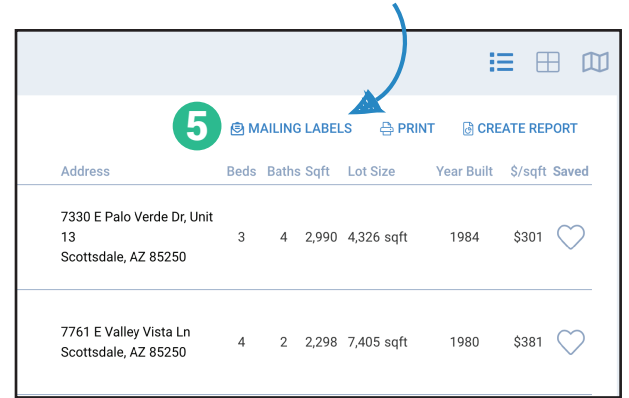# Printable: **Mailing Labels**

1 **Residential**
Commercial

2 Location
Scottsdale, AZ 85250 ⊗

Type/Status
Public Recor... ▾

Property Type
3 Selected ▾

Price
< $900K ▾

3 More Filters 🎚

Save ♡

4 🔍

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 *More Filters*.

4 Select the magnifying glass to search.

5 From the *Map View*, *List View* or *Photo Grid View*, select *Mailing Labels*.

5 ⊜ MAILING LABELS 🖶 PRINT 📄 CREATE REPORT

Address	Beds	Baths	Sqft	Lot Size	Year Built	$/sqft	Saved
7330 E Palo Verde Dr, Unit 13 Scottsdale, AZ 85250	3	4	2,990	4,326 sqft	1984	$301	♡
7761 E Valley Vista Ln Scottsdale, AZ 85250	4	2	2,298	7,405 sqft	1980	$381	♡

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

Layout

1 ⚪ 📄 CSV 🔵 📄 PDF ⦿ Avery 5160 ⚪ Avery 5161 ⚪ Avery 5162 **2**

PRO TIP

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

Customize your labels:

3 Select *Address Type*: *Property* or T*ax 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.

Customize

3 Address Type:
○ Property ◉ Tax-Billing   **4** ☑ Eliminate Duplicates

Addressed To:
5 ○ Owner Name   ○ Owner Name "and/or Current Resident"   ◉ "Current Resident"
○ Custom Name   Enter custom name   30

EXAMPLE MAILING LABEL:
Current Resident
1234 Anywhere Dr.
Lafayette, CO 80026-9153

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

Filters

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 [1] to [50] (out of 175) **8**

EXPORT STATUS:

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

[Close]   [**Print**]

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.

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