

# Print a Notice for a Single Property

For this example, we will print a Certificate of Occupancy.

1. Open the Contacts form
2. Double-click a Contact row to open the [Contact Detail form](#)
3. Click [Create Notice] to open the [Create Notice form](#)
4. From the "Template" dropdown, choose: "Certificate of Occupancy"
5. Click [OK] to create the Notice and open the [Notice Detail form](#)
6. Fill in the custom value prompts

- For *Permit #*:

HB - 15 - 196

- For *Issue Date*:

6/15/2015

- For *Description of work completed*:

Resale Inspection

- For *Buyer*:

John Doe  
123 Big Buck Ln  
Honesdale, PA 18431

7. Click [Print Notice] to generate the [Notice report](#)
8. Click on the [Print] button in the "Print Preview" ribbon at the top left part of the screen to print a hard-copy of the notice
9. Fold the letter in thirds and place in a double window envelope for mailing

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