



RAE Commercial Platform

Powered by Moody's

Getting Started with the RAE Commercial Platform (Powered by Moody's)

Welcome to your new commercial listing platform! Follow these steps to ensure a smooth transition and make the most of the new system.

1. Access the Platform

- Visit the new platform at raecommercial.ca
- **Log in using your RAE login credentials**
The same ones you use to access Paragon and the RAE Member Portal

2. Review and Update Your Profile

- Review and update your Profile information, and add a profile photo.
[Watch a tutorial](#)

NOTE: Your **RAE profile primary email address** will be visible to other users. If you wish to use a different email, contact hub@therae.com to make the change.

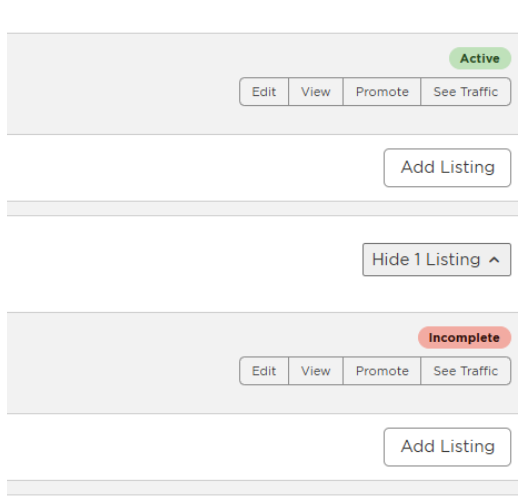
3. Verify Your Listings

- All commercial listings transferred from Paragon will need to be reviewed for accuracy. Check property details, links, and listing information.

NOTE: The new platform offers expanded commercial fields - add as much information as possible for better exposure and data integrity.

- **Photos are not transferred from Paragon** due to copyright regulations. Upload photos for your listings.

- Some listings will initially be marked **“Incomplete”**. This means that they will NOT show up in searches.



This status is due to required fields being empty. The most common empty required field is **“Title”**. This refers to the property or building NAME, not land title information. It is the text which will be displayed to identify your listing.

Empty required fields will be outlined in red. They must be filled in order for the listing to have an “Active” status. You may enter a building name (eg. “The Smithsonian Institute”), or simply use the property address.

Basic Listing Information

Status ●	Available <input type="button" value="Change Status"/>		
Primary Use ●	<input type="text" value="Land"/>	Total Available Property: 1.73 Acres	<input type="text" value="#"/> <input type="text" value="Acre"/>
Secondary Uses	<input type="text" value=""/> <input type="text" value=""/>	Tags	<input type="text" value="#tag1 #tag2"/>
Current Uses	<input type="text" value=""/>	List Date ●	<input type="text" value=""/>
Investment	<input type="text" value=""/>	Expiration Date ●	<input type="text" value=""/>
Owner Occupied	<input type="radio"/> Yes <input type="radio"/> No	Available Date	<input type="text" value="MM/DD/YYYY"/>
Title ●	<input style="border: 2px solid red;" type="text" value=""/> Title is missing	Possession	<input type="text" value=""/>
Specific Address	<input type="text" value=""/>		
Specific City	<input type="text" value=""/>		

View more fields +

5. Explore New Features

- **Property-centric approach:** Listings are linked to properties for better tracking and historical data.
- **Leased rate recording:** Mark properties as leased and keep lease rates confidential if needed.
- **Needs and Wants section:** Post specific property requests and generate targeted leads.
- **Saved searches and notifications:** Set up custom searches and alerts.
- **Reporting tools:** Create brochures, reports, comparable tables, and transaction histories.

6. Maintain Listing Accuracy

- The system has a 45-day verification cycle to for you to verify and confirm your active listings. This ensures that the data is as current as possible and more reliable.

7. Training and Support

Register for a Moody's training webinar

[November 24th 10 - 11:30 AM](#)

For technical assistance with the platform:

- **Moody's Help Desk**
Email: CRESupport@moodys.com
Phone: 1-866-995-9659, Press 9 when prompted
Online resources: **[Moody's Tutorials](#)**

For RAE-specific questions:

- Email: commercial@therae.com