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Attorneys for CoStar Group, Inc. and
CoStar Realty Information, Inc.

UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF CALIFORNIA

In re:
LOOPNET, INC.
Subpoena Enforcement Matter

MISCELLANEOUS ACTION
Case No. CV 05-80294 - Misc. VRW (JL)

DECLARATION OF FRANK SIMURO

COSTAR GROUP, INC., a Delaware corporation
and COSTAR REALTY INFORMATION, INC., a
Delaware corporation

Date: June 28 2006
Time: 9:30 a.m.
Courtroom: F, 15th Floor

vs.

LOOPNET, INC., a California corporation

1 1. My name is Frank Simuro. I am an employee of CoStar Realty Information, Inc., a
2 subsidiary of CoStar Group, Inc. (collectively, "CoStar"). The statements in this Declaration are
3 truthful and are made knowingly and voluntarily.

4 2. I am currently employed by CoStar as Senior Vice President of Information Systems, a
5 position that I have occupied since approximately April 2005. I joined CoStar in December 1999 after
6 serving as Director of Data Warehousing at GRC International, a division of AT&T Corporation. Prior
7 to GRC, I was a technology consultant specializing in operational efficiency and database technologies.
8 I hold a Masters degree in Information Systems from George Washington University and a Bachelor's
9 degree in Computer Science from State University of New York-Geneseo. Through my coursework
10 and work experience, I have gained a strong understanding about product and website design and
11 operations, database technology, and email infrastructure. In particular, I am knowledgeable about how
12 companies, like CoStar, operate large databases that maintain information that can be accessed by
13 customers.
14

15 3. CoStar is the leading provider of information services to commercial real estate
16 professionals in the United States. Our subscribers include real estate brokers, investors, and financial
17 institutions, among others.
18

19 4. CoStar offers a host of services to its subscribers, including "CoStar Property
20 Professional, which provides subscribers with a comprehensive inventory of office, industrial, and retail
21 properties throughout the United States. Among other features, the service includes detailed property
22 information, building photographs, sale and lease listings, historical data, maps, and floor plans.
23

24 5. CoStar COMPS Professional is another service. This service gives subscribers
25 comprehensive information about property comparables and market trends in the U.S. commercial real
26 estate industry.
27
28

1 6. CoStar Tenant is another service provided by CoStar. This service gives users access to
2 profiles of tenants in commercial buildings around the country, including information about lease
3 expirations and occupancy levels.

4 7. Maintaining this high level of information is expensive and logistically complicated.
5 CoStar invests millions of dollars a year to maintain its services and employs a research team of
6 hundreds of research analysts and field researchers. These individuals make millions of phone calls and
7 drive millions of miles each year to acquire, maintain, and revise CoStar's database of over 35 billion
8 square feet of commercial space.

9 8. A central part of CoStar's database is its electronic library of over one million
10 photographs of commercial properties around the United States. These photographs are taken by
11 professional CoStar photographers.

12 9. LoopNet, Inc. ("LoopNet") operates a website at www.loopnet.com (the "LoopNet
13 Site") where individuals can post listings of commercial real estate space for lease and/or for sale and
14 can include within the listings photographs depicting the property that is the subject of the listing. I
15 have reviewed the public portions of the LoopNet site and the statements made by LoopNet on that site.

16 10. Attached hereto as Exhibits 1 through 13 are printouts from the publicly accessible, non-
17 password protected areas of the LoopNet Site describing various features of the LoopNet listings
18 service that can be utilized by Premium Membership users of such listing service. It is my
19 understanding that Premium Members pay a fee for use of the LoopNet website, as opposed to Basic
20 Members who are not required to pay any fees, and that not all of the features available to Premium
21 Members are available to the Basic Members.

22 11. These materials tout the fact that LoopNet provides users not just with a place to post
23 listings and photographs, but with information about people who might be interested in the listings and
24

1 photographs. In short, LoopNet markets itself as a service that allows subscribers to create reports and
2 disseminate information using LoopNet's computer servers.

3 12. I have reviewed the descriptions of these features as contained within the attached
4 exhibits. Through use of these features, users of the LoopNet website are definitely reproducing,
5 distributing and displaying the property photographs, potentially including CoStar's copyrighted
6 photographs, posted on the LoopNet website. For example, and without limitation, a property
7 photograph within a listing is (i) reproduced each time the user prints it, incorporates it into an email or
8 report, or saves it to their desktop computer, (ii) distributed each time the listing is emailed by a user,
9 and (iii) displayed each time a user views the listing.

10 13. Additionally, as discussed below, it seems that LoopNet definitely has some level of
11 information that identifies individuals who have made these unauthorized reproductions, distributions
12 and displays of CoStar's photographs; (i.e., information that could identify to CoStar the individuals
13 who have reproduced, distributed and/or displayed listings that had infringing copies of CoStar's
14 photographs). Indeed, LoopNet requires users to register (i.e., create a username and password) to use
15 its site. In doing so, LoopNet requires users to provide their real names, e-mail addresses and other
16 information. And LoopNet clearly maintains this information because a subscriber once logged-in can
17 access her registration information through LoopNet's My LoopNet feature. Having had to register to
18 use the site, it seems clear that LoopNet knows either the name or the IP address of the user performing
19 the download.
20
21
22

23 14. LoopNet's access to this information would be typical of a computer database company,
24 for such companies as a matter of course keep large amounts of information about how their subscribers
25 access information in order to provide customer service, as well as for a variety of administrative and
26 other purposes. An analogous example would be Westlaw, which keeps track of what searches its users
27 employ, and provides users with services like access to prior results.
28

1 15. For example, one feature where LoopNet appears to have information identifying those
2 individuals is the "ProspectList Lead Generation" feature. LoopNet's overview of that feature is
3 attached as Exhibit 3. It says that a LoopNet user can market their listing by (i) matching their listing
4 with the buying and leasing requirements of interested prospects, (ii) accessing a list of matching
5 prospects and their contact information, (iii) sending a customized email of their listing to principals,
6 brokers and others, and (iv) saving a personal email list of prospects for future email sends. The
7 screenshot in Exhibit 3 depicts a thumbnail photograph of each listing and alongside the photograph a
8 boxed-in "PL" with the words "Access Your Prospect List". From that screenshot alone, it isn't clear
9 whether the ProspectList is a list of matching prospects and their contact information to whom the email
10 could be sent or whether it is a list of those prospects to whom the user has already emailed the listing.
11 However, that ambiguity seems to be resolved by a page from an FAQ within the "LoopNet Help
12 Center" for the question "How do I access ProspectList". The page is attached hereto as Exhibit 12,
13 and it says "To review a list of all members to whom you have already sent a **ProspectList** email for
14 this listing, click the **Number of Emails Sent to Date Link**." This indicates to me that, at least with
15 respect to the ProspectList Lead Generation feature, LoopNet has information identifying users that
16 have emailed particular listings to others, including the identity of the senders and the recipients. As a
17 result, LoopNet should be able to query its ProspectList Lead Generation records for information
18 identifying the sender and recipients of property listings that CoStar has identified to LoopNet as having
19 infringing copies of CoStar photographs.
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22

23 16. The ProspectList Lead Generation feature is not the only feature through which the
24 LoopNet user can email listings containing infringing copies of CoStar's photographs. Others include
25 the Custom Marketing Emails feature (Exhibit 9), and the "Saved Property Folder" feature (Exhibit 11).
26 While I have not found marketing on LoopNet's website indicating one way or the other whether
27 LoopNet has information identifying individuals who have used these features to make unauthorized
28

1 reproductions, distributions or displays of listings with CoStar photographs, it is certainly possible that
2 LoopNet possesses that information, as it apparently does with respect to use of the ProspectList Lead
3 Generation feature.

4 17. LoopNet's promotional materials also state that it maintains information regarding the
5 "exposure" of particular listings, which are keyed to particular photographs. (Exhibit 4). That is,
6 LoopNet keeps track of how often a particular listing and accompanying photograph has been accessed
7 and emailed. I believe that it is highly likely that LoopNet's ability to keep track of this information
8 means it also has access to information about the identities of the subscribers, either through their
9 username or IP address, who downloaded or emailed CoStar's photographs.

10 18. Another feature where LoopNet appears to have information identifying individuals who
11 have made unauthorized reproductions, distributions and/or displays of CoStar's photographs is the
12 "Saved Property Folder". See Exhibit 11. In LoopNet's marketing for this feature, underneath a
13 heading entitled "Save Properties To Custom Folders," it says "select the properties you want to save
14 and add them to an online folder." The concept is to enable the user to "access, review, update and
15 organize properties" in one place, from which they can also be used to create custom property reports
16 and personalized emails for clients. While I do not have any firsthand experience utilizing the LoopNet
17 "Saved Property Folder" feature directly, in my experience the fact that the user is able to save the
18 properties to these online folders for later retrieval and use indicates that a copy of the property
19 information and photograph and/or pointer to the property information and photograph must be created
20 and tied to the user. Indeed, the LoopNet User Guide indicates that "[t]o view a listing in a folder, click
21 the folder name and then click the property name or **thumbnail photo** for that listing." See Exhibit 13
22 (emphasis added). That thumbnail photo is a duplicate copy of the photo that the user stored in the
23 online folder and/or a display of the original copy that acts as a pointer to the full listing. Of course, as
24 shown in more detail in the marketing for this feature in Exhibits 11 and 13, the user already displayed
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1 the property photograph on their computer as part of the process of viewing the property listing and
2 then saving it into the folder. Thus, LoopNet appears to have information that at a minimum would
3 reveal the identities of individuals that have made unauthorized displays (and possibly reproductions) of
4 CoStar photographs through use of the Saved Property Folder feature. And LoopNet should be able to
5 query for that information based on properties or property listings that CoStar has previously identified
6 to LoopNet as containing infringing copies of CoStar photographs.
7

8 19. Indeed, even if LoopNet did not have directly identifying information (such as names
9 and phone numbers) for the individuals who use its services to download CoStar's copyrighted
10 materials, CoStar could still track down the individuals by reference to their IP address, date and time.
11 If LoopNet provided this information about infringers to CoStar, CoStar could determine which ISP
12 provider was providing Internet access to the infringer, and in turn which individual account was used
13 to access LoopNet's site.
14

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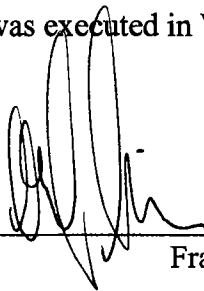
25 //

26 //

27 //

28 //

1 I declare under penalty of perjury under the laws of the United States of America that the
2 foregoing is true and correct and that this declaration was executed in Washington, D.C. on May 10,
3 2006.



Frank Simuro

EXHIBIT 1




PREMIUM MEMBERSHIP : Maximum Listing Exposure

Premium Membership takes your listings to the next level by making them stand out in search results while also making them available to the widest possible audience.

Premium Listings include:

- **Premium Placement**
Posted listings appear within first section of search results.
- **Expanded Property Description**
Additional property details displayed in search results.
- **Immediate Listing Exposure**
Posted listings immediately available to ALL members.
- **Thumbnail Photos**
Property photo makes your listing stand out in search results.



2260 Beachwood Drive
Los Angeles, CA
The building is a 10 unit apartment building plus a detached craftman style house. The property is to the North of Franklin Avenue. Constructed...

Search	Grid	Property	Basic	Full	State	Country	Time	Zone	Cap Rate
Live	Home	Report	Summary	Report	Full	Database	Report	Cap	Property
Full	Database	Report	Cap	Property	Full	Database	Report	Cap	Property
Full	Database	Report	Cap	Property	Full	Database	Report	Cap	Property
Full	Database	Report	Cap	Property	Full	Database	Report	Cap	Property
Full	Database	Report	Cap	Property	Full	Database	Report	Cap	Property
Full	Database	Report	Cap	Property	Full	Database	Report	Cap	Property
Full	Database	Report	Cap	Property	Full	Database	Report	Cap	Property
Full	Database	Report	Cap	Property	Full	Database	Report	Cap	Property
Full	Database	Report	Cap	Property	Full	Database	Report	Cap	Property

Become a
Premium Member
as low as
\$39⁹⁵ per month

Premium Membership Features Include:

- ▶ Maximum Listing Exposure
- ▶ Unlimited Searching Access
- ▶ ProspectList Lead Generation
- ▶ Listing Exposure Reports
- ▶ Controlled Access Marketing
- ▶ Professional-Quality Reports
- ▶ Property Mapping
- ▶ Daily Email Alerts
- ▶ Custom Marketing Emails
- ▶ Personalized ListingsLink
- ▶ Saved Property Folders

View Next Feature

For more information, contact information@loopnet.com or call (888) 567-7442.

EXHIBIT 2



Need a 1031 Exchange Property?

PREMIUM MEMBERSHIP : Unlimited Searching Access

Premium Membership gives you immediate access to ALL LoopNet listings, allows you to view the newest listings first, and enables you to produce professional-quality property search reports from your findings.

Searching Benefits include:

- **Access to ALL listings**
Access the newest listings on the site.
- **Reporting Tools**
Create professional-looking property reports generated from your property searches.
- **Property Mapping**
Plot multiple properties on a personalized map that can be printed or emailed for clients.

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The screenshot shows the LoopNet search interface. At the top, there's a search bar with a dropdown menu for 'State' and a 'Search' button. Below the search bar, there are several tabs: 'All Listings', 'New Listings', 'Saved Searches', 'My Alerts', 'My Folders', and 'My Reports'. The 'All Listings' tab is selected. Below the tabs, there's a table of search results. The first result is for 'The Adlon Hotel' in San Francisco, CA, with a price of \$17,500,000. The second result is for '1000 Harrison Street' in San Francisco, CA, with a price of \$12,000,000. The table has columns for 'Property Name', 'Address', 'City', 'State', 'Zip', 'Price', 'Sq. Ft.', 'Cap Rate', and 'Primary Type'.

For more information, contact information@loopnet.com or call (888) 567-7442.

EXHIBIT 3



JP Morgan

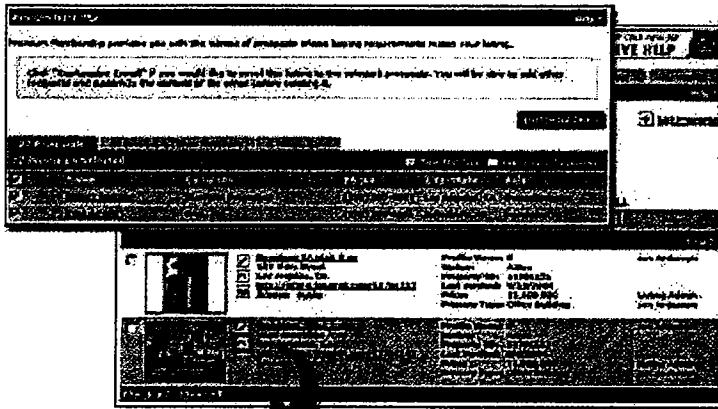
PREMIUM MEMBERSHIP : ProspectList Lead Generation

ProspectList is the fastest, most efficient way to market your listing to interested prospects.

ProspectList allows you to:

- Match your listing with the buying and leasing requirements of interested prospects.
- Access a list of matching prospects and their contact information.
- Send a customized email with your listing to Principals, Brokers and others.
- **NEW!** Save a personal email list of your prospects for future email sends.

ProspectList is only available with the purchase of **Premium Membership** or a **Single Premium Listing**.



PL Access Your Prospect List

Become a
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- ▶ Listing Exposure Reports
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- ▶ Professional-Quality Reports
- ▶ Property Mapping
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- ▶ Saved Property Folders

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EXHIBIT 4



PREMIUM MEMBERSHIP : Listing Exposure Reports

Monitor the exposure your listing is receiving on LoopNet, number of times it appeared in search results, number of times it was viewed, and the number of times it was emailed to prospective clients.

Exposure Reports provide the following information:

- How many times a listing has been viewed.
- How many times it has been displayed in search results.
- How many times it was emailed to prospective clients via **ProspectList**.
- How many times it was emailed to prospective clients via **Email Alert**.

Exposure Reports are only available with the purchase of **Premium Membership** or a **LoopLink** web site.

Profile Views	Returned in Search	Email Alerts Sent	ProspectList Email Sent	Listing Emailed to Others	Email Leads
38	96	32	26	4	34
55	255	34	36	10	45

Property Address	Status	Property Type	Views	Returned in Search	Email Alerts Sent	ProspectList Email Sent	Listing Emailed to Others	Email Leads
3400 W. 10th Ave Portland, OR	Active	Office Building	47	248	17	32	32	47
1500 W. 10th Ave Portland, OR	Active	For Sale						
3400 W. 10th Ave Portland, OR	Active	Timberland	47	248	17	32	32	47

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EXHIBIT 5



JPMorgan

PREMIUM MEMBERSHIP : Controlled Access Marketing

Controlled Access Marketing allows you to control who sees your Premium Listings and when by giving you the option to password protect your listings, or to make them available to Principals Only.

Benefits include:

- **Password Protect your Listings**
Listings appear in search results, but require a password to view.
- **Qualify Callers**
Interested viewers will be prompted with a Confidential Listing message that provides only the broker contact's name and phone number.
- **Restrict Viewing Access**
Listings can also be restricted to Principals Only, if you don't want brokers or others to view them.
- **Cut Down on Unwanted Calls**
Attach a confidentiality agreement to your listing that will be presented to all interested viewers.

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- ▶ Custom Marketing Emails
- ▶ Personalized ListingsLink
- ▶ Saved Property Folders

Confidential Listing ☐

Enter Confidential Password:

Confidentiality Agreement [Click Here](#)

Principals Only ☐

If you want to market your listing through LoopNet, but still be able to decide who can access it, make it a Confidential or Principals Only listing.

The only way for a LoopNet Member to access your confidential listing is for you to disclose the confidential password to that individual. Providing the confidential password to interested parties is entirely at your discretion.

CUT DOWN ON UNWANTED CALLS: [Click Here](#) to attach a confidentiality agreement to this listing, which will be presented to all LoopNet members when they view the property.

Principals Only

Principals Only listings are only available to a limited audience of Principals and/or their representatives. Notice: LoopNet does not guarantee that Members who represent themselves as principals will participate as a principal in a real estate transaction.

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For more information, contact information@loopnet.com or call (888) 567-7442.

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EXHIBIT 6

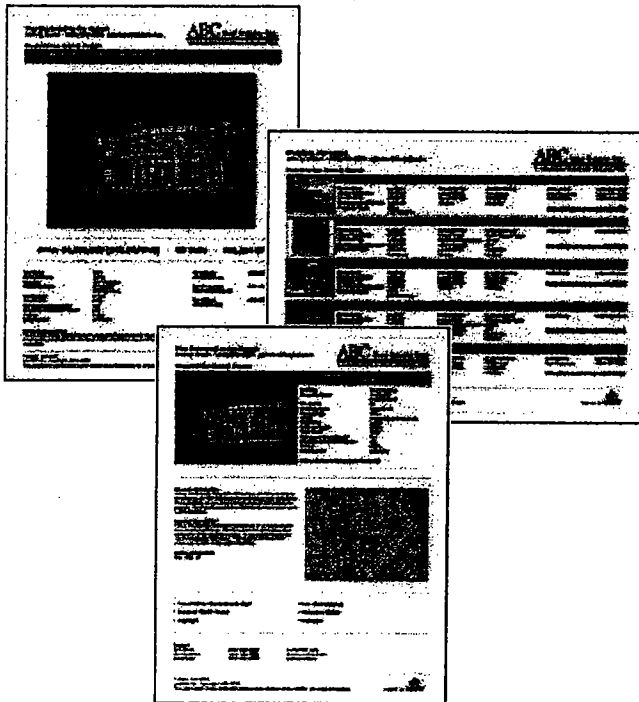


PREMIUM MEMBERSHIP : Professional-Quality Reports

Only **Premium Membership** enables you to create a variety of reports from your own inventory of listings or from properties you find while searching. You also have the ability to personalize each report by adding your client's name, adding or removing contact information, adding maps, and much more. Each professional-quality report can be saved, printed or emailed in just seconds.

Create a variety of reports:

- **Line-item Report**
Format search results in a presentable format, without ad banners, navigation, etc.
- **Summary Report**
Show the basic details of a group of listings. Great for pricing reports, broker opinion of value, etc.
- **Property Flyer**
Print the most comprehensive information on a single page.



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EXHIBIT 7



New To Commercial Real Estate?

Select multiple properties to plot on a personalized map that can be printed or emailed. Choose from your own inventory, or from properties you find on LoopNet.

Create maps using:

- Dynamic Map Interface
- Satellite Imagery
- Actively Zoom or Pan
- Road View, Aerial View or Both

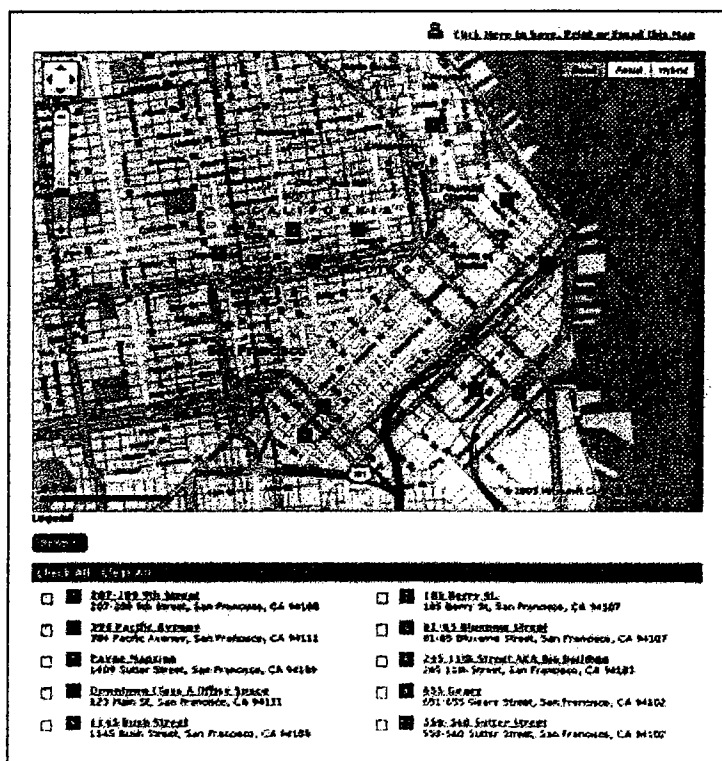
Property Mapping is only available with the purchase of Premium Membership or 24-Hour Premium Searching.

Become a
Premium Member
as low as
\$39⁹⁵ per month

- Premium Membership - Features Include:

- ▶ **Maximum Listing Exposure**
- ▶ **Unlimited Searching Access**
- ▶ **ProspectList Lead Generation**
- ▶ **Listing Exposure Reports**
- ▶ **Controlled Access Marketing**
- ▶ **Professional-Quality Reports**
- ▶ **Property Mapping**
- ▶ **Daily Email Alerts**
- ▶ **Custom Marketing Emails**
- ▶ **Personalized ListingsLink**
- ▶ **Saved Property Folders**

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For more information, contact information@loopnet.com or call (888) 567-7442.

EXHIBIT 8



New To Commercial Real Estate?

PREMIUM MEMBERSHIP : Daily Email Alerts

Enter your property criteria and save time searching for properties that meet your needs. **Premium Members can receive email notification on a DAILY basis.** Non-Premium Members receive WEEKLY email notification at the end of each week.

Email Alerts save you time:

- Enter your search criteria once
- Get notified first of any new properties that match your criteria
- No more filtering through properties - they're already in your email inbox
- Reduce viewing duplicate properties
- Quickly edit your email alerts using your My LoopNet

Become a
Premium Member
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- ▶ ProspectList Lead Generation
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- ▶ Property Mapping
- ▶ Daily Email Alerts
- ▶ Custom Marketing Emails
- ▶ Personalized ListingsLink
- ▶ Saved Property Folders

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For more information, contact information@loopnet.com or call (888) 567-7442.


EXHIBIT 9



PREMIUM MEMBERSHIP : Custom Marketing Emails

Only **Premium Membership** enables you to create custom emails that market your listings to your prospects.


Custom marketing emails include:

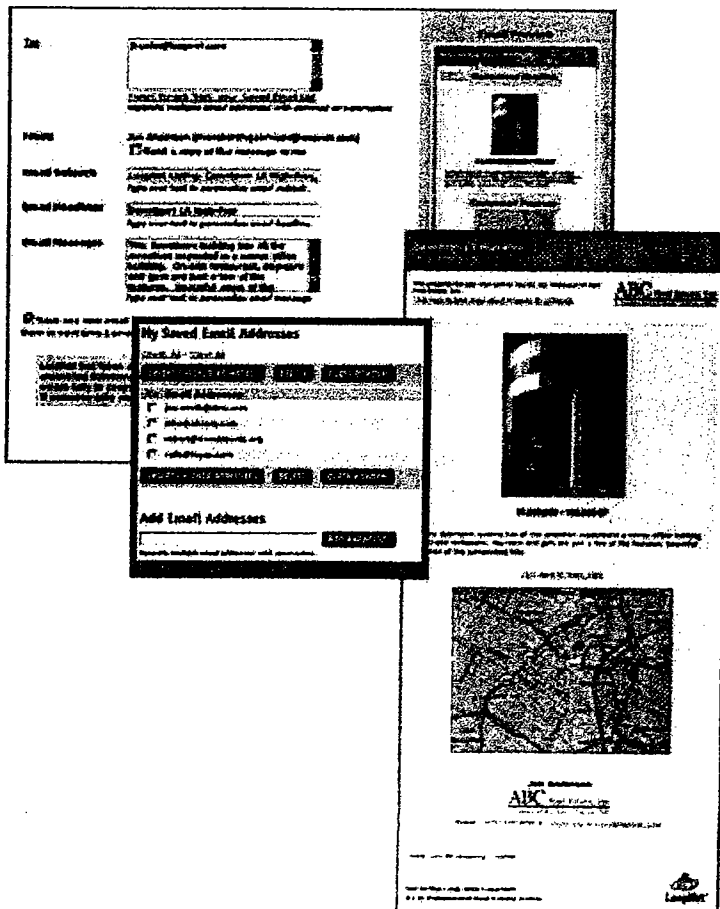
- **Personalization Options**
Personalize each email with your own subject line, header and message text with just a few clicks.
- **Full-Color Email Formatting**
Each email is automatically formatted to include a full-color property photo and a highlighted link to your email address.
- **Personal Address Book**
Create a saved email list of personal contacts to easily send new listing announcements and updates.
- **Company Branding** 
LoopLink clients will automatically receive their company logo on every email.

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- ▶ Saved Property Folders

View Next Feature 



For more information, contact information@loopnet.com or call (888) 567-7442.

EXHIBIT 10



PREMIUM MEMBERSHIP : Personalized ListingsLink

With **Premium Membership**, you are automatically assigned a personalized ListingsLink that links directly to a summary page of all your listings.

You can use your personalized ListingsLink to:

- **Email Your Listings to Prospects**
Paste your ListingsLink into your email message or signature file so your clients can access your listings with just one click.
- **Advertise Your Listings on Your Business Cards**
Include your ListingsLink on your business cards to provide your clients with an easy online path to your listings.
- **Advertise Your Listings on Your Web Site**
Add your ListingsLink to your web site for easy one-click access to your online listings.

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- ▶ Custom Marketing Emails
- ▶ Personalized ListingsLink
- ▶ Saved Property Folders

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Jon Anderson's Listings			
Commercial Properties This is a new listing for all the properties reported in a commercial building. Complete information, location and price are just a few of the...			
	Property Details Location: Los Angeles, CA Property Type: Office Building Size: 10,000 sq ft Price: \$1,000,000 Call: (818) 248-4200	Agent Info Name: Jon Anderson Phone: (818) 248-4200 Email: jon@abc.com	Listing Info Status: Active Date Added: 10/10/2006 Last Updated: 10/10/2006
	Property Details Location: Los Angeles, CA Property Type: Office Building Size: 10,000 sq ft Price: \$1,000,000 Call: (818) 248-4200	Agent Info Name: Jon Anderson Phone: (818) 248-4200 Email: jon@abc.com	Listing Info Status: Active Date Added: 10/10/2006 Last Updated: 10/10/2006
	Property Details Location: Los Angeles, CA Property Type: Office Building Size: 10,000 sq ft Price: \$1,000,000 Call: (818) 248-4200	Agent Info Name: Jon Anderson Phone: (818) 248-4200 Email: jon@abc.com	Listing Info Status: Active Date Added: 10/10/2006 Last Updated: 10/10/2006
	Property Details Location: Los Angeles, CA Property Type: Office Building Size: 10,000 sq ft Price: \$1,000,000 Call: (818) 248-4200	Agent Info Name: Jon Anderson Phone: (818) 248-4200 Email: jon@abc.com	Listing Info Status: Active Date Added: 10/10/2006 Last Updated: 10/10/2006
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For more information, contact information@loopnet.com or call (888) 567-7442.

EXHIBIT 11



200 AC Commercial
Mixed Use Site



PREMIUM MEMBERSHIP : Saved Property Folders

Saved Property Folders streamline your work by efficiently organizing your saved properties into custom folders while adding a personal touch to your client interactions.

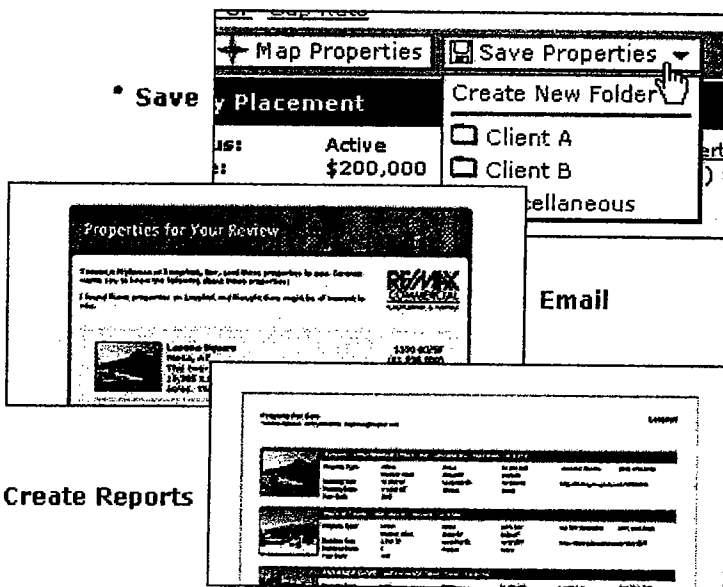
Saved Property Folders allow you to:

- **Save Properties To Custom Folders**
Select the properties you want to save and add them to an existing folder, or create a new one. Create as many folders as you need to manage different clients or property types.
- **Email Saved Properties**
Send personalized emails directly to your clients and associates to review the properties you have saved in your Saved Property Folders.
- **Create Professional-Quality Reports**
Generate full-color custom property reports for your clients from your Saved Property Folders.
- **Manage Your Saved Properties Efficiently**
Easily access, review, update and organize properties for your clients online in one convenient place.

Become a
Premium Member
as low as
\$39⁹⁵ per month

Premium Membership Features Include:

- ▶ Maximum Listing Exposure
- ▶ Unlimited Searching Access
- ▶ ProspectList Lead Generation
- ▶ Listing Exposure Reports
- ▶ Controlled Access Marketing
- ▶ Professional-Quality Reports
- ▶ Property Mapping
- ▶ Daily Email Alerts
- ▶ Custom Marketing Emails
- ▶ Personalized ListingsLink
- ▶ Saved Property Folders



For more information, contact information@loopnet.com or call (888) 567-7442.

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EXHIBIT 12

LoopNet Help Center

Frequently Asked Question

How do I access ProspectList?

Category: [All](#) > [Property Marketing](#) > [ProspectList](#)

Answer

This service is only available to Premium Members

To access ProspectList for your listing:

1. Click **My LoopNet**
2. Access a listing you've already added by clicking the **My Listings** tab
3. Select the **PL** (ProspectList) icon for the listing you would like to view
4. To review the matching buyers, brokers and other commercial real estate professionals interested in your listing, click the first two links in the **Number of Prospects** box
5. To send a customized email with your listing, type your subject line and message in the appropriate boxes and click the **Preview Email** link to review the email
6. To email your listing to ALL users in the Principals list, click the **Principals** link and click **Send Email** OR deselect the members you wish to exclude and then click **Send Email**
7. To email your listing to ALL users in the Brokers and Others list, click the **Brokers & Others** link and click the **Send Email** button OR deselect the members you wish to exclude and then click **Send Email**
8. To review a list of all members to whom you have already sent a **ProspectList** email for this listing, click the **Number of Emails Sent to Date** link

Last Update: Mar 1, 2004

[Close Window](#)

EXHIBIT 13



LoopNet User Guide

For Premium and Basic Members

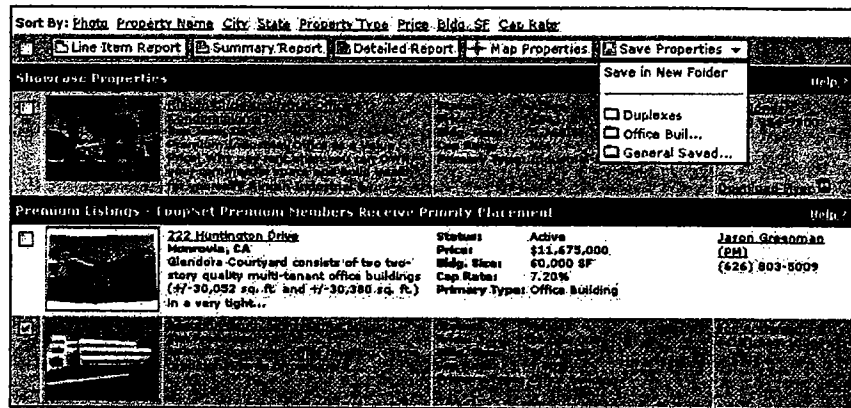
Updated September 2005

Saving Properties to Folders Premium Feature

Premium Members have the option of saving properties of interest into unique folders making it easy to organize properties by property type, for specific clients, geographic location, etc.

To Save Properties to a Folder:

1. Search for properties for sale or lease as described in the "Search Properties for Sale or for Lease" section above.
2. From the search results, select the properties you would like to save by checking the boxes next to the appropriate listings.
3. Click the "Save Properties" drop-down box and either select the desired folder or click "Save in New Folder" to create a new folder.
4. To create a new folder, a dialog box will appear so you can name the folder. Enter the name you would like to give the new folder and click "OK."



Managing Saved Properties:

Once properties are saved in a folder, the Premium Member can easily perform the following actions:

- View each property's details
- Email the folder of saved properties to a client or friend
- Create and share reports of the saved properties with clients and associates
- Map all the properties in the folder

To View and Perform One of the Above Actions on your Saved Properties:

1. Log in to www.LoopNet.com and select the "My LoopNet" tab.
2. Click the "Saved Properties" tab.
3. To view a listing in a folder, click the folder name and then click the property name or thumbnail photo for that listing.
4. To perform an action on all the properties in the folder, select the folder by clicking the circle next to the folder and select one of the buttons above the list of folder names (i.e. "Summary Report," "Detailed Report," "Email Properties," etc.

