



FORMS ONLINE INFORMATION

For more information or to request an order form, contact Blue Moon Software, Inc. at (800) 772-1004 OR order online at www.bluemoon.com

GENERAL INFORMATION

The National Apartment Association has entered into an exclusive arrangement with Blue Moon Software, Inc. to develop, market and distribute the NAA Forms Online program. This program may be purchased by current National Apartment Association members only.

NAA Forms Online is an easy to use program designed to let you quickly fill out all of the official NAA Lease Forms and generate completed forms on your printer. It has been designed to save you time and money by speeding up the preparation and printing of lease packages, to improve accuracy, and reduce errors by providing built-in math calculations, default settings for recurring items and charges, automatic data transfers from the main lease form to other forms making up the lease package, built-in error checking, and lease expiration reports.

PRODUCT FEATURES:

- Produce complete, accurate lease packages, including the main lease contract plus related forms, in minutes!
- Print the latest versions of the official NAA lease and forms on laser and most inkjet printers.
- Set up a "lease database" for each property in your portfolio;
- Set up a default lease for each database to prefill recurring entries, such as late charges, due dates, length of lease, etc.
- Check lease entries for invalid dates, e.g., an ending lease date that precedes the beginning date, and inconsistent lease terms.
- Automatically transfer lease data to related lease forms, such as an Animal Addendum, etc.
- Tracks current leases, preleases and lease expirations.
- Automatically calculate reletting charges as a percentage of monthly rent, and pro-rated rent (using either the exact number of days in the month or the 30 day method of proration).

PRINTING & CLICK USAGE:

NAA Forms Online contains a built-in counter that tracks printing of NAA's revenue producing forms. Each program includes access to an initial set of 300 form clicks which should allow for 10-15 lease packages. Clicks are used up each time you print a page of any revenue producing form. NOT ALL FORMS CHARGE CLICKS! The number of clicks used is equal to the number of pages you print. Some forms are automatically defaulted to print in duplicate to meet NAA requirements. For example, if you were to print a 6 page Apartment Lease and a 2 page Inventory & Condition form, the counter would be reduced by 14 clicks: 12 clicks for two copies of the 6-page lease and 2 clicks for one copy of the 2-page inventory form. **Form lengths may vary between states, and therefore the click value for a form may also vary between states.**

Additional form clicks can be ordered from within the program and are added onto your program by Blue Moon Software, once the association has verified current membership status.

Click Quantity Options for NAA Forms Online

Quantity of Clicks	Pricing*
500	\$35.00
1000	\$63.00
2500	\$150.00
5000	\$285.00

(*a \$7.00 handling fee and sales tax will be added to your order.)

ANNUAL LICENSE FEE, UPGRADE AND FORM REVISIONS

From time to time NAA makes changes to the lease forms to comply with changes in the law or as deemed necessary. If changes are made in the forms or in the program, you will automatically receive all such form revisions and program updates for a period of one year from the date of purchase. After the first year, **you must pay an annual license renewal fee** to continue using the program and to continue receiving all forms and software revisions.

Blue Moon Software will provide FREE telephone technical support, as well as FREE updates and program upgrades, for the first year and thereafter as long as you renew your annual license.

ORDERING NAA Forms Online

When ordering NAA Forms Online, you have the option of either pre-paying by credit card using Visa, Mastercard, or American Express, or having Blue Moon Software invoice you. Blue Moon invoices are due upon receipt. Please keep this information in mind before placing your order since our policy does require that we receive payment for the program before installing any additional clicks past the initial 300 free. REMEMBER...THE INITIAL 300 FREE CLICKS WILL ONLY PRINT 12-15 LEASE PACKAGES.

ORDERING NAA Small Owner Online

When ordering NAA Small Owner Online, you must pre-pay the \$75.00 account fee before your account is activated. You will receive 200 clicks with your initial activation. Additional clicks can be purchased in groups of 200 for a pre-paid fee of \$50.00.

NAA Forms

The following forms are available in each program unless specifically noted below. The forms are divided into 2 categories: Revenue Forms and Free Forms. Revenue forms charge clicks to print. Free forms are free to print.

REVENUE FORMS (Charge clicks to print)

- Apartment Lease Contract
- Rental Application
- Animal Addendum
- Lead Hazard Disclosure Addendum
- Inventory & Condition Form
- Mold Information & Prevention Addendum
- Asbestos Addendum
- Lease Contract Guaranty
- Supplemental Rental Application for Non-US Citizens-NOT in CA & MA
- Lease Addendum for Affordable Housing Program
- Supplemental Rental Application for Affordable Housing Program
- Amendment to Add or Change a Roommate
- Per-Person Rental of Dwelling Addendum

FREE FORMS (DO NOT charge clicks to print)

- Addendum for Rent Concession or Other Discount
- Intrusion Alarm Addendum
- All-In-One Utility Addendum
- Satellite Dish and Antenna Addendum
- Englosed Garage, Carport, or Storage Unit Addendum
- Lease Buy-Out Agreement- form name may vary between states
- Community Policies, Rules & Regulations Addendum
- Surety Bond Addendum - NOT available in all states
- Limited Waiver & Modification of Rights - NOT available in all states
- Liability Insurance Addendum
- Remote Control, Card or Code Access Gate Addendum

The following states have additional state specific forms within their program: AL, CA, CO, CT, IL, MD, MA, NM, and VA.

PACKAGES AND SYSTEM REQUIREMENTS

The following Forms Online programs may be purchased by current National Apartment Association members only. The National Apartment Association and Blue Moon have the right to terminate any site license accounts, regardless of the number of unused lease clicks, if the property that holds the site license or lease clicks is not a member in good standing of NAA or one of its local or state affiliates.

Blue Moon Software offers 2 different Forms Online package options:

- NAA Forms Online is priced at \$175.00 per property (or site) with an annual renewal fee of \$175.00 per property (or site). You will receive 300 FREE form clicks per property (or site). Additional clicks may be purchased in a variety of quantities through the association. Additional clicks may be installed only after the initial program purchase invoice has been paid in full.
- NEW NAA Small Owner Online is specifically designed for independent owner members who own or manage less than 25 units. Priced at \$75.00 with no annual renewal fee, this product is only offered as an Online program. You will receive 200 form clicks with the initial activation. Additional clicks can be purchased in groups of 200 for \$50.00. See NEW NAA Forms Online for Small Owners below for complete product information.

Blue Moon Software may combine multiple properties onto one program package only upon request. Each property over 25 units is considered a separate site license and will be charged accordingly. All properties contained within one program package, regardless of the number of units, must be members of the association and located within the same state. If not, a separate program package must be purchased for each state represented.

NAA Forms Online System Requirements & Recommendations

Minimum:

- IBM-compatible PC (Windows 95/98/Me or NT/2000/XP/Vista) or Macintosh computer (Mac OS 10.2 or higher).
- 800 x 600 screen resolution
- High-speed connection to internet (i.e., cable/DSL/T1). Dial-up connections are NOT supported due to bandwidth requirements of Acrobat files.
- Microsoft Internet Explorer 6 (PC) or Mozilla Firefox (PC/Mac) (other browsers may work but are not supported).
- Adobe Reader 5.1 or higher (required to print forms).
- Ink-Jet/Laser printer with ability to print on legal-size paper and maximum printable area of at least 8" x 13½". (Laser printers require a minimum of 2 MB of memory).

Recommended:

- Adobe Reader 7 or higher.
- 1024 x 768 screen resolution.
- Laser printer with 8 MB of memory or higher, 300-dpi print resolution, & ability to print 6 ppm or better.

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5000	\$285.00

(*a \$7.00 handling fee and sales tax will be added to your order.)

NEW NAA Forms Online for Small Owners

NAA members can purchase a NAA Forms Online for Small Owners license for an initial prepaid fee of \$75.00, which includes 200 paid clicks, or approximately 10-12 lease packages. This small owner package is cost effective for independent owners who use less than 500 clicks per year, or approximately up to 20-25 lease packages a year. The license will not have an expiration date, and users will not have to pay an annual license renewal fee. However, the program will include a prompt that requires you (after the earlier of one year OR renewal of your membership at the association) to verify that you are still a member in good standing in order to continue service.

NAA Forms Online for Small Owners contains all of the same forms as the NAA Forms Online program. Blue Moon may combine multiple properties onto one license as long as each property is under 25 units each. All properties contained within one license must be members of the association and located within the same state. If not, a separate license must be purchased for each state represented.

PRINTING & CLICK USAGE:

NAA Forms Online for Small Owners contains a built-in counter that tracks printing of NAA's revenue producing forms. Each program includes access to an initial set of 200 form clicks which should allow for 10-15 lease packages. Clicks are used up each time you print a page of any revenue producing form. NOT ALL FORMS CHARGE CLICKS! The number of clicks used is equal to the number of pages you print. Some forms are automatically defaulted to print in duplicate to meet NAA requirements. For example, if you were to print a 6 page Apartment Lease and a 2 page Inventory & Condition form, the counter would be reduced by 14 clicks: 12 clicks for two copies of the 6-page lease and 2 clicks for one copy of the 2-page inventory form.

Additional form clicks can be purchased in groups of 200 for \$50.00. All click orders must be prepaid. Blue Moon Software will automatically update your click counter after current membership status has been confirmed with the association.