

Prospecting

Use the Prospecting page to find and filter a list of property owners you'll reach out to, review online, or export or print mailing labels for the list.

Select Area Method: Basic

The first step is to select the counties you'll be searching and the method by which you'll search those counties.

Just click inside the box to see a list of available counties. Begin typing to narrow down that list. You can select up to three counties. Once you've set the correct counties, click the Update button.

STEP ONE: SELECT AREA METHOD

Exports Remaining: 4725

Zip Codes	Street Name(s)	Individual Names
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x Cobb County, GA wil

Georgia

Wilcox County, GA

Wilkes County, GA

Wilkinson County, GA

UPDATE

or

SAVED CRITERIA ▼

Zip Codes

To search by zip codes, click the Zip Codes link. All of the zip codes for the counties you entered above will be displayed. Check the box next to each zip code you'd like to search, then click Update. Use the Remove All link to clear all the boxes if you'd like to start over.

STEP ONE: SELECT AREA METHOD

Exports Remaining: 4725

Zip Codes	Street Name(s)	Individual Names
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x Bacon County, GA

UPDATE

or

SAVED CRITERIA ▼

STEP TWO: SELECT ZIPCODES

☐ 31510

☐ 31518

☒ 31551

☐ 31554

Remove All

UPDATE

After clicking Update, you'll see fields for entering your specific prospecting criteria (see Prospect Criteria below).

Street Names

If you have specific streets you'd like to prospect, click the Street Names link and enter those names in the box. A list appears as you type. For broader results, just enter a partial street name. Click Update once you're entered all the streets you need.

Then set your range by entering a range of addresses or by choosing all numbers on a street. You can even exclude streets from your results. Click Update once you're ready to move to the next step (see Prospect Criteria below).

STEP TWO: ENTER STREET NAMES

Street Name or Names *(Enter a partial name to receive more results)*

SYCAMORE LN, we

[Remove All](#)

UPDATE

STEP THREE: SET YOUR RANGE

Street	Street number range		All street #'s	Exclude this street
SYCAMORE LN	from	1100 to 5000	<input type="checkbox"/>	<input type="checkbox"/>
WEBB FALLS LN	from	<input type="text"/> to <input type="text"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
WESLEY CHAPEL RD	from	<input type="text"/> to <input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
WESLEY CHAPEL CHURCH RD	from	<input type="text"/> to <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

UPDATE

Individual Names

Your third option for prospecting is to enter the property owner's name or property address or parcel ID. Click Individual Names for this option. Enter as much information as you have and click Search to find results.

STEP TWO: INDIVIDUAL SEARCH

Only one field entry is required

Owner Name

Coo

Street Number

Street Name

Parcel Id

SEARCH

Choose the appropriate names and click Add to List to move to the next step (see Prospect Criteria below).

STEP THREE: ADD ITEMS FROM THE RESULTS TO YOUR LIST

<input type="checkbox"/>	Owner Name ↑	Address	City
<input type="checkbox"/>	Cook James Gaye Cook James Todd Cook	205 W 9th St	Alma, GA 31510-2207
<input type="checkbox"/>	Cook Virginia	806 E 14th St	Alma, GA 31510-3042
<input type="checkbox"/>	Cooks Clifford	306 E 11th St	Alma, GA 31510-2615
<input type="checkbox"/>	Cooley Daniel Wendy Cooley	154 Manatee Dr	Alma, GA 31510-7231
<input checked="" type="checkbox"/>	Cooper Raymond	No Address Available	GA

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ADD TO LIST

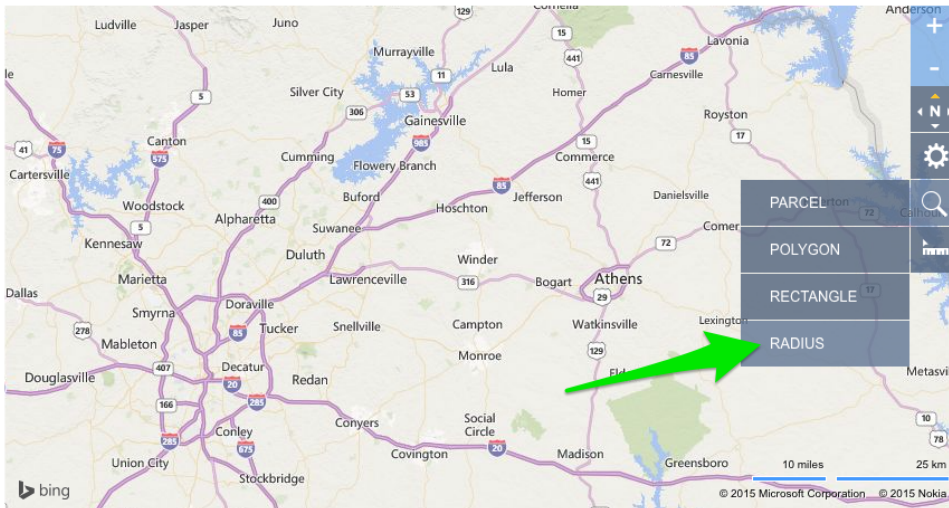
Select Area Method: Additional Options

Some counties have additional filtering options for you to narrow down your initial search area.

Area Map

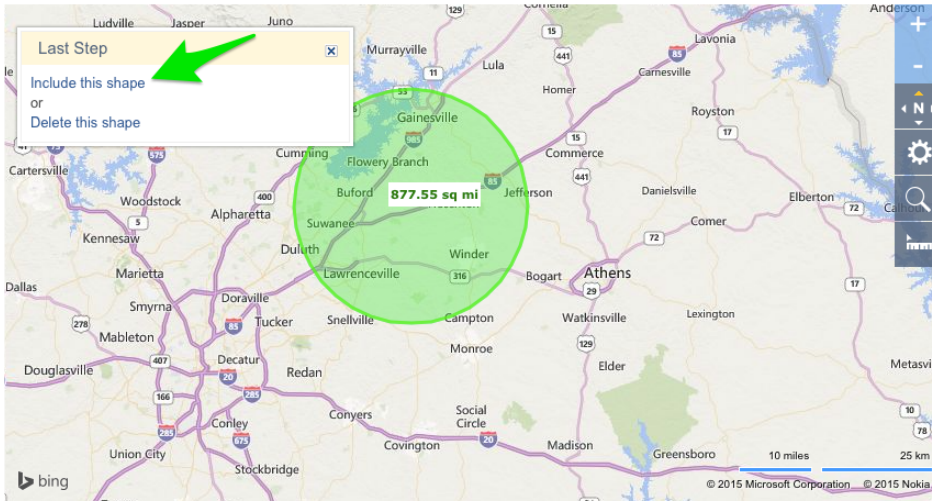
Click the Area Map link to select an area by drawing shapes over a map of the county. For example, to select the properties within a circular area, click the magnifying glass icon and choose Radius.

STEP TWO: USE MAP TO SELECT AREA



Then click the point on the map where you want to center your circle and drag outward, then click to set the size. Click "Include this shape" to choose that circular area and your prospecting list will be generated and you can move on to the Prospect Criteria section below.

STEP TWO: USE MAP TO SELECT AREA



Subdivision

To find properties in a specific subdivision, click the Subdivision link after entering your counties to search, then type the subdivision name in the box. You can enter more than one subdivision, or you can even type a partial name to widen your search results. Matches will show up as you type. Just click Update once you've entered the appropriate information to see your results, and read the Prospect Criteria section below for the next steps.

STEP ONE: SELECT AREA METHOD

Exports Remaining: 5000

Area Map	Zip Codes	Subdivision	Street Name(s)	Radius Distance	Individual Names
<div> <input type="text" value="x Bartow County, GA"/> <input type="button" value="UPDATE"/> or <input type="button" value="SAVED CRITERIA"/> </div>					

STEP TWO: ENTER SUBDIVISION NAMES

Subdivision Name or Names

Wild
WILDWOOD ESTATES



Radius Distance

Another way to search by a circular area is to click Radius Distance and enter an address or street name on which to center your circle. Choose a distance and Click Update to see the properties that match the street name and number you entered.

STEP ONE: SELECT AREA METHOD

Exports Remaining: 5000

Area Map	Zip Codes	Subdivision	Street Name(s)	Radius Distance	Individual Names
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x Bartow County, GA

UPDATE
or

SAVED CRITERIA ▼

STEP TWO: SET RADIUS DISTANCE FROM A PROPERTY

Street Number

Street Name

Radius (in miles)

WILD FLOWER TRL

1 ▼



Once you see those matches, click Select next to the one that's closest to the center of the area you'll search. That will create a list for you that you can refine under the Prospect Criteria section below.

STEP THREE: SET THE SUBJECT PROPERTY FOR RADIUS

	Owner Name	Address ↑	City
Select	ALCHEMY INVESTMENTS LLC	WILD FLOWER TRL	GA
Select	PADGETT MARK A	WILD FLOWER TRL	GA

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Prospect Criteria

After selecting your initial group of properties, you'll now be able to select the specific criteria you have in mind for filtering your list. You can enter values or choose them from a drop-down for sale price, appraised value, acreage, square footage, sale date, and many more. As you enter values, your prospecting list shown beneath those fields automatically updates.

You can save these criteria to use again by clicking Save Criteria. You can also start over by clicking Clear Criteria.

PROSPECT CRITERIA

[Edit Fields in Place](#)

Last Sales Price : <input type="text"/> to <input type="text"/>	Last Sale Date : <input type="text"/> to <input type="text"/>
Appraised Value : <input type="text" value="\$90,000"/> to <input type="text"/>	X Dating Month : <input type="text" value="Select Month"/>
Improvement Type(s) : <input type="text"/>	Land Use(s) : <input type="text"/>
Land Type(s) : <input type="text"/>	Total Building Sq. Feet <input type="text"/> to <input type="text"/>
Vacant Land Only : <input type="radio"/> Yes <input checked="" type="radio"/> No	Acreage : <input type="text"/> to <input type="text"/>
Limit to Residential : <input type="radio"/> Yes <input checked="" type="radio"/> No	
Owner Type : <input type="radio"/> Absentee Owner <input type="radio"/> Owner Occupied <input checked="" type="radio"/> All <input type="checkbox"/> Out-of-State <input type="checkbox"/> In-State	Remove : <input type="checkbox"/> Sold within the last 6 months <input checked="" type="checkbox"/> Currently for sale <input type="checkbox"/> All active listings

[Save Criteria](#) | [Clear Criteria](#)

As you review your filtered list, use the checkboxes next to the properties on the list to keep or remove any of them. For example, once you've checked all those you'd like to remove, click the Remove Checked link at the bottom of the list.

Click Proceed to Labels & Exports when you're done refining your list.

Labels & Exports

Now that you've generated the list you need, you can export those records to a variety of file formats and even print a set of address labels.

Export/Label Options

Refine your list by removing those addresses with incomplete information or are duplicates. You can also choose how you want your list sorted.

You'll also be able to choose the order for displaying the addressee's first and last name, and you can use the property's address or the owner's address for the mailing.

EXPORT/LABEL OPTIONS

Exports Remaining: 4725

Refine your records:

☒ Skip records with no Zip Code

☒ Remove Exact Duplicates

☒ Skip records with no Zip+4 Zip Codes

Sort By:

Addressee Is Displayed As:

☒ First Name First (Individuals)

☐ Last Name First (Companies)

Address Used Is:

☒ Owner's Address

☐ Property Address

Create/Export Merge Files

If you're going to export a merge file, choose whether to include additional fields, then select your export type and click Export Files.

CREATE/EXPORT MERGE FILES

When Exporting To Excel or Comma Delimited Files:

☒ Include Additional Fields for Mr./Ms., First, Middle, & Last Names

Export Records:

<input checked="" type="radio"/> Addresses: Excel ?	<input type="radio"/> Top Producer 7i & 8i CSV ?
<input type="radio"/> Addresses: Comma Separated Text ?	<input type="radio"/> Top Producer Detail ?
<input type="radio"/> Property Data: Excel ?	<input type="radio"/> Top Producer Summary ?
<input type="radio"/> Property Data: Comma Separated Text ?	

Number of Exports: 5

EXPORT FILES

Create Labels

If you'll be printing labels, customize the address by including or leaving off a title and deciding whether to include a second owner. You can even add to or replace the name with "Current Resident" or custom text.

All that's left is to select your label type, file format (Word or PDF) and the label number you'd like to start your print job on. Once you've done these, click the Create Labels button to download your printer-ready file.

CREATE LABELS

When Printing Labels:

<input checked="" type="checkbox"/> Include title (Mr./Ms.) on First Line"	<input checked="" type="checkbox"/> Include line for "or Current Resident"
<input type="checkbox"/> Include Owner 2	<input type="checkbox"/> Replace name with "Current Resident"
<input type="checkbox"/> Replace name with custom text	<input type="text"/>

Create Labels of Type:

Avery Label Types: Document Format:

Please Select Your Starting Label (then click the "Print Labels" button)

<input checked="" type="radio"/> Label 1	<input type="radio"/> Label 2	<input type="radio"/> Label 3
<input type="radio"/> Label 4	<input type="radio"/> Label 5	<input type="radio"/> Label 6
<input type="radio"/> Label 7	<input type="radio"/> Label 8	<input type="radio"/> Label 9
<input type="radio"/> Label 10	<input type="radio"/> Label 11	<input type="radio"/> Label 12

Note: You have a set number of exports/labels available each month. You can always see how many downloads are remaining for the month at the top of the page. You can also purchase additional exports/labels each month, if needed, by going to the Subscribe Plan and clicking LabelMaker. LabelMaker can be used once or multiple times - it is not a subscription.