

# Ohio Association of REALTORS Label Rental Request Form

The Ohio Association of REALTORS (OAR) offers a Mailing Rental Program for interested parties looking to mail members of the association. The rental program is designed for a one-time only mailing. OAR does not provide member rosters online or in printed copy.

In an effort to minimize unsolicited correspondence, we enforce a mailing label policy implemented by OAR Trustees ([Legal & Administrative Policy #3-79](#)).

Please read the following instructions and terms governing Label Rental Orders:

1. Complete Label Request Form below.
2. Labels are available on laser labels or in electronic form. Label rental fee is based on the number of labels ordered as follows:
  - 1-100 names \$50
  - 101-500 names \$100
  - 501-5,000 names \$200
  - 5,001-10,000 names \$500 first request (\$200 for subsequent requests within 12-months)
  - 10,000 + names \$900 first request (\$500 for subsequent requests within 12-months)
3. Mailing labels are available by licensure status, local board and/or association membership types. Please indicate the type(s) of labels that you are requesting.
4. Submit a sample of the mailer (preferably in .pdf or Word format). If you have only a hard copy, mail or fax sample to:  
The Ohio Association of REALTORS  
200 East Town Street  
Columbus, Ohio 43215-4648  
Fax #: (614) 228-2601
5. Upon approval of request, OAR will forward a Label Rental Agreement, indicating your rental fee for signature.
6. Any change in the previously approved mailing piece requires that the piece be resubmitted for approval before mailing.

*Please go to p. 2 to complete the Online Label Request Form.*

Please use the following form to make your mailing label request:

## Label Rental Request Form

**Label Renter:**

**Street Address:**

**City, State, Zip:**

**Contact Person:**

**E-mail Address:**

**Telephone #**

**Requested Labels** *(See item #3 from p. 1)*

**Purpose of Request:** *(don't forget to attach a copy of mailer in Word or .pdf)*

**Date Labels Needed:**

**Promo Mail Date:**

**Label Format:**      Laser:      Electronic:

*If electronic, please choose:*

Fixed      Tab Delimited:      Comma Delimited:      Other, specify:

**Delivery Method:**   Mail:      Pick-up:      E-mail

**Mail Labels to:** *(if different than the address above)*

*Please take a moment before submitting your request to make sure you completed this form in its entirety. Also, please read all the conditions covering OAR's Label Rental Policy before making your request.*

*This is a request for information only. The submission of this form in no way obligates you to purchase the labels requested above. Upon approval, you will receive a Rental Agreement for signature, which includes the fee associated with this request.*

*By clicking on the Submit button below, you are stating that you have read, and agree to all conditions in the [Rental Policy](#).*

**Have questions?**

Contact Shirley Reed, MIS Group

614.228.6675 or [reed@ohiorealtors.org](mailto:reed@ohiorealtors.org)