

How to Create and Sign eLeases

Go through Resman and create the lease as you normally would.

ResMan

BoardRoom
Personal
Accounts
Property
Accounting
Reporting
Tools
Admin

New Blue Moon Lease

To generate a lease using Blue Moon Lease Forms enter your Blue Moon credentials below and verify that all form field information is correct. If you need to make any changes click the Back button, make the necessary changes on the lease or resident records, and then return to this page. Once you are satisfied with the data that will be sent to Blue Moon, click the Preview Lease button.

Blue Moon Credentials

Serial number*	<input type="text" value="TX16050502"/>
Username*	<input type="text" value="manager"/>
Password*	<input type="password" value="*****"/>

Forms

Apartment Lease Form

Lease Information	Lease Holders	Occupants
Unit: 213D	Eli Cantu	Elsa Torres
Address: 1325 N. Nursery Rd. Irving, TX 75061		
Lease start date: 8/30/2017		
Lease end date: 8/30/2018		
Rent: 890.00		
Prorated rent: 57.00		
Deposit: 300.00		

Back
Preview Lease

Applicant

Unit: **213D**
Eli Cantu (A)
Elsa Torres (A)

Balance: **35.00**
Deposits: **300.00**

Leasing Workflow

Personal Information

Name Full name
Eli Cantu

Phone numbers
(214)486-9068 (M)

Drivers lic.

Email

Identification (SSN)

Gender
Female

Language

Household status
Head of Household

Birthdate
1/5/1989

Edit

Lease

Unit Information

Property Silverado	Unit B1 - 213D	Applicant type Default	Leasing agent Angelica Barron
Approval status Approved	Residency status Approved	Market rent 890.00	Actual rent 890.00

Lease Dates

Application date*	8/11/2017	Lease signed date	
Move-in date*	8/30/2017	Start date*	8/30/2017
		End date*	8/30/2018

Vacating Information

Notice given date	Move-out date	Reason for leaving	Forwarding address
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Late Fee Settings

Edit

Lease History

Deposits

- Leasing Workflow
- ✓ Applicants Screened
- ✓ Approved (Change)
- ✓ Lease Created
- Sign Lease
- Transfer
- Move In
- General Information
 - Personal Information
 - Lease
 - Lease History
- Actions
 - Add Roommate/Spouse
 - Add Dependent
 - Add Guarantor
- Accounting
 - Deposits
 - Ledger
 - Recurring Charges
 - Rentable Items
 - Summary Ledger
- Actions
 - New Transaction
 - Accept Online Payment
 - Disable Online Payments
 - Assess Late Fees
 - Apply / Refund Balance
 - Payment-Deposit Correction
 - Apply Available Balance
- Manage
- Quick Links
 - DocuSign
 - Form Letter
 - Sign in to Resident Portal

Create the new record for that unit.

TAA Click & Lease THE INDUSTRY STANDARD Powered by Blue Moon Software

Help Topics | Find Forms | Log Out

Lease Records Application Forms Settings Reports

Silverado

Create Lease Renew Lease Edit Lease Import Lease Delete Lease Manage E-signatures Export Data TAA REDBOOK ONLINE

Create New Record 213D Find Show All Units Show Undefined Units Need Help?

1 - 2 of 2 Found Limit results per page to 50

Unit	Address	Resident(s)	Lease Term	
213D	1325 N. Nursery Rd.	Eli Cantu	08/30/2017 - 08/30/2018	Overwrite New
213D	1325 N. Nursery Rd.	Erick Cortez Cesar Garcia	03/01/2016 - 04/30/2017	Overwrite New

TAA Click & Lease THE INDUSTRY STANDARD Powered by Blue Moon Software

Help Topics | Find Forms | Log Out

Lease Records Application Forms Settings Reports

Silverado

Create Lease Renew Lease Edit Lease Import Lease Delete Lease Manage E-signatures Export Data TAA REDBOOK ONLINE

Sections View Print Menu Need Help? Save Exit

Lease Terms
Student Lease
Other Charges
Special Provisions
Attachments
Animal Addendum
Lead Hazard / Misc.
Bed Bug Addendum
Early Lease Term
Allocation Addenda
Misc. Addenda
Remote / Card / Code
Electric, Water / Wastewater
Rent Concessions
Intrusion Alarm
Additional Provisions
Rentor's Insurance
Lease Guaranty
Summary of Key Information

Apt. No. 213D Date of Lease 08/24/2017

Address 1325 N. Nursery Rd.

RESIDENT INFORMATION

Parties	Occupants
Eli Cantu	Elsa Torres

Consent necessary for guests staying longer than days

LEASE TERMS

Select the required forms and select print.

Once on the print screen, you should see the option for “On-the Spot” and “eSignature”. I tried using their app for On-the-Spot but had some technical trouble with it, so we should stick to eSignature for now.

Select eSignature and enter their email given on their application.

Blue Moon Software - Google Chrome
Secure | https://www.bluemoonforms.com/products/forms_online/print/index.php?esign=1

This document is out the door and on the clock.
Documents are only stored for 30 days! Once a document expires, it cannot be signed, executed or retrieved.
You will receive notifications as signatures are collected.
You may review the status of pending requests, identify which signatures have/have not been collected, resend requests, monitor document expiration dates, and execute signed documents through Manage E-Signatures.

Close Window

TEXAS APARTMENT ASSOCIATION
MEMBER
Apartment Lease Contract
This is a binding contract. Read carefully before signing.
Date of Lease Contract: August 24, 2017
(Review this Lease Contract's Read out)

Moving In — General Information

1. **Parties.** This Lease Contract ("Lease") is between you, the resident(s) (list all people signing the Lease):
BLIVERADO
and us, the owner: BLIVERADO

(name of apartment community or title holder). You are renting Apartment No. 2130 at 1325 N. Nursery Rd.
(street address) in Irving (city), Texas 75061 (zip code) for use as a private residence only. The terms "you" and "your" refer to all residents listed above or, in the event of a sole resident's death, to someone authorized to act for the estate. The terms "we," "us," and "our" refer to the owner listed above and not to property managers or anyone else. *Neither we nor any of our representatives have made any oral promises, representations, or agreements. This Lease is the entire agreement between you and us.*

2. **Occupants.** The apartment will be occupied only by you and (list all other occupants not signing the Lease):
BLIVERADO
—and no one else. Anyone not listed here cannot stay in the apartment for more than _____ consecutive days without our prior written consent, and no more than twice that many days in any one month. *If the previous space isn't filled in, 2 days total per month will be the limit.*

3. **Lease Term.** The initial term of the Lease begins on the 30th day of August _____, 2017 (year) and ends at midnight on the 30th day of August _____, 2018 (year). After that, this Lease will automatically renew month-to-month unless either party gives at least _____ day's written notice of termination or intent to move out as required by Par. 36. *If the number of days isn't filled in, notice of at least 30 days is required.*

4. **Security Deposit.** The total security deposit for all residents is \$,300.00, due on or before the date this Lease is signed. This amount (check one): does or does not include an animal deposit. Any animal deposit will be deposited in an animal addendum. Security-deposit refund check and any deduction itemizations will be by (check one): one check jointly payable to all residents and mailed to any one resident we choose, or

Prorated rent of \$ 57.00 is due for the remainder of the (check one): 1st month or 2nd month, on the _____ day of _____ (month) _____ (year). *You must pay your rent on or before the 1st day of each month (due date). There is no grace period, and you agree that not paying rent on the 1st of each month is a material breach of this Lease. Cash is not acceptable without our prior written permission. You cannot withhold or offset rent unless authorized by law.* We may, at our option, require at any time that you pay all rent and other sums in cash, certified or cashier's check, money order, or one monthly check rather than multiple checks. You agree that if you don't pay all rent on or before the _____ day of the month, you'll pay the reasonable initial late charge of \$ 50.00 plus the reasonable daily late charge of \$ 10.00 per day after that date until the amount due is paid in full. Daily late charges cannot exceed 15 days for any single month's rent. We won't impose late charges until at least the third day of the month. You'll also pay a charge of \$ 25.00 for each returned check or rejected electronic payment, plus initial and daily late charges, until we receive acceptable payment. If you don't pay rent on time, you'll be in default and subject to all remedies under state law and this Lease. If you violate the animal restrictions of Par. 17 or other animal rules, you'll pay an initial charge of \$ 200.00 per animal (not to exceed \$100 per animal) and a daily charge of \$ _____ per animal (not to exceed \$10 per day per animal) from the date the animal was brought into your apartment until it is removed. We'll also have all other remedies for such violations.

7. **Utilities and Services.** We'll pay for the following items, if checked: gas water wastewater electricity trash/recycling cable/satellite master antenna internet stormwater/drainage other _____ You'll pay for all other utilities and services, related deposits, and any charges or fees on such utilities and services during your Lease term. See Par. 12 for other related provisions regarding utilities and services.

8. **Insurance.** Our insurance doesn't cover the loss of or damage to your personal property. You are (check one): required to buy and maintain renter's or liability insurance (see attached addendum), or not required to buy renter's liability insurance. *If neither option is checked, insurance is not required but is still strongly recommended. Even if not required, we urge you to get your own insurance for losses due to theft, fire, water, pipe leaks, and similar occurrences. Renter's insurance doesn't cover losses due to a flood. Information on renter's insurance is available from the Texas Department of Insurance.*

9. **Special Provisions.** The following or attached special provisions and any addenda or written rules furnished to you at or before signing will become a part of this Lease and will supersede any conflicting provisions of this printed Lease form.

They will then be sent an email with further instructions. I believe there is also a spanish option when they go to their email to sign the lease. They should click the "Review and Sign Document" to be taken to the bluemoon site and complete the lease.

We are pleased to notify you that your document is ready and available to sign. For your convenience, this document is being delivered in a format that allows for you to review and sign the document electronically.

[Review and Sign Document](#)

If you have any questions about your document, please contact:

Silverado Apartments
Silverado
1319 N. Nursery Road
Irving, TX 75061
manager@silveradoapartments.com
(972) 438-2248

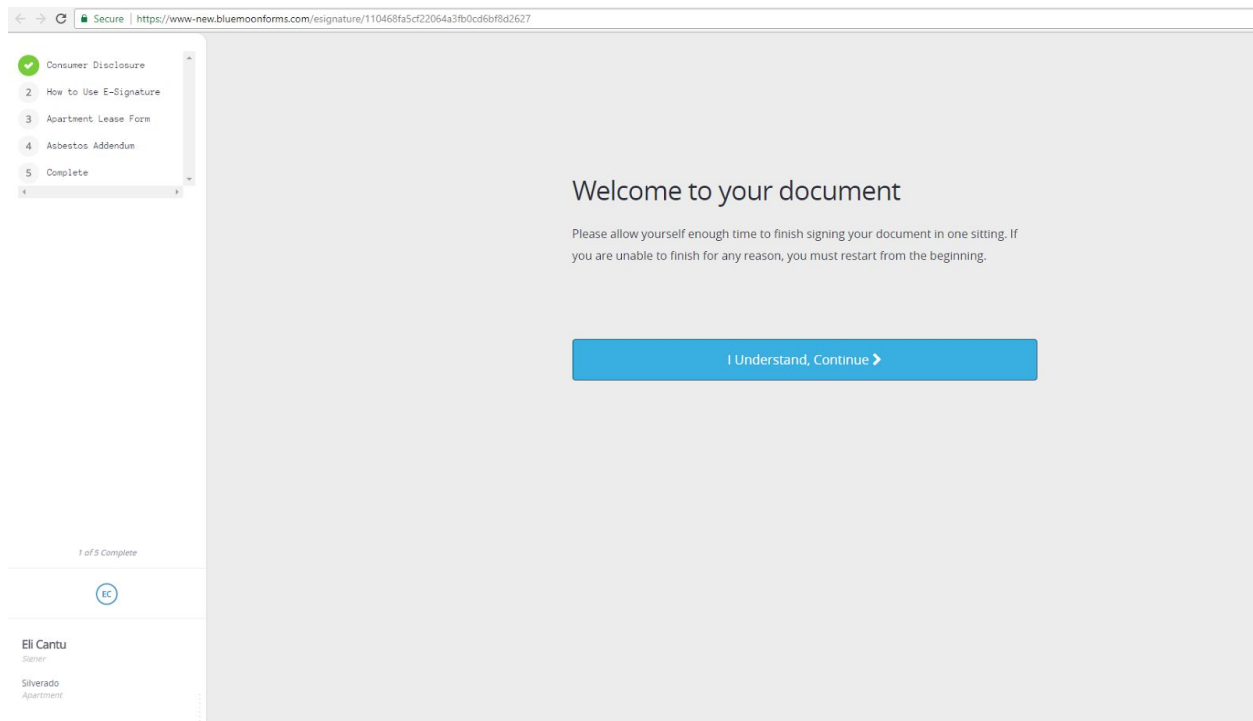
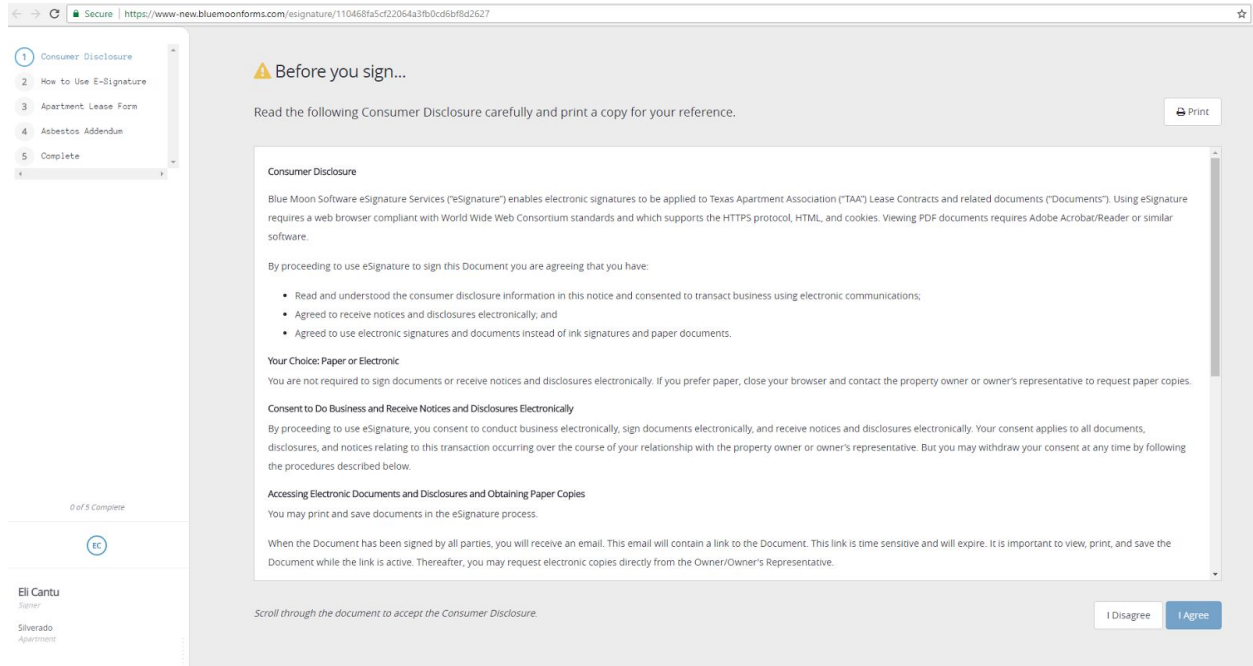
If the 'Review and Sign Document' button above does not work, copy and paste this link into your browser's URL bar to launch the process: <https://www-new.bluemoonforms.com/esignature/110468fa5cf22064a3fb0cd6bf8d2627>

Please note that each document is time sensitive. If a document has expired, the button and URL will be invalid and the document will no longer be eligible to sign electronically. If you receive an expiration notice when accessing the document, you will need to contact Silverado to arrange for an alternative signing method.

If you are not the intended recipient of this email, please notify us immediately so we can ensure this communication reaches the intended recipient in a timely manner. Additionally, please permanently delete this email after notifying us.

Do not reply to this email. It was automatically generated.

This process is self explanatory but if they need assistance, let them know they are free to complete these steps in the office with you. They can do this with you at your computer for now, until we figure out a better solution. It will ask them to agree to their signing policy, and will ask them to create a signature for their document.



Secure | https://www-new.bluemoonforms.com/esignature/110468fa5cf22064a3fb0cd6bf8d2627

Consumer Disclosure
2 How to Use E-Signature
3 Apartment Lease Form
4 Asbestos Addendum
5 Complete

1 of 5 Complete

EC

Eli Cantu
Siener
Silverado
Apartment

Let's set up your Digital Signature

Treat your digital signature like you would signing a physical document. Signing the documents provided will legally bind you to the terms and agreements provided by Silverado.

Full Name & Initials
Type your full, legal name as it appears on your driver's license and your initials in the boxes below.

Full name

Initials

Customize Your Signature
Sign your name and initials using your mouse or select a font to create your digital signature.

Type Sign

John Smith

Date
The date will be displayed as followed when signing your documents:

08/24/2017

I did not complete the lease because I didn't want to actually sign for somebody else, but they will just go through each of the sections and click where it prompts them to and it will sign their name. Once the lease is completed you should receive an email, and at that point they are free to come into the office and get their keys (once they have proof of electricity in their name, renters insurance, and have paid all deposits and prorated rent).

Please email support@elmstonegroup.com if you have any questions at all about this process or would like me to come by the property and walk you through it! We would like to begin using this method of signing a lot more than we currently are.