

inSIGHT Manual

A Guideline for Navigating the inSIGHT platform

2017 Edition

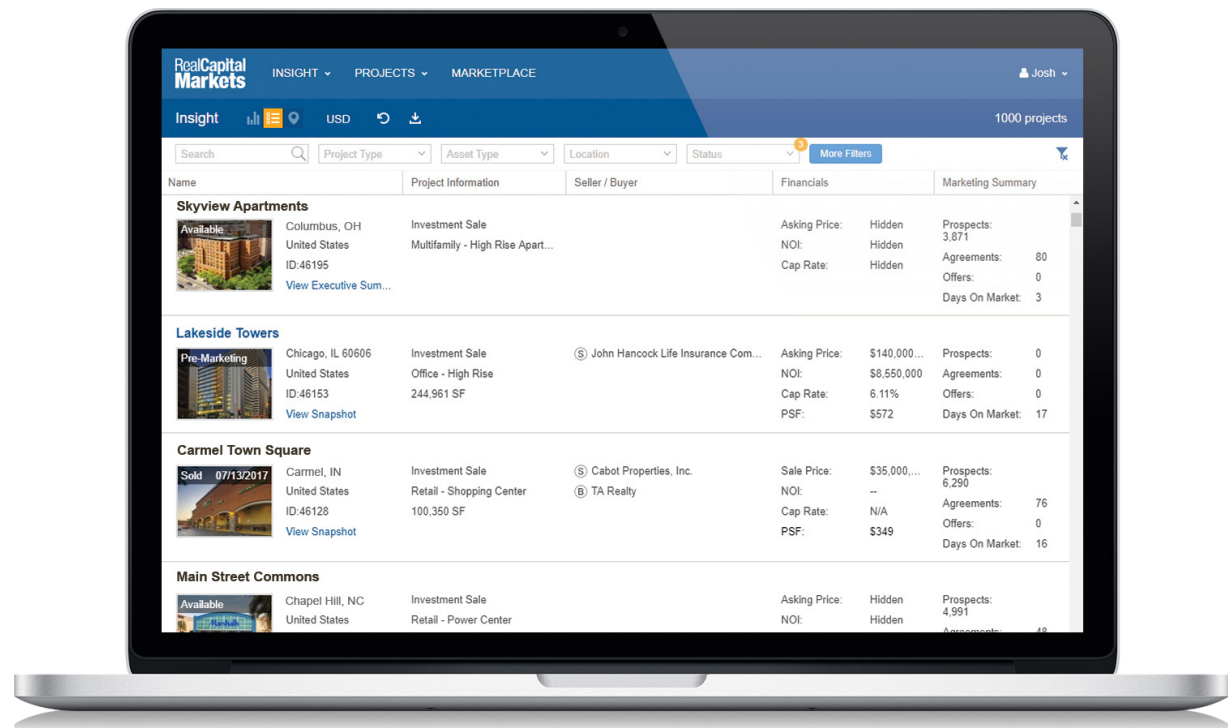


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inSIGHT List View

inSIGHT List View

inSIGHT list view allows you to view all properties throughout your organization. Your default view allows you to see anything that you manage as is in a Pre-Marketing status, all Available and Under Contract projects within the organization.

INSIGHT

PROJECTS

MARKETPLACE

Josh

Insight

USD

1000 projects

Search

Project Type

Asset Type

Location

Status

More Filters

Name	Project Information	Seller / Buyer	Financials	Marketing Summary
Skyview Apartments				
<div>Available</div>	Columbus, OH United States ID:46195 View Executive Sum...	Investment Sale Multifamily - High Rise Apart...	Asking Price: Hidden NOI: Hidden Cap Rate: Hidden	Prospects: 3,871 Agreements: 80 Offers: 0 Days On Market: 3
Lakeside Towers				
<div>Pre-Marketing</div>	Chicago, IL 60606 United States ID:46153 View Snapshot	Investment Sale Office - High Rise 244,961 SF (S) John Hancock Life Insurance Com...	Asking Price: \$140,000... NOI: \$8,550,000 Cap Rate: 6.11% PSF: \$572	Prospects: 0 Agreements: 0 Offers: 0 Days On Market: 17
Carmel Town Square				
<div>Sold 07/13/2017</div>	Carmel, IN United States ID:46128 View Snapshot	Investment Sale Retail - Shopping Center 100,350 SF (S) Cabot Properties, Inc. (B) TA Realty	Sale Price: \$35,000,... NOI: -- Cap Rate: N/A PSF: \$349	Prospects: 6,290 Agreements: 76 Offers: 0 Days On Market: 16

Key

- inSIGHT drop down allows access to:
 - All transactions since January 2016 within your organization
 - Active projects that are in market
 - Sold projects since January 2016
 - Company Scorecard shows investor engagement over time for all assets bought, sold, and offered along with other relevant company activity
- Projects drop down allows access to 'My Projects' and displays your 10 most recent projects
- View properties in a list view (default) or select the map view where you can also see property information by clicking the map pin

inSIGHT List View

(continued)

RealCapital Markets

INSIGHT PROJECTS MARKETPLACE

Josh

Insight

USD

1000 projects

5 Search

Project Type

Asset Type

Location

Status

6 More Filters

7

Name	Project Information	Seller / Buyer	Financials	Marketing Summary
Skyview Apartments				
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Key

- The number of projects displayed will be based on your filter selections.
- Search allows you to find a particular project by typing in the project name, ID, location, or use the filters to search for specific properties based on project type, asset type, location or the status
- More Filters allows you to expand your search criteria (see page 7 for more information)
- Clear all filters option allows you go back and display all properties
- Users are able to see the projects that have the status of:
 - Available – access to the executive summary for all projects; Snapshot for projects you manage
 - Under Contract - access to the executive summary for all projects
 - Sold - access to the executive summary for all projects
 - Pre-Marketing – only accessible if you manage the property
 - Access to property Snapshot
 - Taken off Market – only accessible if you manage the property

inSIGHT List View

(continued)

RealCapital Markets

INSIGHT ▾

PROJECTS ▾

MARKETPLACE

Josh ▾

Insight

USD

↺

↓

1000 projects

Search

Project Type ▾

Asset Type ▾

Location ▾

Status ▾

3

More Filters

▼

Name

Project Information 9


Seller / Buyer

Financials 11

Marketing Summary 12

Skyview Apartments

Available



Columbus, OH

United States

ID:46195

[View Executive Sum...](#)

Investment Sale

Multifamily - High Rise Apart...

Asking Price:

Hidden 11a

NOI:

Hidden

Cap Rate:

Hidden

Prospects:

3,871

Agreements:

80

Offers:


0

Days On Market:

3

Lakeside Towers

Pre-Marketing



Chicago, IL 60606

United States

ID:46153

[View Snapshot](#)

Investment Sale

Office - High Rise

244,961 SF

Asking Price:

\$140,000... 11b

NOI:

\$8,550,000

Cap Rate:

6.11%

PSF:

\$572

Prospects:

0

Agreements:

0

Offers:

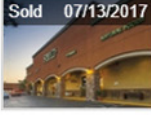
0

Days On Market:

17

Carmel Town Square

Sold 07/13/2017



Carmel, IN

United States

ID:46128

[View Snapshot](#)

Investment Sale

Retail - Shopping Center

100,350 SF

10

⑤ Cabot Properties, Inc.

⑥ TA Realty

Sale Price:

\$35,000,...

NOI:

-- 11c

Cap Rate:

N/A

PSF:

\$349

Prospects:

6,290

Agreements:

76

Offers:

0

Days On Market:

16

Key

- ⁹ View available project information that is added by the listing team
 - a. Project type
 - b. Asset Type
 - c. Size
- ¹⁰ View the Seller and/or Buyer of the property
- ¹¹ Financials
 - ^{11a} Listing broker can decide whether or not to display financial information. If they do not choose to display, it will appear hidden on projects that you do not manage
 - ^{11b} All financial information is available to you if you manage the project
 - ^{11c} If the NOI is not added on the individual project, the NOI is displayed as "--" and the Cap Rate will not be calculated (instead you will see N/A)
- ¹² Marketing Summary
 - a. Number of prospects included in the initial marketing effort
 - b. Number of executed agreements
 - c. Number of offers made
 - d. Number of days on the market

Filters

Filters

The screenshot shows the RealCapital Markets interface with the following elements:

- 1a** Search bar with a magnifying glass icon.
- 1b** Project Type dropdown menu.
- 1c** Asset Type dropdown menu.
- 1d** Location dropdown menu.
- 1e** Status dropdown menu.
- 58** Filter count indicator above the Status dropdown.
- 3** More Filters button.

Callout details:

- 1b Project Type:**
 - ☐ Financing / Equity / Debt
 - ☐ Investment Sale
- 1c Asset Type:**
 - ☐ Multifamily
 - ☐ Garden Apartments
 - ☐ High Rise Apartments
 - ☐ Affordable / Low Income Housing / Bond
 - ☐ Senior / Assisted Living
 - ☐ Student Housing
 - ☐ Condo Conversion
 - ☐ Mid-Rise
 - ☐ Office
 - ☐ Low / Mid Rise
 - ☐ High Rise
 - ☐ Office Park
- 1d Location:**
 - ☐ United States
 - ☐ West
 - ☐ Arizona
 - ☐ California
 - ☐ Bakersfield
 - ☐ Chico
 - ☐ Fresno
 - ☐ Los Angeles-Long Beach-Anaheim
 - ☐ Merced
 - ☐ Modesto
 - ☐ Napa
 - ☐ Redding
- 1e Status:**
 - ☐ Pre-Marketing
 - ☐ Available
 - ☐ Under Contract/Escrow
 - ☐ Taken Off Market
 - ☐ Sold

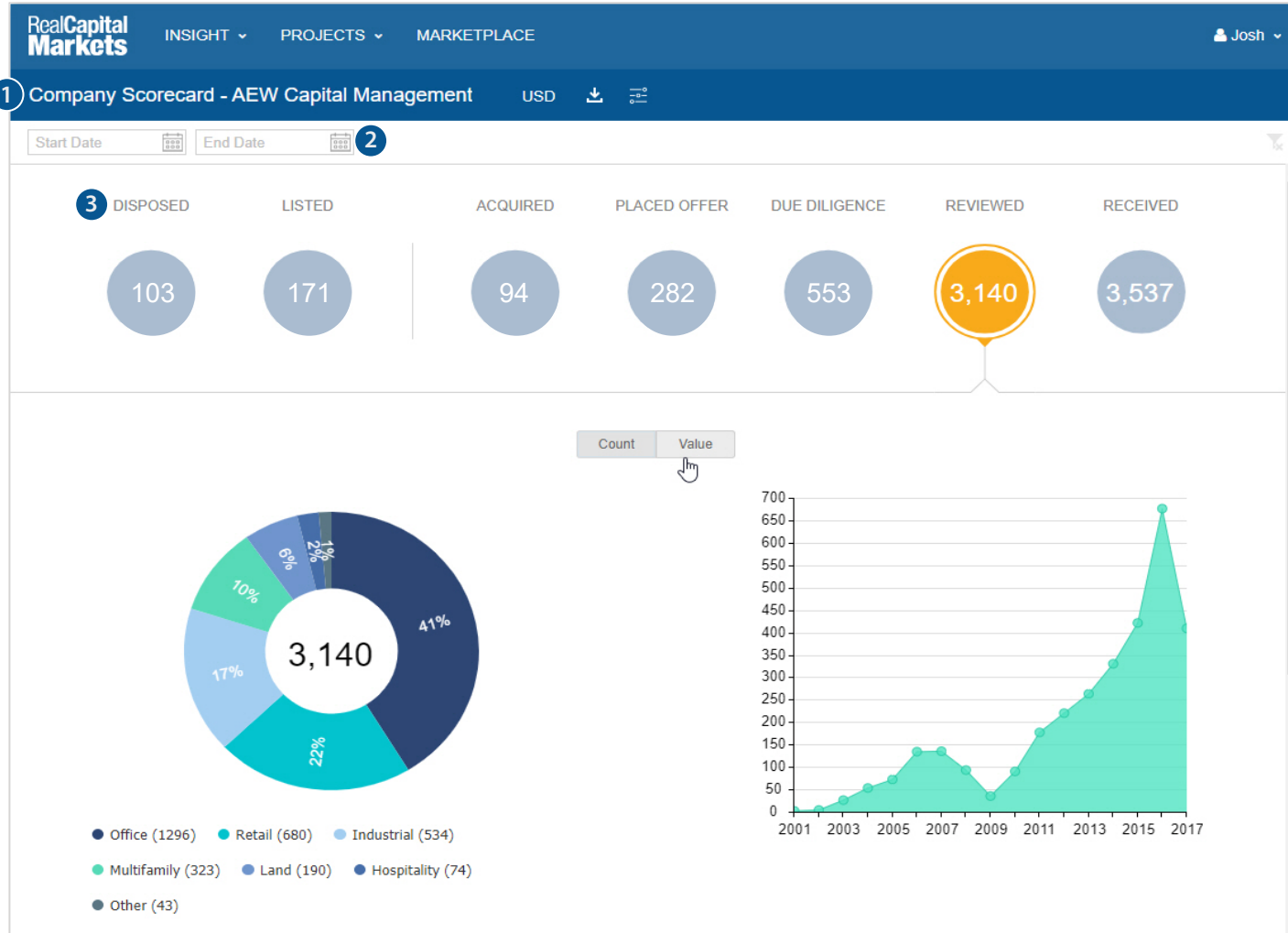
Key

- 1** Locating a project:
 - 1a** Search for a project based on name, ID or location
 - 1b** Filter based on a specific project type
 - 1c** Filter for a specific asset or sub-type
 - 1d** Filter by region, state or MSA
 - 1e** Filter by status:
 - > Pre-Marketing or Taken Off Market (only available for projects you manage)
 - > Available, Under Contract, or Sold (available for all projects)

Company Scorecard

Company Scorecard

To access the Company Scorecard, click on the inSIGHT drop down and select the Company Scorecard. Type a company name into the search field and hit enter. The number of users included under this company is also displayed. Click the company you want to view.

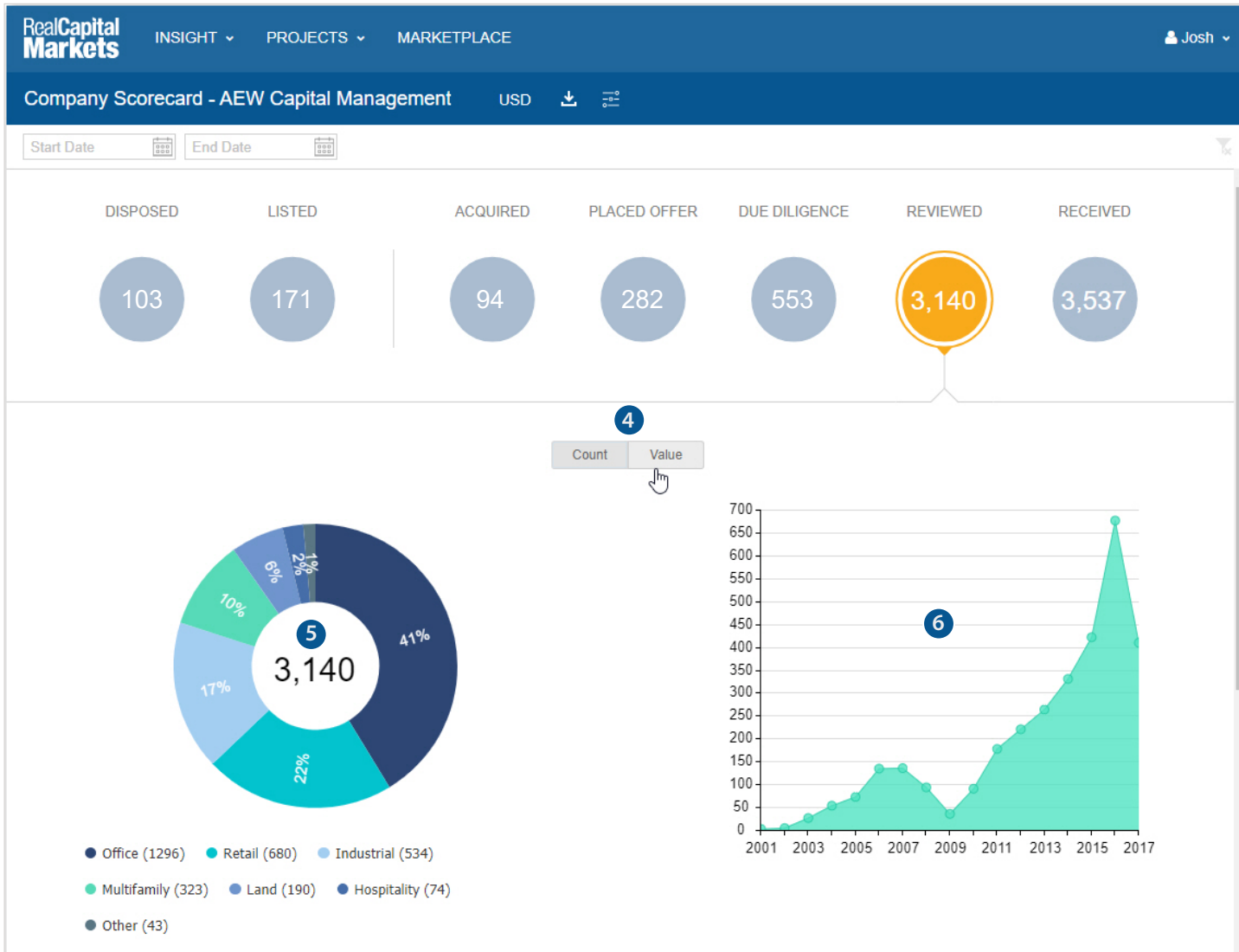


Key

- 1 Name of company you are reviewing, currency converter, ability to export a full list of assets included in your selection, and ability to filter by company activity
- 2 Set a specific date range with a start and end date
- 3 Company activity:
 - a. Disposed - Projects where company was seller and status is sold
 - b. Listed - Projects where company was seller, regardless of status
 - c. Received - Projects where company was sent email
 - d. Reviewed - Projects where company viewed email or executive summary
 - e. Due Diligence - Projects where company downloaded documents
 - d. Placed Offer - Projects where company submitted an offer
 - d. Acquired - Projects where company was buyer

Company Scorecard

(continued)



Key

- 4 Choose to view as a count or value
- 5 Chart displaying percentage of asset types in specified date range
- 6 Graph displaying number of assets for the selected action in specified date range

Company Scorecard

(continued)

Reviewed ¹

10 Most Recent Results

Name	Date	Location	Asset Type
Copper Star Apartments	07/07/2017	Tamarac-Pompano Beach, Florida	Multifamily - Garden Apartments
180 Main Street	07/06/2017	Atlanta, Georgia	Office - Low / Mid Rise
ACME Value Add Portfolio	07/06/2017	New York, New York	Office - Unique & Mixed Use Office
Pavillion	07/06/2017	Columbus, Ohio	Office - Office Park
3333 East Lafayette	07/06/2017	Phoenix, Arizona	Office - Low / Mid Rise
Distribution Center Portfolio	07/06/2017	Grand Prairie, Texas	Industrial - Warehouse / Distribution
One Skyline Tower	07/06/2017	Herndon, Virginia	Office - High Rise
Skyview Apartments	07/06/2017	Columbus, OH	Multifamily - High Rise Apartments
123 Table Mesa Road	07/06/2017	San Diego, California	Office - Low / Mid Rise
2181 Luau Avenue	07/05/2017	Honolulu, Hawaii	Retail - NNN / Free Standing Retail

Key

- ¹ View the 10 most recent assets matching the selected action and date range

FAQ's

FAQ's

Q: Do others at my organization see my deal before it's launched?

A: No, as long as the status of your deal (on the overview/details page) is set to Pre-Marketing, your deal will not be seen by others. Once your deal is launched, the system will automatically update the status to Available and then others can see it via inSIGHT.

Q: How do I keep my financial information private?

A: You can choose to hide the financial information of your project by unchecking the display box to the right of the information on the Overview/Details page.

Q: Is there a way to see everything that has sold?

A: Yes, on the inSIGHT drop down you can select to view all assets marked as sold. You can click on the More Filters option to set a specific date range.

Q: Can I search for specific projects?

A: Yes, on inSIGHT you can use the search field to search for a specific listing by typing in the project ID, Name, Team, City or Zip. Or you can use the filters to narrow the list down by asset type, location, etc.

Q: Can I drill down to see a specific asset type and/or location?

A: Yes, you can use the inSIGHT filters to select a specific asset type and/or sub-type as well as select a specific location, state or MSA.

Q: Can I access projects that I am not a contact on?

A: You can see all available assets in the list or map view with limited information and if the deal is on the market, you will be able to see the Executive Summary website. For additional information, you will need to request more information from the listing broker.

FAQ's

Q: How do I access projects I manage?

A: You can click on the Projects drop down at the top of the page and select My Projects. Or, from the inSIGHT list or map view the project name will be hyperlinked for those projects that you are an administrative contact on.

Q: How can I see Everything my organization has listed for a specific seller (i.e., Hines) this year?

A: The Company Scorecard is where you can locate specific information on a buyer/sellers company activity.

To access:

- a. Click on the inSIGHT drop down at the top of the page
- b. Select Company Scorecard
- c. Type in the specific company name you want lookup
- d. From the list of result(s), click on the company name you want to view
- e. Click on the listed option at the top of the page to view all the assets that this company has been marked as the seller

Q: Why do some listings say View Executive Summary and others say Snapshot?

A: You will see the option to view the Executive Summary for all available/on-market listings within your organization. If you manage the listing, you will have the option to view the Snapshot, which is a quick overview of that listing that includes financial information and reporting.

Q: How can I see everything that my organization has listed/available in my market?

A: You can use the search bar across the top to set your filters, or click on more filters and select your search options. For example to see all multifamily listings in California that are on the market your search criteria would be:

- a. Status – Available
- b. Asset Type –Multifamily
 - a. You can also drill down into a specific asset type, Garden Apartments
- c. Location – Expand the regions and select California
 - a. You can also drill down into specific MSA(s)

FAQ's

Q: Can I view deals listed by other brokers that have been taken off the market?

A: You will be able to see and access your listings that have been set to Taken off Market but not listings managed by other brokers.

Q: Why do I sometimes see "-", "N/A" or "Hidden" in the financial column on the list view?

A: Under the financial information:

- a. "-" for the sale price or NOI means that this information has not been entered into the platform by the listing team
- b. "N/A" for the Cap Rate, this is because this information is also set to display but the required fields to calculate the Cap Rate have not been entered in by the listing team.
- c. "Hidden" for any values means that this information is not set to display by the listing team

Q: Is there a way to export a list of my search results?

A: Yes, from the list view if you want to export an excel file of your search results you can click on the export icon on the inSIGHT toolbar.

Q: How can I view how many multifamily deals a specific company (i.e., Camden Property Trust) has bought from my organization?

A: The Company Scorecard is where you can locate specific information on a buyer/sellers company activity.

To access:

- a. Click on the inSIGHT drop down at the top of the page
- b. Select Company Scorecard
- c. Type in the specific company name you want lookup
- d. From the list of result(s), click on the company name you want to view
- e. Click on the Acquired option at the top of the page to view all of the assets that this company has been marked as the buyer