

Generate Mailing Labels

Realist generates mailing labels using your search results.

From the search results

- Verify desired properties are selected **1**
- Click **“Create Labels”** **2**

The screenshot displays the Realist software interface. On the left is a search sidebar with various filters. The main area shows a map with a grid of red markers. Below the map is a table with 16 results, 16 selected. The table has columns for Owner Name, Property Address, Sale Date, Sale Price, and Subdivision. A red circle with the number 1 highlights the selection checkboxes in the first column. At the bottom of the interface, a blue circle with the number 2 highlights the 'Create Labels' button.

	Owner Name	Property Address	Sale Date	Sale Price	Subdivision
<input checked="" type="checkbox"/>			09/12/2003	\$219,000	
<input checked="" type="checkbox"/>			Tax: 04/29/200...	\$186,880	
<input checked="" type="checkbox"/>			12/28/2001	\$68,900	
<input checked="" type="checkbox"/>			06/30/1999	\$168,000	
<input checked="" type="checkbox"/>			04/15/2005	\$214,000	

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- Select the appropriate label type 3
- Select the desired case 4
- Select how addresses are to be printed on the labels 5

“Use Tax Billing Address” – The homeowners’ primary address will be printed on the label. You may select label features from the list of options.

“Use Property Address” – The property address will be printed on the label regardless of owner or non-owner occupied status. You may select label features from the list of options.

- Click **“Create”** 6

Note: Users have a monthly export limit of 5,000 properties. This limit combines mailing labels and exports. For more information on how to export properties please see the respective export How To’s.

PRINT LABELS

Choose Label Type

Avery 5160 Avery 5161 Avery 5162

Customize labels and export features

Use mixed case Use all capital letters

Use Tax Billing Address Use Property Address

Show current owner Show current owner

Include foreign address Create Custom Label

Eliminate duplicate labels

Create Custom Label

Export Stat...

Allowed this month : 5000
Exported this month : 110
Remaining : 4890
Records in this Export : 16

Use all remaining to export a portion of the records

Print Range

From : 1
To : 16

CREATE **CANCEL**

Generate Mailing Labels

Mailing labels will present in the documentation software on your device. 



- Follow the print process of the documentation software

Note: To learn how to perform a search, please see “How To Generate A Customized My Search”