

PREPARING LIST OF PROPERTY OWNERS IN EXCEL FORMAT

If you choose this option, you will need to format the property owner information as a list in an Excel document using columns and rows. One row is to be used for one property owner information, which will have one distinct folio number.

If you encounter condominium buildings, only the condominium association needs to be noticed.

The columns need to have the following information:

- 1) Owner Name
- 2) Mailing Address
- 3) City
- 4) State
- 5) Zip Code
- 6) Country
- 7) Folio Number

OWNER'S NAME(S)	MAILING STREET ADDRESS	CITY	STATE	ZIP CODE	COUNTRY	FOLIO NUMBER
Jane Doe	123 SW 4th Street	Miami	Florida	33133	USA	1234567890
John Doe	456 NE 7th Street, Unit A	Miami	Florida	33133	USA	2345678901

Note:

If you choose to prepare the information in an Excel format, then you will need to provide printed mailing labels to Hearing Boards staff only if the information in your Excel file is not formatted correctly. In these instances, only, you will need to provide two (2) sets of mailing labels with the following information.

Mailing Label:

Folio Number
Owner's Name(s)
Mailing Address
City, State Zip Code

Example:

01-5555-555-5555
JANE SMITH
123 SW 4th Street
Miami, Florida 33156