Generating Mailing Labels

The ability to create mailing labels is available in the <u>Dial Enhanced version</u> of the Deschutes County Property Information website. <u>You will need to register for an account prior to gaining access to</u> <u>the Mailing Labels data.</u> The Mailing Labels tool creates a file containing mailing address information within a specified distance of a real property account. File output formats include Microsoft Excel, Microsoft Word, Comma Separated Values (CSV) and PDF, which can be used to create mailing labels.

EXAMPLE

"I want a mailing list of neighbors within 250 feet of my property to notify them of my STR 24/7 Owner Representative (emergency contact) information."

1. Register a new account or login to your existing account to access the enhanced version.



2. Search for your STR property record by address.

Deschutes County Property Information Dial (Enhanced)								
Search Type:	General	Owner Name	Account #	Map / Taxlot	Property Address (Situs)	Subdi		
	Search by	one or more differe vall st	nt property-relat	ted fields: Owner N	lame, Account #, Map/Taxlot, Sit	us Addre		



Less is more - Simple two or three word search terms will usually give you the broadest results. Start wi

3. From a real property account, click Mailing Labels from the Development section of the navigation menu.

View / Print Report	Development >> Summary			
Assessment & Taxation	Development Summary fo			
Warnings/Notations	The City of Bend is responsible for land use and permits			
Service Providers				
Development 🗸 🗸	Account Information			
Summary	Mailing Name: CITY OF REND			
Permits	Map and Taxlot: 171232CA09000 Account: 151143 Situs Address: 710 NW WALL ST, BEND, OR 97703 Tax Status: Non-Assessable			
Zoning Map				
Documents				
Mailing Labels				

4. Select 250 ft from the Select a buffer distance dropdown list.



- 5. Select an output format and click Get Labels.
- 6. Use the mailing list file download to create mailing labels.