

flexmls *Tip!*

How to Print Mailing Labels in Rapattoni MLS

Created November 2019

When you want to create address labels to send cards or flyers, Rapattoni MLS has a simple solution.

Here's How:

1. Log into Rapattoni MLS.
2. Select **Tax** and **Tax Search**.
3. Narrow down your search criteria (County is required).

Search Preview Count

Search Tax Records

Enter criteria in one or more fields (red indicates required fields)

*County Kalamazoo (MI)

Address Street # From Street # Thru Direction Street Name Rose Suffix

Begins with Exact Contains

Show Additional Addresses

APN Show Additional Fields

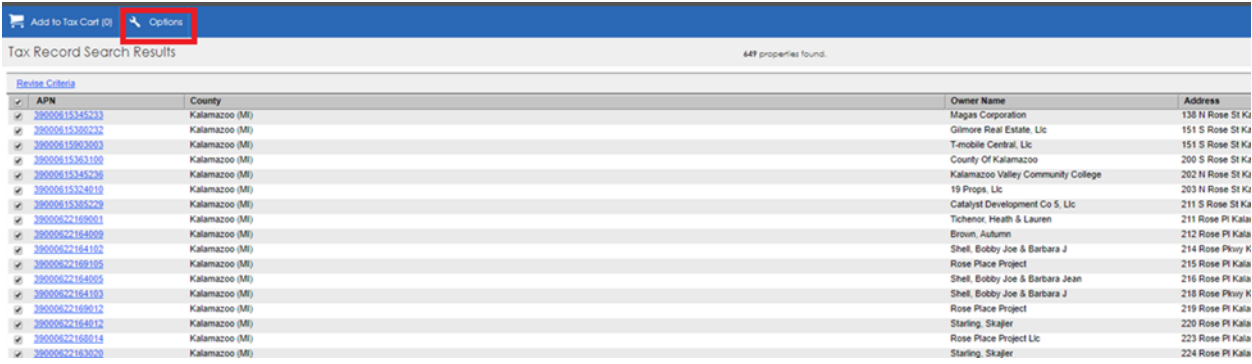
Owner Name Begins with Exact Contains

Zoning

Sale Date thru

4. Select **Search**.

5. Select the tax records you wish to include or select the top radio button for All Records.



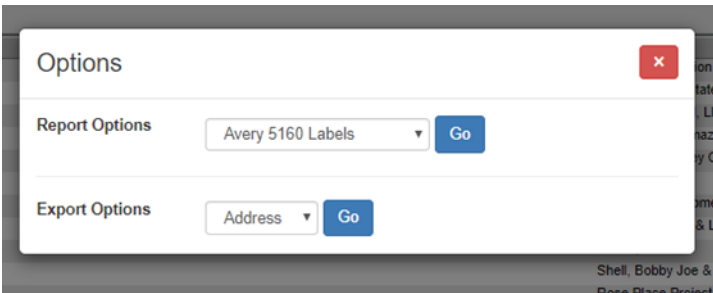
Tax Record Search Results 449 properties found.

[Revise Criteria](#)

APN	County	Owner Name	Address
<input checked="" type="checkbox"/> 20000615345233	Kalamazoo (MI)	Magas Corporation	130 N Rose St Ka
<input checked="" type="checkbox"/> 20000615350232	Kalamazoo (MI)	Gimore Real Estate, Llc	151 S Rose St Ka
<input checked="" type="checkbox"/> 20000615902003	Kalamazoo (MI)	Tanoble Central, Llc	151 S Rose St Ka
<input checked="" type="checkbox"/> 20000615363100	Kalamazoo (MI)	County Of Kalamazoo	200 S Rose St Ka
<input checked="" type="checkbox"/> 20000615345236	Kalamazoo (MI)	Kalamazoo Valley Community College	202 N Rose St Ka
<input checked="" type="checkbox"/> 20000615324010	Kalamazoo (MI)	19 Props, Llc	203 N Rose St Ka
<input checked="" type="checkbox"/> 20000615385229	Kalamazoo (MI)	Catalyst Development Co S, Llc	211 S Rose St Ka
<input checked="" type="checkbox"/> 20000622159001	Kalamazoo (MI)	Tichenor, Heath & Lauren	211 Rose Pl Kala
<input checked="" type="checkbox"/> 20000622164009	Kalamazoo (MI)	Brown, Ailum	212 Rose Pl Kala
<input checked="" type="checkbox"/> 20000622164102	Kalamazoo (MI)	Shell, Bobby Joe & Barbara J	214 Rose Phuy K
<input checked="" type="checkbox"/> 20000622169105	Kalamazoo (MI)	Rose Place Project	215 Rose Pl Kala
<input checked="" type="checkbox"/> 20000622164005	Kalamazoo (MI)	Shell, Bobby Joe & Barbara Jean	216 Rose Pl Kala
<input checked="" type="checkbox"/> 20000622164103	Kalamazoo (MI)	Shell, Bobby Joe & Barbara J	218 Rose Phuy K
<input checked="" type="checkbox"/> 20000622169012	Kalamazoo (MI)	Rose Place Project	219 Rose Pl Kala
<input checked="" type="checkbox"/> 20000622164012	Kalamazoo (MI)	Staring, Skajer	220 Rose Pl Kala
<input checked="" type="checkbox"/> 20000622168014	Kalamazoo (MI)	Rose Place Project Llc	223 Rose Pl Kala
<input checked="" type="checkbox"/> 20000622163020	Kalamazoo (MI)	Staring, Skajer	224 Rose Pl Kala

6. Select **Options**.

7. Select **Avery 5160 Labels** in **Report Options**.



Options [Close]

Report Options: Avery 5160 Labels [Go]

Export Options: Address [Go]

8. Select **Go**.

9. Select either **Name From County Records** or **Salutation You Specify**.

10. Select **Run Report**.

11. Print the report on blank labels.

It's truly that simple - now when you want to do a mailing, you have an easy tool at your fingertips!