CONTACTS/MAILING LISTS
FILE FORMAT

File Format: Excel .csv or .xls only

Example: Filename.csv - or - **filename.xls**

First Name	Last Name	Site Address	Site City	Site State	Site Zip
John	Smith	123 Main St.	Hayward	CA	55555

First Name	Last Name	Site Address	Site City	Site State	Site Zip	Mail Address	Mail City	Mail State	Mail Zip
John	Smith	123 Main St.	Hayward	CA	55555	123 First St.	Los Altos	CA	55555

Property Type	Bedrooms	Bathrooms	Sq. Ft.	Lot Sq. Ft.
Single Family Home	4	2.5	1,845	3,000

Site Address vs Mail Address

If you are mailing to an area where all the homes are owner occupied, the mail will be delivered to the site address, which is also used to calculate the Home Estimate feature.

If you are mailing to an area that contains non-owner occupied homes, you'll need to add the owner's absentee address in the mail address header. In this case the mail will be sent to the owner and not the tenant.
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Our system will aslso recognize the following formats.

	First Name	Last Name
One Owner	John	Smith
	John Smith	
Two Owners	John Smith	Jane Smith
	John and Jane	Smith
	John and Jane Smith	
Two Owners **2 last names**	John Smith	Jane Doe
	John Smith & Jane Doe	

Site or Mail Addresses

Address	City State Zip	
123 Main St.	Hayward, CA 55555	

Address	City	State	Zip
123 Main St.	Hayward	CA	55555

House Number	Street Name	City State Zip
123	Main St.	Hayward, CA 55555

House Number	Street Name	City	State	Zip
123	Main St.	Hayward	CA	55555

• Our system will also recognize phone numbers and email addresses if you have them.

FREQUENTLY ASKED QUESTIONS:

Does Corefact provide contact lists?

If you are looking for a farm you should ask your title rep for a contact list. Corefact does provide radius lists when you want to do circle prospecting.

Can I load a publisher or a word file?

No, only Excel .cvs or .xls.

Do I need a header on my columns?

Yes.

What happens if I have additional columns?

When loading the list, the additional columns, that we don't map, will need to be checked off the list by clicking the Do Not Map in the drop down menu. Otherwise you'll get an error message.

What if I am unable to upload my list?

You can attach a file in the delivery options which is sent to customer service who will review the file and contact you with any questions.