

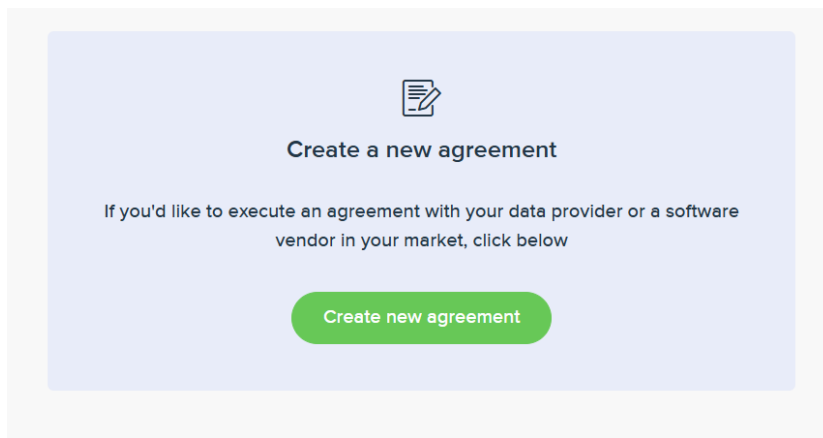
## INSTRUCTIONS FOR REQUESTING COMMERCIAL LISTINGS TO BE SENT TO SPACELIST

To apply to have your commercial listings appear on Spacelist, this can be done through the Bridge platform.

1. Go to the NSAR Dashboard and select the icon below:

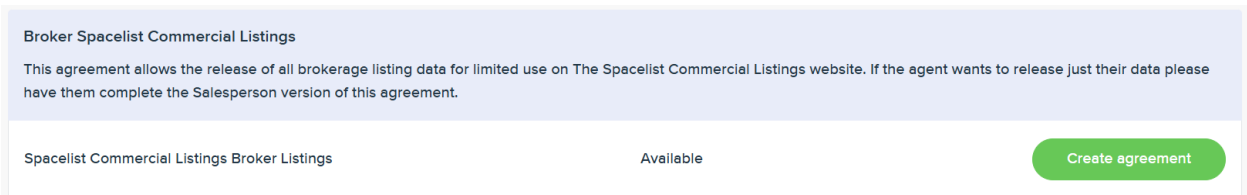


2. Select Create a New Agreement:

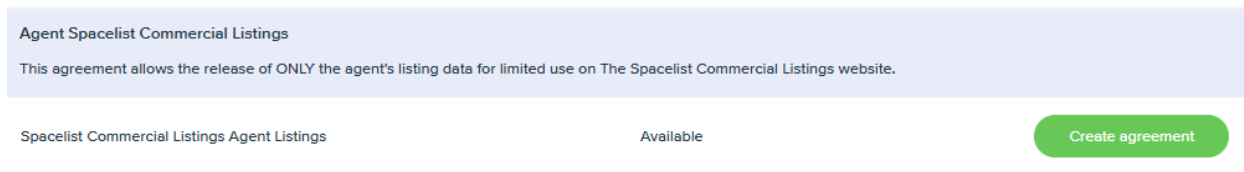


3. Scroll down until you find **Spacelist**. There are options for Brokers and Salespersons.

The Broker one is used when all Brokerage commercial listings are to be sent to Spacelist:



And the Salespersons one is used when just their listings will be sent to Spacelist:



4. Click on Create agreement.

The agreement management tool will guide you through the process and will take care of notifying the other parties letting them know an agreement is waiting for their approval.