

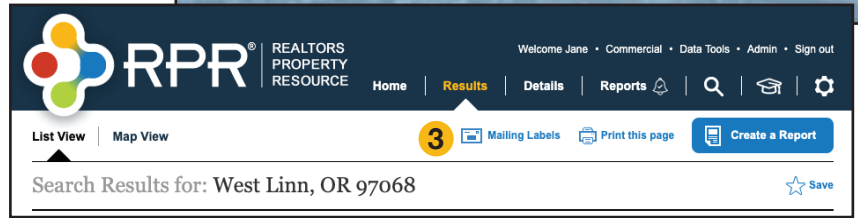
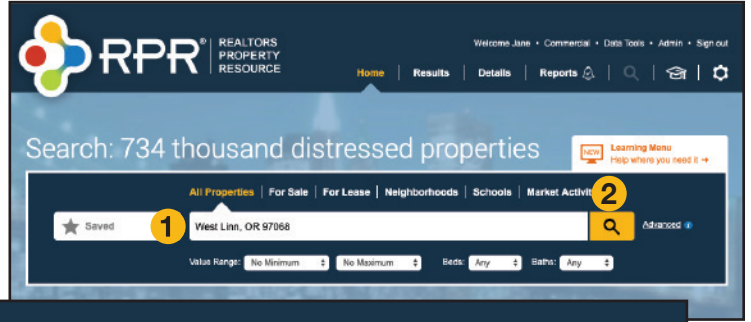


### PRO TIP: Customize your search

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

### Where is the mailing labels feature?

- 1 Enter a geographic area into the search bar.
- 2 Select *Search*.
- 3 From the *Search Results* page, select *Mailing Labels*.



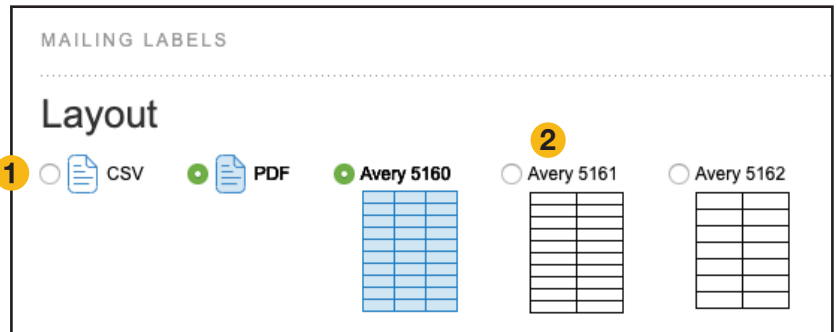
### PRO TIP

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

## 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



**Customize**

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

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

**EXAMPLE MAILING LABEL:**

John Smith  
1234 Anywhere Dr #111  
West Linn, OR 97068-2010



### PRO TIP

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

## 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.

**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

**8** Records to Export:  All  From  to  (out of 2,701)

**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.



Customer Support:  
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