



NATIONAL APARTMENT ASSOCIATION Forms Online for Small Owners

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General Information

Blue Moon Forms Online for Small Owners is designed for independent owner members who own or manage less than 25 units. It is an easy to use web-based application designed to let you quickly fill out all of the official NAA Lease Forms for your state and generate completed forms on your printer. Because it is a web-based application, the user can access Blue Moon Forms Online from any computer meeting the system requirements.

Blue Moon Forms Online can save you time and money by speeding up the preparation and printing of lease packages. It has been designed to improve accuracy and reduce errors by providing built-in math calculations, default settings for recurring items and charges, automatic data transfers from main lease form to other forms making up the lease package, built-in error checking, and lease expiration reports. Blue Moon Forms Online will enable you to:

- Produce complete, accurate lease packages, including the main lease contract plus related forms, in minutes!
- Print the latest versions of the official NAA lease forms for your state on laser and most inkjet printers.
- Set up a "lease database" for each property in your portfolio.
- Set up a default lease for each property to prefill recurring entries, such as late charges, due dates, length of lease, etc. for every unit in the property.
- Check lease entries for invalid dates (e.g., an ending lease date that precedes the beginning date) and inconsistent lease terms.

System Requirements & Recommendations

Minimum:

- IBM-compatible PC (Windows 95/98/Me or NT/2000/XP) or Macintosh computer with PowerPC processor (Mac OS 10.2 or higher).
- 64 MB of memory (or more depending on operating system requirements)
- 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 letter & 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.

- Automatically transfer lease data from your property management software (Rent Roll, AMSI).
- Automatically calculate pro-rated rent (using either the exact number of days in the month or the 30 day method of proration).
- Keep track of current leases, pre-leases and lease expirations.

Pricing and Policies

LICENSING:

NAA members can purchase a Blue Moon Forms Online for Small Owners license for an initial prepaid fee of \$75.00, which includes 200 page 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 application will include a prompt that requires you (after the earlier of one year OR renewal of your membership with NAA or their local affiliate) to verify that you are still a member in good standing in order to continue service. The verification would go through Blue Moon Software to the association.

After the initial activation, subsequently acquired small complexes can be added to your license for \$25.00 per set of changes.

(NOTE: All properties contained within one license must be located within the same state. If not, a separate license must be purchased for each state represented.)

PRINTING AND CLICK USAGE:

Blue Moon Forms Online contains a built-in counter that tracks printing of lease forms. Each Online package includes access to an initial set of 200 form clicks which should allow for 10-12 lease packages. Clicks are used up each time you print any of the lease forms (not all forms are considered lease forms). The number of clicks used is equal to the number of pages you print. Some forms are defaulted to print in duplicate. For example, if you were to print an Apartment Lease and an Inventory & Condition form (form lengths vary by state), the counter would be reduced by 14 clicks: 12 clicks for two copies of a 6-page lease, and 2 clicks for one copy of a 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 NAA or their local affiliate.

FORM REVISIONS:

From time to time NAA makes changes to the lease forms to comply with changes in the law or as deemed necessary. All changes made in the forms will be reflected automatically in Blue Moon Forms Online for Small Owners.

