



OFFICE OF REAL PROPERTY TAX SERVICES

How to Use RPSV4 Standard Reports Utility Labels for Targeted Mailings

Follow the instructions below to create labels using the RPSV4 Utility Label Report, which is available in RPS Standard Reports.

You can produce mailing labels for targeted properties based on:

- All Parcels
- Roll Section
- School District
- Property Class Code
- Exemption Code
- Bank Code
- Parcels with Residential Inventories
- Parcels with Commercial Inventories
- Star Income Verification (not necessary anymore)
- Selections for Survey Year (internal ORPTS only)

Reports: *Option 1* Tab

You can select by County, Town, or SWIS (6 digit) and specific roll years on the *Option 1* tab.

The screenshot shows the RPS V4 Reports application window titled "RPS V4 Reports - [RPS320 - Utility Label - Standard Options]". The interface includes a menu bar (File, Edit, View, Insert, Launch, Tools, Window, Help) and a toolbar. The main window displays the "rept_num" field and a tree view of reports under the "General" category, with "Utility Label" and "Standard Options" selected. The "Option 1" tab is active, showing the following configuration:

- Municipality Select Option:** Radio buttons for County, Town, and Swis. A list box shows "0122 Bethlehem".
- Selection Choice:** A dropdown menu set to "All Parcels".
- Select Options:** Radio buttons for "All" and "Select Up To 100". A "Deselect All" button is present. A list box displays a table of roll years and sections:

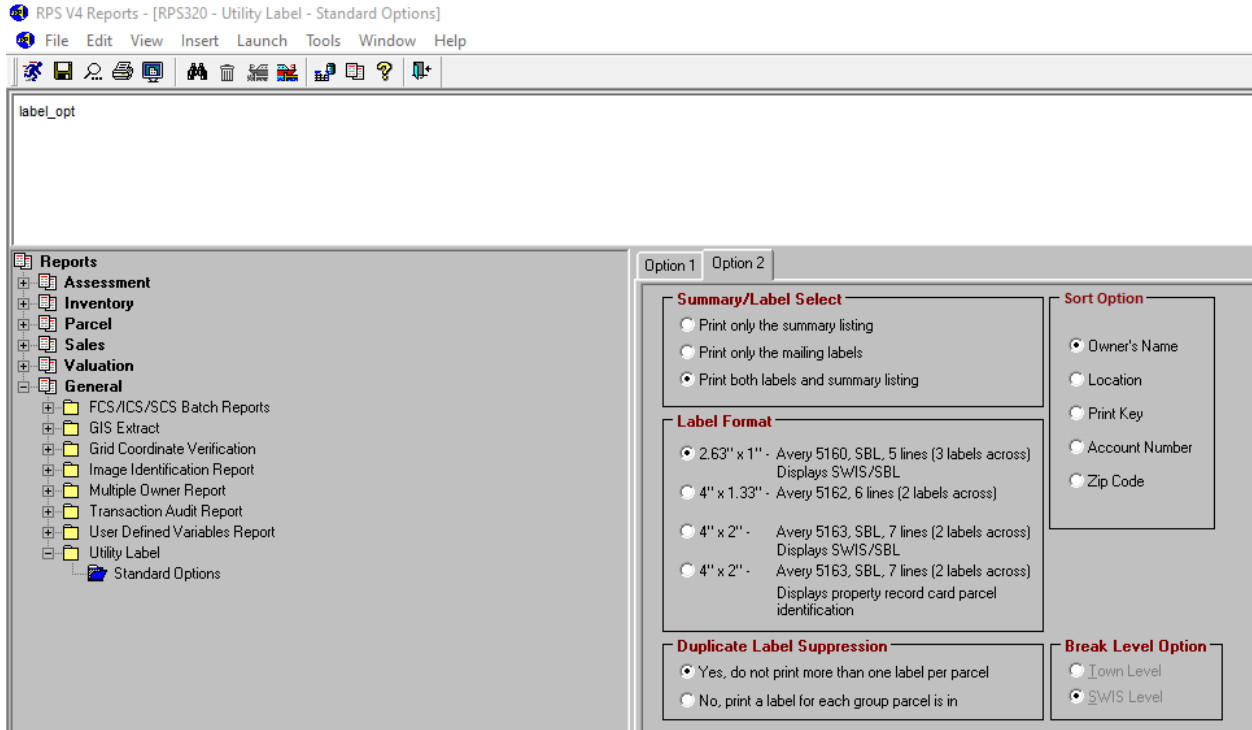
012200	6.00-1-4
012200	6.00-2-4
012200	6.00-599-6.1
012200	6.00-599-66
012200	6.00-601-14
012200	6.00-603-2.11
012200	6.00-603-2.12
012200	6.00-604-2

- Roll Year:** A list box showing "2024", "2023", and "2022", with "2022" selected.

On the *Option 1* tab, if you select specific exemption codes in the *Select Options* box, you have the option to select a filter, by term year or select an entire exemption code group.

Report: *Option 2* Tab

On the *Option 2* tab, you can choose sorting, break, suppress duplicate labels, and label format (size) options.



Report Output

Summary Listing Tab

RPS V4 Reports - [Print Preview]

File Edit Insert Launch View Tools Window Help



NYS - Real Property System		Utility Label Summary Listing - 2022 - Prior Year File						RP5320/V04/L001	
County of Albany		Name Sequence							
Town of Bethlehem									
SWIS - 0122									
Exemption Code: 41801		Description: SENIOR-CIT							
Parcel Id	Owner Name	Parcel Address	Account Number	School R Code S	Land Av	Total Av	Prop Class	Tax AcresCode	Bank Code
00 108.11-3-61		62 Marsdale Ct		012402 1	40,000	145,000	210	0.18	
00 133.04-1-42		210 Maple Ave		012402 1	45,000	133,000	210	1.40	
00 108.00-3-25		305 Creble Rd		012402 1	96,000	210,000	210	1.40	
Exemption Totals		Parcels -	3	Land -	181,000				
		Acres -	1.56	Total -	488,000				
Town of Bethlehem - 0122 Totals		Parcels -	257	Land -	14,758,800				
		Acres -	289.55	Total -	49,811,800				
Report Totals		Parcels -	257	Land -	14,758,800				
		Acres -	289.55	Total -	49,811,800				

Labels Tab

RPS V4 Reports - [Print Preview]

File Edit Insert Launch View Tools Window Help

Summary Listing		Labels	
012200 97.18-2-62 [REDACTED]	012200 109.00-1-13.11 [REDACTED]	012200 97.05-3-13 [REDACTED]	
8 Quincy Rd Glenmont, NY 12077	285 Elm Ave E Selkirk, NY 12158	99 McGuffey Ln Delmar, NY 12054	
012200 109.06-1-4 [REDACTED]	012200 97.15-3-4.2 [REDACTED]	012200 86.07-2-29 [REDACTED]	
15 Brookhaven Ln Glenmont, NY 12077	8 Asprien Rd Glenmont, NY 12077	3 Mill Rd Delmar, NY 12054	
012200 133.04-4-30 [REDACTED]	012200 85.12-2-20 [REDACTED]	012200 63.12-3-32 [REDACTED]	
18 Sunset Dr Delmar, NY 12054	42 Hudson Ave Delmar, NY 12054	6 Monroe Ave Albany, NY 12203-9769	
012200 121.04-3-49 [REDACTED]	012200 121.03-1-7 [REDACTED]	012200 85.20-4-26 [REDACTED]	
125 Trinity Pl Selkirk, NY 12158	61 Lasher Rd Selkirk, NY 12158	79 Winne Rd Delmar, NY 12054-4012	
012200 85.16-10-41 [REDACTED]	012200 97.14-2-39 [REDACTED]	012200 108.00-3-11.2 [REDACTED]	
3 Pineview Ave Delmar, NY 12054	90 Commonwealth Dr Glenmont, NY 12077	681 Elm Ave Selkirk, NY 12158	
012200 85.20-1-25 [REDACTED]	012200 97.08-2-1 [REDACTED]	012200 86.07-2-30 [REDACTED]	
31 Forest Rd Delmar, NY 12054-3038	378 Bender Ln Glenmont, NY 12077	14 Mill Rd Delmar, NY 12054	
012200 108.08-4-19 [REDACTED]	012200 63.20-1-9 [REDACTED]	012200 86.14-3-56 [REDACTED]	
529 Elm Ave Selkirk, NY 12158-9728	15 Olympian Dr Slingerlands, NY 12159	42 Greenock Rd Delmar, NY 12054-3527	
012200 85.18-4-28 [REDACTED]	012200 85.19-5-47 [REDACTED]	012200 95.00-4-24.4 [REDACTED]	
548 Custer Rd Delmar, NY 12054	128 Mosher Rd Delmar, NY 12054	33 Jacob Dr Delmar, NY 12054	
012200 86.05-4-19 [REDACTED]	012200 120.00-3-33 [REDACTED]	012200 86.13-1-14 [REDACTED]	
65 Burhans Pl Delmar, NY 12054	34 Currey Ave Selkirk, NY 12158	33 Oakwood Pl Delmar, NY 12054	
012200 86.07-2-26 [REDACTED]	012200 121.03-1-39 [REDACTED]	012200 121.03-1-3 [REDACTED]	
19 Mill Rd Delmar, NY 12054	23 Bridge St Selkirk, NY 12158	15 Lasher Rd Selkirk, NY 12158	