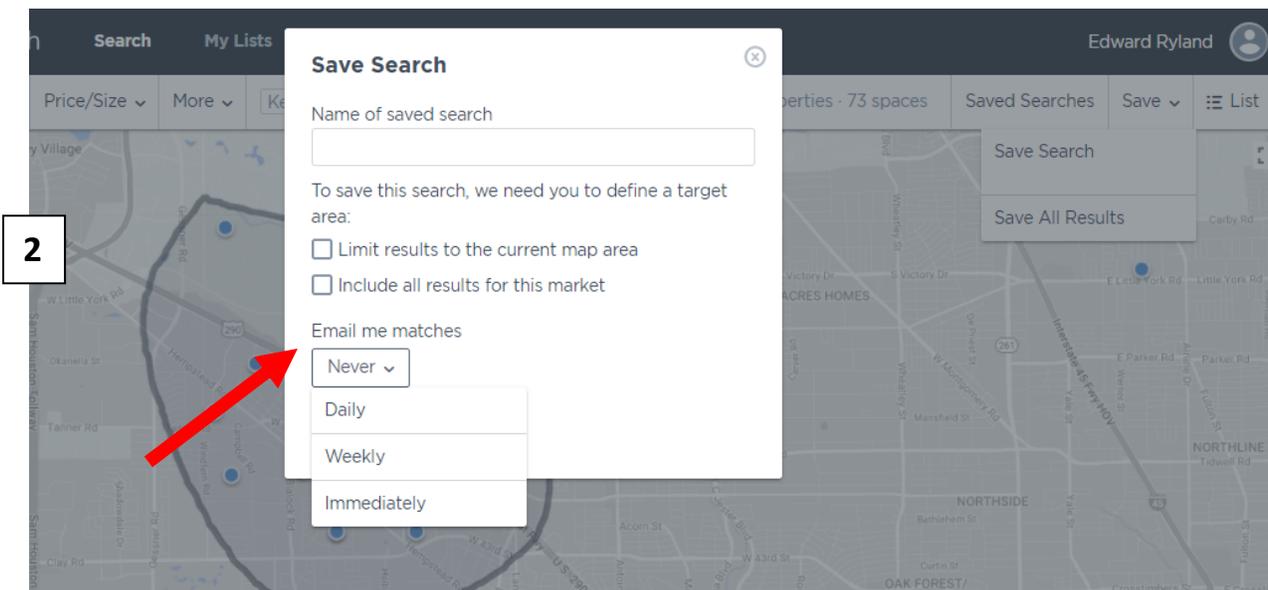
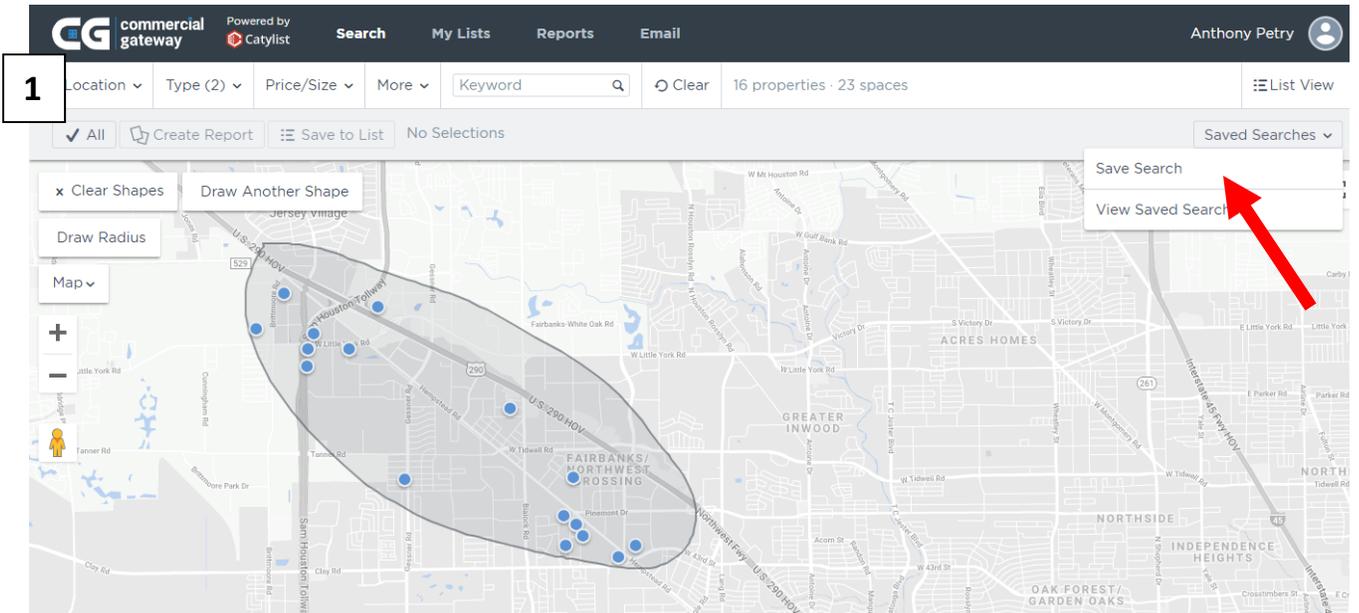


- \* Using the dropdown menus, add criteria to run your search, or use the Keyword bar to search for specific brokers or keywords. Click the dropdown menu title to collapse.
  - \* Click the map or the menu title to collapse the dropdown menu.
  - \* Zoom with + and – symbols or with the wheel on your mouse.
- \* Click a dot on the map to view a detailed report, or click Create Report or generate reports for multiple listings.



## Saved Search Alerts

Commercial Gateway allows you to create personalized alerts, or “Saved Searches,” to notify you when new listings are added to the site. You can select to be alerted daily, weekly, or immediately when a new listing has been entered that meets your search criteria.



## Parcel Search

The screenshot shows a web-based parcel search interface. At the top, there are filters for Location, Type, and Price/Size, with a red arrow pointing to the Price/Size dropdown. A search bar and a 'Reset' button are also present. The map displays an aerial view of an industrial area with several parcels marked with colored circles. A callout box highlights a specific parcel at 7720 Pinemont Dr. To the right of the map is a 'Property Overview' panel for 7720 PINEMONT DR, 7720 PINEMONT DR, HOUSTON, TX 77040. The overview includes the following details:

Property Overview	
Category	Industrial
Parcel	0441250000048
Total Size	14,880 SF
Land	1.9 Acres
Building Status	Existing
Number of Buildings	1
Year Built	2008
County	Harris
Owner (True)	FASTENAL COMPANY

Below the overview are buttons for '+ Edit Property' and 'Report'.

1. Remove all filters to create a general parcel search. Find owner and property information for all commercial properties.
2. Use the Edit Property button to edit information for a presentation. Note: Edits made using this function will only be seen by you. It will not modify our property records.

The screenshot shows a property edit form for 9149 Emmott Road. A callout box with the number '2' is positioned over the form. The form includes a photo of the property and a 'New Photo' button. The address information is as follows:

Name	9149 Emmott Road
Address	9149 Emmott Road
City	Houston
State	Texas
Postal Code	77040

Below the address information are sections for 'Property Type' and 'Building Details' with various dropdown menus and input fields:

Property Type	
Category	Industrial
Sub-Category	Warehouse/Office
Zoning	
Building Status	Existing
Land Size	0.23 Acre

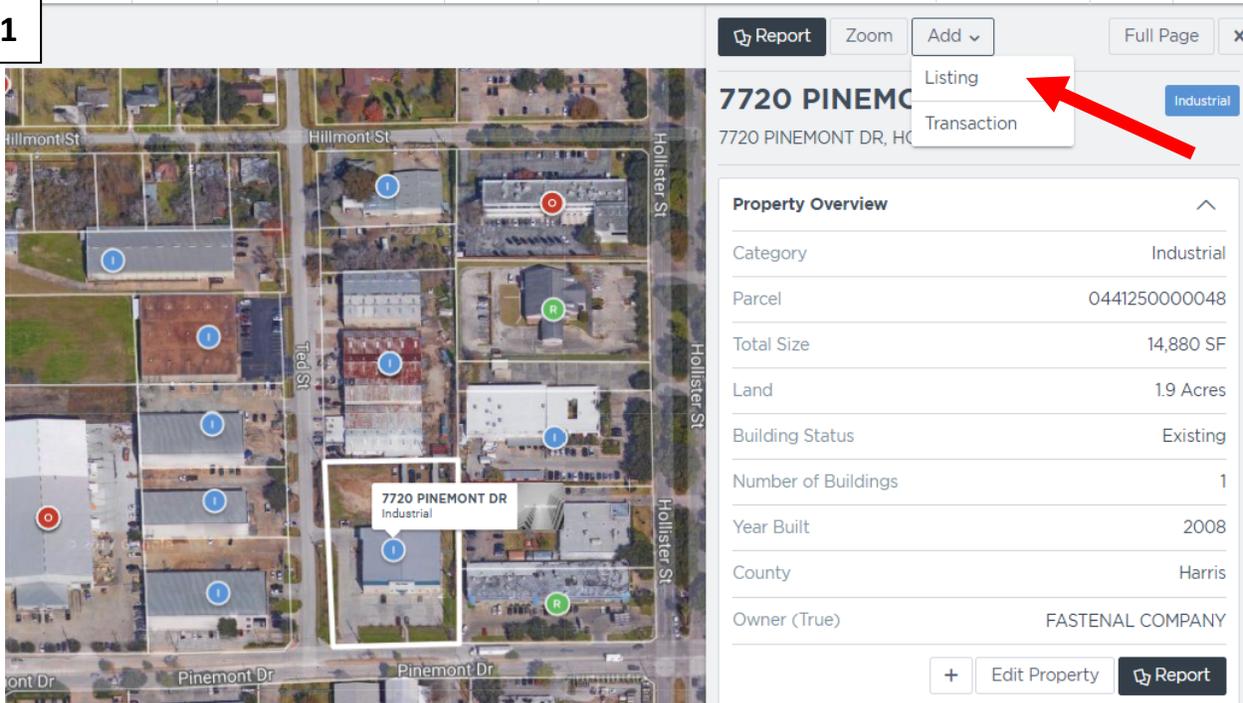
  

Building Details	
Condominiumized	No
Number of Floors	1
Construction Type	
Number of Elevators	#

# Adding a New listing

Price/Size ▾ More ▾ Keyword 🔍 Reset 49 properties · 49 spaces Saved Searches Save ▾ List

**1**



**7720 PINEMONT DR** Industrial  
7720 PINEMONT DR, HOUSTON, TX 77040

**Property Overview**

Category	Industrial
Parcel	0441250000048
Total Size	14,880 SF
Land	1.9 Acres
Building Status	Existing
Number of Buildings	1
Year Built	2008
County	Harris
Owner (True)	FASTENAL COMPANY

+ Edit Property Report

**7720 PINEMONT DR** Industrial  
7720 PINEMONT DR, HOUSTON, TX 77040

**2**

**Add a Listing / Report a Transaction**

Lease or Sale	For Sale ▾
Status	Available ▾
Type	Industrial ▾
Condominium	No ▾

**Sale Listing**

Sale Price	\$	Current Use	
		Owner	
		Total Expenses	\$

1. Zoom in and click on a parcel. Click the Add button to add a listing or feel free to contact a Commercial Gateway representative for assistance. Use this option when adding a listing with a structure on the site: [research@commgate.com](mailto:research@commgate.com)

# Edit a Listing / Add Photos and PDFs

1

Search My Lists Reports **David Koret**

**Company**  
H.B.S. Warehouse Associates  
4151 Southwest Freeway, 120  
Houston, TX 77027  
(713) 223-1313

**Email**  
info@hbswarehouse.com

**David Koret**

- My Account
- My Listings
- My Company
- Log Out

Add a Listing

Industrial 2203 LAMAR ST 2203 LAMAR ST, HOUSTON

General Purpose 16,500 SF on 0.4 Acre

Industrial For Lease 11,275 SF David Koret, H.B.S. Warehouse Associates

Report Details

Industrial 3115 POLK ST 3115 POLK ST, HOUSTON

General Purpose 15,840 SF on 0.6 Acre

Industrial For Lease 16,200 SF David Koret, H.B.S. Warehouse Associates

Report Details

Industrial 2802 CANAL ST 2802 CANAL ST, HOUSTON

General Purpose 119,340 SF on 3.5 Acres

Industrial For Lease 59,963 SF @ \$4.20 - \$5.40 Annual/SF David Koret, H.B.S. Warehouse Associates

Report Details

2

1. Select the listing you'd like to edit by clicking the Details button.
  2. At the bottom of the page, click the Edit Listing button.
- Note:** You may Request a Broadcast email at this point too.
3. While in Edit mode, you can add/edit photos, flyers, and web links. See the next page for a screenshot.

Industrial For Lease 59,963 SF \$4.20 - \$5.40 Annual/SF

Floor 1

**Asking Price Details**

Rent \$4.20 - \$5.40 Annual/SF

Lease Type Net NNN

**Space Details**

Category Industrial

Availability Available

Available On 12/22/2017

Floor 1

Total Space 59,963 SF

Is Divisible? Yes

**Contact**

**David Koret**  
H.B.S. Warehouse Associates  
info@hbswarehouse.com

Request Broadcast **Edit Listing** Report

While in Edit mode, you can add/edit photos, flyers, and web links.

**3**

Photos	Flyers and Other Files	Links
<p><b>Photos</b></p> <p>Drag to reorder</p> <p> Edit Photos</p>	<p><b>Files</b></p> <p> Upload Flyer PDF</p> <p> Upload Floorplan Image</p>	<p><b>Links</b></p> <p> Add Link</p>

Please note the reason for these changes, including any additional information for our researchers

**Submit Changes**

Note: This is the first User Guide after the relaunch of the Commercial Gateway website in 2018. We plan to fine tune several of these features and introduce other enhancements in the near future.