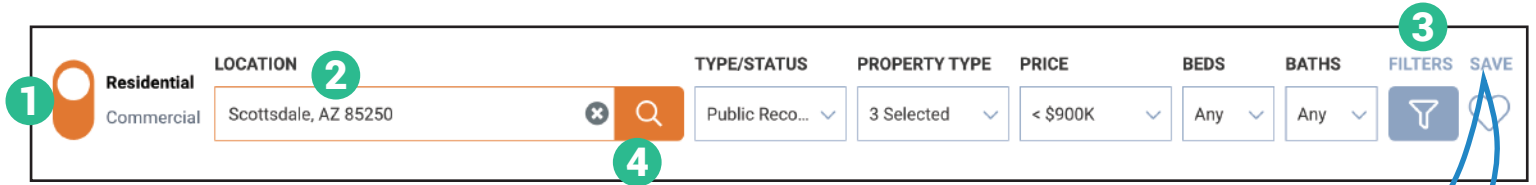
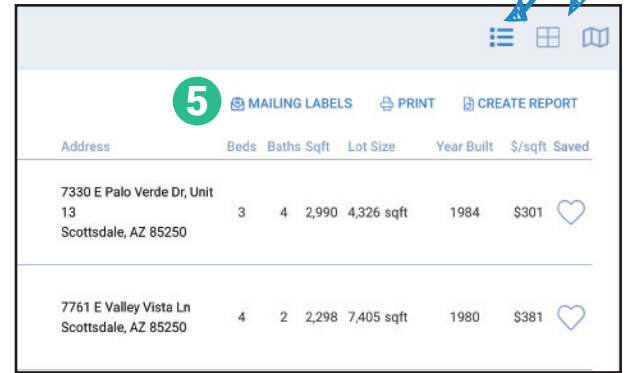


Printable: Mailing Labels



Where is the mailing labels feature?

- 1 Toggle *Residential* or *Commercial* from the search bar on the homepage.
- 2 Enter a geographic area into the search bar.
- 3 Filter your results using the main search bar and the advanced Filters.
- 4 Select the orange magnifying glass.
- 5 From the *List View* or *Photo Grid View*, select *Mailing Labels*.



PRO TIP - Customize your search

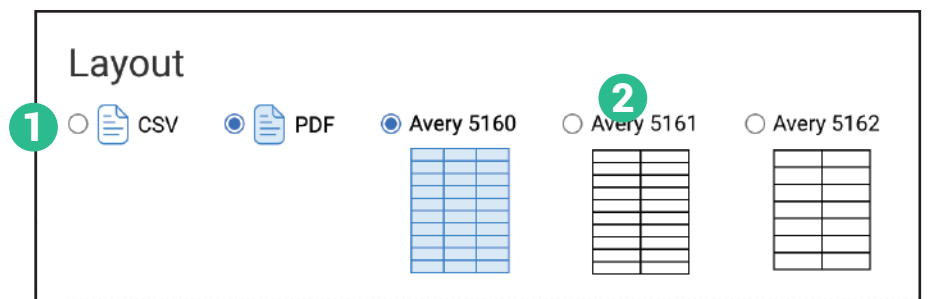
Mailing Labels are created from public records data and directly pulled from your search results. Filter your results through the advanced search or through the map drawing tools.

Create Your Mailing Labels

Choose your layout:

- 1 Select *CSV* or *PDF*.
- 2 If *PDF* is selected, choose from 3 format options:

- Avery 5160: 30 per sheet
- Avery 5161: 20 per sheet
- Avery 5162: 14 per sheet



PRO TIP

REALTORS® can ONLY create up to **2,000 mailing labels** each month. Export counts are reset on the first day of the month.

3 Address Type: Property Tax-Billing Eliminate Duplicates

4 Addressed To: Owner Name Owner Name "and/or Current Resident" "Current Resident" Custom Name 30

EXAMPLE MAILING LABEL:

Current Resident
1234 Anywhere Dr.
Lafayette, CO 80026-9153

Customize your labels:

- 3** Select *Address Type*: *Property* or *Tax Billing*.
- 4** If *Tax-Billing* is chosen, you can also choose to *Eliminate Duplicates*.
- 5** Choose how you want the labels addressed:
 - Owner Name*
 - Owner Name "and/or Current Resident"*
 - "Current Resident"*
 - A Custom Name* you select.



PRO TIP

Exported labels are sorted via the *Sort list* by on the search results page.

6 Occupancy Type: All Owner Occupied Absentee Owner

7 Exclude Listed Properties Exclude Properties on Do Not Mail List Exclude Properties with Incomplete Addresses

Records to Export: All From to (out of 175) **8**

EXPORT STATUS:

Exported this Month	0 / 2,000
Remaining	2,000
Records in this Export	50

RPR Partner | BLACK KNIGHT | For premium mailing label functions, see our partner's offerings >

Filter your labels:

- 6** Choose *Occupancy Type*:
 - All* - Includes all properties in the search results.
 - Owner Occupied* - Only includes properties where the field "owner occupied" is set to Yes.
 - Absentee Owner* - Only includes properties where the field "owner occupied" is set to No.
- 7** Select which labels to exclude:
 - Exclude Listed Properties*.
 - Exclude Properties on Do Not Mail List*.
 - Exclude Properties with Incomplete Addresses*.
- 8** Select which *Records to Export*:
 - All*
 - Range (From/to)*: controls the number of records to export by specifying a selection range.