How to Generate a Mailing List - 500' of the Short-Term Rental

Navigate to <u>https://www.larimer.org</u> Click on **Property Search**

Search for Property by filling in the Address Number and Street Name

OR Search for Property (enter ANY fields)		
Owner Name	Last, First	
Address Number	to	
Street Name	Omit N,S,E,W & ST,DR,CT	
City	Any	~
Subdivision Name	Type 3+ letters, then click a name in list	
OR Subdivision #		
Sold in the last	Any date	~

Click Find Property

In the Property Details pop-up, click View on GIS Map under Related Info



In the Parcel details, click the icon for Mailing List (Envelope with magnifying glass)



Enter **500** in the Distance (ft) box, click **Continue**, then click **Generate Labels** You can now choose to download the mailing list in .pdf or .xls format