How to look up property owner information and download a property owner mailing list/address labels:

1. Open Ramsey County Beacon (2 options to access)
   a. Webpage: https://beacon.schneidercorp.com/application.aspx?app=RamseyCountyMN&PageType=Search
   b. Go to Ramsey County Property & Home webpage & click on "Interactive property map" under Property Tax & Value Lookup: https://www.ramseycounty.us/residents/property
2. Using the map function, navigate to the blocks you'd like to download addresses for.
   a. Option 1: Click "Map" at the top of the page. Click and drag on the map to get to the addresses you need.
   b. Option 2: Type one of the addresses that you're looking for into the regular "Search" page. Press "Enter." Click "Map" at the top of the page. It will automatically navigate for you.
      i. Note, Option 2 will not work with Inactive properties.

   c.

3. Zoom out to view the entire block(s) that you'd like to download addresses for.
4. Select the "Selection Tools" button at the top left of the map.
5. A drop-down box will open. Click "Select by click / rectangle."
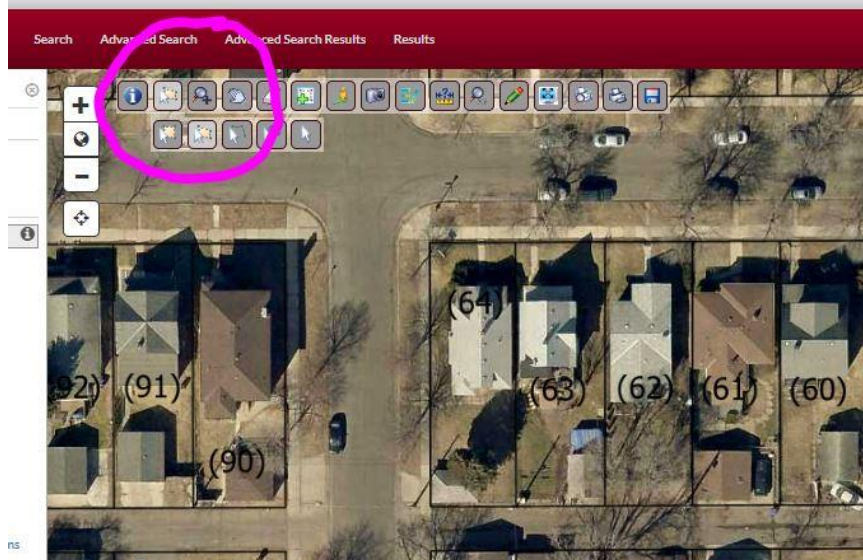
a.

b. Pro-tip: You can also select parcels individually outside of the rectangle shape. To do so, select "Toggle selected item by clicking" under "Selection Tools."

6. Click and drag the mouse over the block(s) you need to make a box around them (if selecting individually, simply click on each parcel you're interested in).
   a. Each parcel should now have a yellow outline around it.
   b. Once you have selected what you need, do not click on the map again or it will un-select what you just selected.
7. Click "Results" at the top of the page.
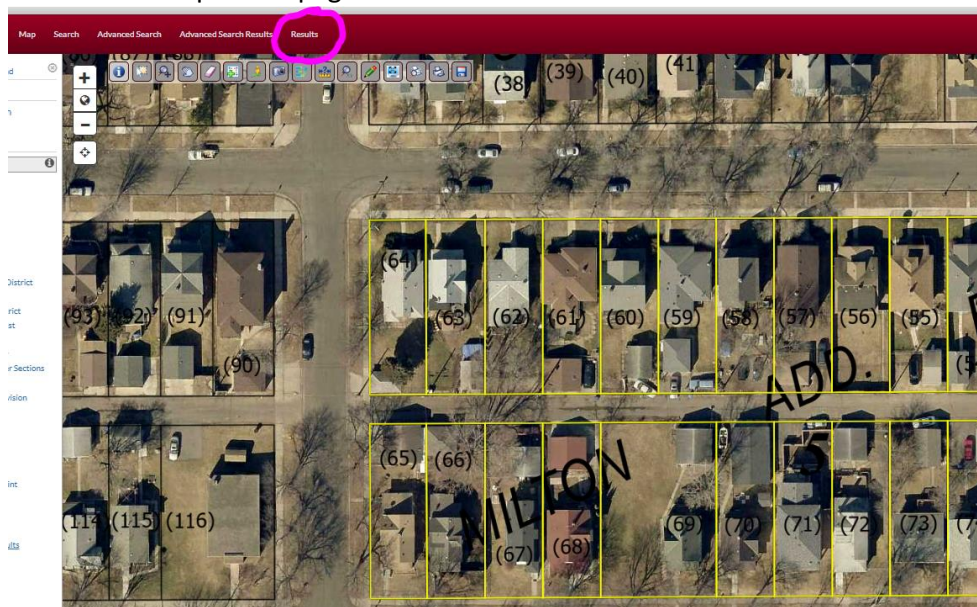
a.
b. You should now see a list of addresses.
8. Scroll to the "Mailing Label Generator" at the bottom of the page.
9. Use the drop-down box "Select export file format:" to determine the export type:
   a. For a list, select "Excel (xlsx)"

b. For mailing labels, select "Address labels (5160)" Note that the 5160 refers to the specific mailing label type that has 30 labels per page with 10 rows and 3 columns.
10. Click the "Download" button.
11. The downloaded file will appear at the bottom of the page and in the "Downloads" folder in the file finder application on your computer.

NOTE:

- The downloaded list or labels included the owner names and their mailing addresses. It does not include the property addresses, unless they use it as their mailing address.
- The list shown on the screen (before downloading) shows all the property addresses and the associated owner names. If you need property addresses, you can reference this list or print it (use the icon at the top of the page). This list of property addresses will not be downloaded.

Optional to edit the list for mailings:

1. Open the excel file and save it somewhere you can find it.
2. Clean the data
   a. Split the owner names into two columns
      i. Insert two new tabs to the right of "OwnerName."
      ii. Highlight the "OwnerName" column.
      iii. Under the "Data" tab, select "Text to Columns."
      iv. Select "Delimited" and press "Next."
      v. Select "Other" as your "Delimiter." Type a parenthesis into the box.
      vi. Make sure the other "Delimiter" boxes aren't checked and select "Finish."
      vii. A new column should appear with a repeat of "Owner)" or something similar. Delete this column.
      viii. Follow the same steps above using the "Text to Columns," but this time, use a comma as the "Delimiter."
      ix. Your columns should now have OwnerName1 and OwnerName2 in two separate columns.
3. Use this spreadsheet to do a mail merge for letters of labels:
   a. Mail merge: [How to use the Mail Merge feature in Word to create and to print form letters that use the data from an Excel worksheet - Microsoft Support](#)