

Property Module – Tooltips

Can you add these tool tips next to the items listed? Thank you!

1. Property Assistance Information
 - a. Here you can add contacts like managers, Emergency Hotlines, etc. Your Tenants will see this information and it will be their directory to get help with issues concerning their rental.
2. Security Information
 - a. Here you can list your Security personnel and Services that the Tenant should contact if the need arises.
3. Property Mailbox Info: If there is a general box for the property that all the units would use, you can enter the location and other information here. If there are separate ones for the individual units, then you want to enter that in the Unit Module.
4. Other Property Information
 - a. If there is other information about the property you want to share with your Tenants, make sure you list it here.
5. Property Embed
 - a. Paste the embed code for your Property's Virtual Tour or video here!
6. Property Measurements
 - a. You can track the measurements of anything in your property here for quick reference! Windows, room sizes, hallways, etc. If there are measurements for your individual unit, you can store them in the same tool under the unit!
7. Property Materials
 - a. Keep track of the materials you use in your property! Paint finishes/brands/colors and any other material you use can be tracked here! If you want to keep track of materials in a specific unit, the same tool is available under the unit!
8. Parking Spaces
 - a. List and assign your parking spaces here. You can assign a space to a Unit (this will not be unassigned when the tenant leaves) or to an individual tenant (this will become unassigned once they leave).
9. HOA/Tenant's Notes
 - a. These notes will be available to be seen by your Tenant. They should be kept to notes pertaining your HOA.
10. HOA/Property Manager Notes
 - a. These notes will be available to be seen by your Property Manager(s). They should be kept to notes pertaining your HOA.
11. HOA/Owner's Notes
 - a. Only you will be able to see these notes related to your HOA.
12. Mortgage
 - a. Only the Owner can see this section related to the Property's Mortgage.

13. Builder

- a. Only the Owner can see this section related to the Property's Builder.

14. Property Insurance Information

- a. Only the Owner will be able to see this section related to the Property's Insurance.

15. Property Tenant Payment Information

- a. This information will appear on the invoices for your Tenants. You can list payment options and activate Payment Processors to allow them to pay directly through the system!

16. Staff/Auto-generate Employee Numbers

- a. If you already have specific employee numbers that you use for your staff, you can enter them manually and use them with Rent Blaze! If not, the system will autogenerate numbers for you.

17. Notifications

- a. Post Notification that go to everyone in the Property! You can even choose to have the notification appear as a pop-up when they log into the system next.

18. Notification/Pop-up Notification

- a. This will cause the notification to display in a pop-up the next time they log into their account. Use this for important notifications.

19. Property Boards

- a. This is a great place to post House Rules and other information you want everyone in your property to have access to. The Boards will appear on their dashboard.

20. Notes and Files

- a. You can add notes and files with different levels of access. Public notes and files everyone, including Tenants, see. All Staff see the Staff Notes and Files. Only Property Managers see the Property Manager ones, and the Owner Notes and Files are Private to just the Owner.