



Touting Letters Guide

In this guide, I will show you how to use the Touting feature in Rezi.

① A video guide can be found [here](#)

Firstly, you must ensure you have the Touting document uploaded to Rezi Post. You can find the document attached to this guide.

You will need to open up this document in Word and open Rezi post-plug-in. All the merge fields are already in the document but feel free to add in any content you'd like. I've included an image of the property I sold in the letter.

Once you've got the document in a format that you're happy with press the save button on the Rezi post plug-in.

Click 'Create a Rezi Pack' at the bottom of the option.

Generate pack is one of the options. Click this and under pack type scroll down to ‘Touting Pack’ and select the pack that you created.

Generate pack ✕

Choose a pack

Pack Type:

Touting Packs

Pack:

Recently Sold in you Area

Summary: **Recently Sold in you Area**

This pack includes:

 Recently Sold in you Area - Letter

Required to create this pack:

 A property

Next

Generate the pack and several documents should then appear in your print bag. To combine these letters all in one doc to print in one go, simply click the print all button. Please make sure that your print bag is clear before printing all otherwise you’ll have other letters being printed.

The screenshot displays a real estate portal interface. The top navigation bar includes 'Home', 'Dashboards', 'Properties', and 'People'. A property listing for '683, Gower Road' is shown with details: 'Upper Killay, Swansea', 'SA2 7HQ'. Below the listing, there are tabs for 'Valuation', 'Write up', 'Documents', and 'Completed'. The 'Completed' tab is active, showing a status of 'Completed' on the 29th Feb 2024, with a price of £645,000 and an asking price of £655,000. The owner is Mr James Acer, and the fees are Standard Rate (1%).

A 'Print bag' popup is visible on the right side of the screen. It contains a list of documents ready to print, all titled 'Recently Sold in you Area' and created on 08/03/2024. The popup has a 'Print all' button and a 'Delete all' button. A red arrow points from the 'Print all' button to the top right corner of the screen, where a printer icon is located. Another red arrow points from the printer icon to the 'Print all' button.

Rooms	Features	Photos
Bedrooms 3	No property features have been added	No photos have been added yet
Bathrooms 2		
Receptions 2		

A popup should appear asking you to download the PDF. Click this and all of the addresses in that postcode should have a single letter ready to be printed and mailed out to the address.

Simply post the letters to each property in the mail.