

Economic Development Brandon is pleased to offer additional exposure to your property listing free of charge through Spacelist, the leading commercial real estate marketplace in Canada.

To list your for-lease or for-sale opportunity you will need to create a profile on Spacelist which requires you to provide your Name, Email address and select a password. Once your profile is established you may list, view, update and delete your property listing.

It is recommended that you use google chrome to access the Spacelist site as “Spacelist” does not work well in Explorer.

### **How to register free for-sale and for-lease property listings on Spacelist**

#### **Step 1 – Go to the Spacelist site**

Visit [www.economicdevelopmentbrandon.com](http://www.economicdevelopmentbrandon.com) and click on the “Business” Tab along the top of the page.

- Once on the Business page, using the Business Tab Menu in the left margin, select “Development Opportunities”.
- A dropdown menu will provide you with three options, select “Property Listings”.
- Scroll to the bottom of the listings on the page and click on the “Powered By Spacelist” block.
- You will be taken to the Spacelist site.

#### **Step 2 – Create a Profile (One time step)**

If you already have a Spacelist profile, skip step 2 and simply select “sign in” from the top right of the title bar.

If you do not have a Spacelist profile select “List a Space” located on the Top left of the title bar

- The first step is register your email address, and a password.
  - (please use the email address of the person responsible for accepting and responding to inquiries about your listing.)
- You will be asked to enter your name or the name of the contact person for the account.

#### **Step 3 – List Your Property**

Once again select “List a space” and click the button on the top left of the title bar.

- You will need to complete the listing registration form, please note that there are red Asterisks beside items that are required pieces of information.
- Once all of the required pieces of information are entered use the button at the bottom of the page to save the listing. **You must save the listing before you can add photos, brochures, or other attachments like floorplans.**
- When you have completed the listing registration form and saved all the attachments that you wish to include, choose “Save and Post” to have the listing displayed on the Spacelist web site and the Economic Development Brandon website. At this point the listing will appear on the embedded search engine on the Economic Development Brandon “Property Listings” page.

#### **Step 4 – Maintain or View Your Property Listing**

- Once you have posted a property listing, you may sign in to the site using your email address and password. You can then use the drop down menu on the top right hand side of the page to access the additional functionality options that the site offers like viewing, amending, renewing or closing your listing.
- You are expected to renew the listing every 90 days to keep it visible on-line.
- If the property listing expires (after 90 days) it can be renewed without having to complete the property registration form again. From the “My Listings” page, provided you are logged in, you can view all of your listings whether, Active, Closed, Draft, or Expired, and Edit, Copy, Renew or Close each listing individually.

**Please note** to list and manage your property there is no cost. If you wish to use the advanced features offered by Spacelist, you can choose to upgrade to the paid service.