

# Mailer Instructions

February 2019

Using [Property Information](#), users can select properties from a map and create mailing labels. Labels can be directed to property owners, tenants (as current resident), or both tenants and property owners

## Overview

1. Open Property Info in Chrome or Firefox
2. Find and Area of Interest
3. Turn filter polygons on
4. Select properties of interest
5. Indicate a buffer distance
6. Choose who to notify
7. Select Output Format
8. Download
9. Print the Map

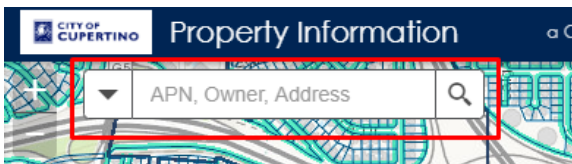
## 1 – Open Property Info

Using Chrome or Firefox, open Property Information


<https://city-intranet.cupertino.org/propertyinfo/>

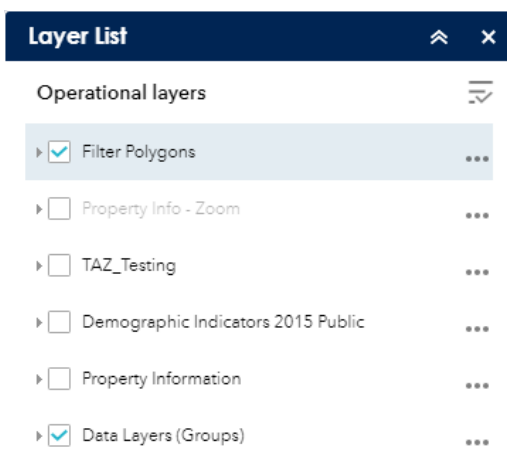
## 2 – Find an area of Interest

If an address or APN is known, the search bar on the upper left of the application can be utilized to zoom to a specific property. Otherwise, an area can be found by using the mouse to drag the map. The scroll wheel of the mouse can be used to zoom in and out



## 3 – Turn Filter Polygons On

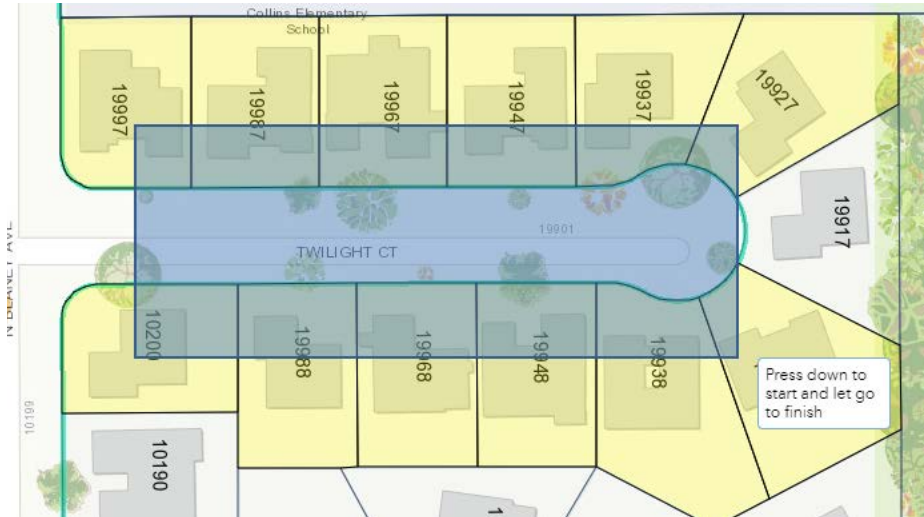
Inside the Layer List widget , click the check box next to “Filter Polygons” and uncheck all the other boxes except “Data Layers”



## 4 – Select Properties of Interest



Click the mailer widget and use the tools to select properties of interest. A property will turn yellow when selected. To deselect a property, click the property while a selection tool is unselected. Below is a table indicating the different tools to select properties. The tools are either single-click, multiple-click, or click-and-drag. Double-click the mouse to create the selection shape for multiple-click. Release the mouse to create selection for click-and drag



Icon	Function	Action
	Select individual point	single-click
	Select using single line	Click and drag
	Select using segmented line	multiple-click
	Select using curved line	Click and drag
	Select using triangle shape	Click and drag
	Select using rectangle shape	Click and drag
	Select using circular shape	Click and drag
	Select using oval shape	Click and drag
	Select using segmented polygon	multiple-click
	Select using free-form polygon	Click and drag

## 5 – Indicate a Buffer Distance

If other properties within a certain distance from a property must be notified, use the buffer option. The buffer will use the input to create a radius from the edges of the property lines. All selected properties will be buffered. Any property that intersects the buffer shape will be included in the mailer. **The buffer shape will not be created until the download process begins**

## 6 – Choose who to Notify

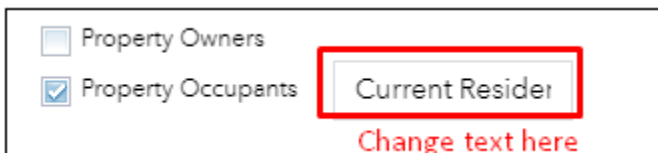
There are two selections for choosing who to notify. Each selection will output its own PDF or CSV, so the tool will have one output for Occupants and a separate output for Owners.

### Property Owner:

The property owner is the entity who is on record for owning the land. This data comes from the County Assessor and is updated monthly.

### Property Occupant:

We do not have any data for the names of current property occupant. This option will print a label for each selected address and will output “Current Resident” as the name for the label. You can change “Current Resident” to another text value by selecting “Property Occupant” and typing in a new value in the adjacent text box.



The screenshot shows a form with two checkboxes: "Property Owners" (unchecked) and "Property Occupants" (checked). To the right of the "Property Occupants" checkbox is a text input field containing the text "Current Resider". A red rectangular box highlights the text "Current Resider". Below the text input field, the text "Change text here" is written in red.

### Both Owner and Occupant:

If both options are selected, and the selection includes a property in which the owner is also an occupant, the corresponding label will be generated in the Owner output and will not be duplicated in the Occupant output. We are able to determine if an owner is an occupant by comparing the selected address with the mailing address of the property owner (as indicated by the County Assessor). If the two addresses are the same, the label will only be printed on the Property Owner output.

## 7 – Select Output Format

For an address mailer, select Avery Labels and select the appropriate size. 5160 is the default size. Indicate whether or not the APN is needed for the label. The label on the left has the APN included, and the label on the right has the APN omitted.

316 31 025  
LIU YAO-CHANG AND YEH CHING-  
10190 N BLANEY AVE  
CUPERTINO, CA 95014-2330

LIN XIAOFENG AND LI MAN  
10171 BILICH PL  
CUPERTINO, CA 95014-2326

Note\* You can also export to a CSV and use [Mail Merge](#) if you need additional formatting for your labels

## 8 – Download

Before the download, an alert indicating the number of addresses that will be buffered and the buffer distance will be displayed. Verify these numbers before clicking OK. If a PDF is not downloading, check to make sure the browser is not blocking the download.

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city-intranet.cupertino.org says

You have selected 1 addresses on the map. Click Ok to download any addresses within 300 feet of your selection.

OK

Cancel

## 9 – Printing the Map

To print the map, move the selection to the center of the screen and click Print Widget . With the Layout as MAP\_ONLY and Format PDF, click print.