

How to Generate a Mailing List X Number of Feet from a Short-Term Rental

1. Navigate to <https://www.larimer.gov/assessor>
2. Click on **Search Property Records**
3. In the **Search for Property** box fill in the **Address Number** and **Street Name**

OR Search for Property (enter ANY fields)

| | | |
|------------------|--|-------------------------|
| Owner Name | Last, First | |
| Address Number | <input type="text"/> | to <input type="text"/> |
| Street Name | Omit N,S,E,W & ST,DR,CT | |
| City | Any <input type="button" value="v"/> | |
| Subdivision Name | Type 3+ letters, then click a name in list | |
| OR Subdivision # | <input type="text"/> | |
| Sold in the last | Any date <input type="button" value="v"/> | |

4. Click **Find Property**
5. In the Property Details pop-up, click **View on GIS Map** under **Related Info**

Related Info

| | |
|--|--|
| <input type="button" value="Notice of Valuation"/> | <input type="button" value="View on GIS Map"/> |
| <input type="button" value="Zoning Info"/> | |

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

☆ Parcel: 9711413901
Schedule: [1582635](#)
Owner: COUNTY OF LARIMER
Site Address: 200 W OAK ST
Tax District: 1110



7. Enter the number of feet in the Distance (ft) box (ex: 500 or 750). Do not check the box labeled Include entire subdivision. Click **Continue**, then click **Generate Labels**. You can now choose to download the mailing list in .pdf or .xls format