

Icon Map:

The following icons are used in this template. They are available in the Google Cloud Folder on this Trello Card: <https://trello.com/c/z2j1yyVR>

While icons may look different in this template, the ones in the Google Drive folder are always the most up-to-date. Almost all icons have a complementing line version. The name is the same with the addition of an “-l” added to the end. If an icon is missing, please let me know—chances are it is in the process of being created!


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- 34) Unassign: [system-unassign](#) (being created)
- 35) Assign: [system-unassign](#) (being created)





NEW TAB



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..... 

FULL HTML EDITOR

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Notifications:

This would be an area to add notifications sent just to all Tenants in the Property. Past Property notifications would also appear here. With the ability to edit/delete. Notifications would be Time/Date Stamped and appear under their notices icon and a pop-up (if selected).

Add Notice

Title:

Notification:

HTML EDITOR

Pop-up Notification:



Post Later

Post Now

“Post Later” would allow them to schedule the notification to post at a later date/time. “Post Now” would post it instantly. If “Pop-up Notice” is selected, then the notice would should up as a pop-up the next time they log into their system (as well as in the notifications list). Notices are automatically e-mailed to recipients.



Property Boards:

+Add Board

Title:

Icon:

Selector from icons

Board:

HTML EDITOR

Boards already created would be displayed below with options to edit/delete/move up/move down



Notes & Files:



Public Files:

Upload Files



Tenant Documents



Public Notes:

HTML EDITOR



Staff Files:

Upload Files



Staff Documents



Staff Notes:

HTML EDITOR



Property Manager Files:

Upload Files



Tenant Documents



Property Manager Notes:

HTML EDITOR



Owner Files:

Upload Files



Owner Documents



Owner Notes:

HTML EDITOR



Property Assistance Information:

NEW TAB

First Name:

Last Name:

Title:

Number 1:

Type

OFFICE

Number 2:

Type

OFFICE

Number 3:

Type

OFFICE

E-mail:

Info:

LIMITED HTML EDITOR

Contact Picture:

Upload Picture

+Add Another Contact



Security Information:

First Name:

Last Name:

Title:

Number 1:

Type

OFFICE

Number 2:

Type

OFFICE

Number 3:

Type

OFFICE

E-mail:

Info:

LIMITED HTML EDITOR

Security Picture:

Upload Picture



Property Measurements

They can add as many measurements as they want

NEW TAB

+Add Measurement

Name:

Location:

▼

+

Editable list by Owner— same list used for materials and elsewhere

Measurement:

FEET

▼

Inches, feet, yards, centimeters, meters, cups, quarts, liters, gallons, ounces, pounds, tons, milligrams, grams, kilograms, each

Length:

5

ft

Width:

2

ft

Height:

3

ft

Depth:

4

ft

Area: 10ft²

Volume: 30ft³

Depending on the measurement selected, either: (Length, Width, Height, Depth) would be shown (for inches, feet, yards, centimeters, meters) or amount would be shown (for others). When entries for LWHD are inputted, the are and cubic volume would automatically be calculated and shown (if it is missing a measurement for one of them [such as width] then it wouldn't calculate the area)).

Area is: Length x Width

Volume: Length x Width x Height

Measurement Pictures:

Upload Pictures



Measurement Files:

Upload Files



Flooring Care



Measurement Notes:

HTML EDITOR

NEW TAB

They can add as many materials as they want



Property Materials:

+Add Material

Type:



+

Editable list by Owner

Location:



+

Editable list by Owner

Brand:



+

Editable list by Owner

Identifier:



+

Editable list by Owner

Vendor:



List generated from Vendors (separate module)

Last Installed:



date picker - will display date in overview but also how many Years/Months/Days since it was installed)

Material Pictures:

Upload Pictures



Material Files:

Upload Files



Flooring Care



Material Notes:

HTML EDITOR



Parking Spaces:

NEW TAB

This would allow them to list all the parking spaces their property has. Once a space is added, it can be assigned to a specific Tenant, Unit, or Staff Member. There would also be a selection for “Guest Parking” and “Staff Parking”. The Tenant or Unit Assigned to the space would be shown next to it. They can also “Bulk Add” Spaces. This will let them say how many spaces to add, the starting number, and if there is a prefix or suffix or both to the spaces. Bulk Actions would be to EXPORT TO CSV, EXPORT TO PDF, DELETE, or UNASSIGN Spaces. Show would be All, 10, 25, 50, or 100 entries in the table before pagination.

+Add Bulk Spaces

Space Prefix:

Space Number*:

Space Suffix:

+Add Space

☐ COMPACT ☐ TANDEM ☐ ELECTRIC VEHICLE CHARGING ☐ HANDICAP



Total Spaces: 5 Total Assigned: 4 Total Unassigned: 1
Total Compact: 2 Total Tandem: 2 Total EV Charging: 1 Total Handicap: 0

Show:

ALL



<input type="checkbox"/>	Space:	Compact:	Tandem:	EV:	Handicap:	Assignee:	Options:
<input type="checkbox"/>	001	X		X		McClean, Mateo (Room A)	
<input type="checkbox"/>	002		X			Room B (Sapp, Sean & Coates, Reggie)	
<input type="checkbox"/>	003		X			UNASSIGNED	
<input type="checkbox"/>	P452					Long, Donna (Property Manager)	
<input type="checkbox"/>	432G	X				GUEST	

BULK ACTIONS:

UNASSIGN



GO

If a space is assigned to a Tenant, than their Unit would show in parenthesis after their name.

If a space is assigned to a Unit, than the current Tenants/Co-Tenants (if any) would show in parenthesis after the Unit Name.

If a space is assigned to a Staff Member, than the person’s title would appear in parenthesis after their name.

If a Space is assigned to “Guest Parking” or “Staff Parking”, then those words would appear.

“VIEW” would show the space and their assigned history, edit, would allow you to edit the space. “UNASSIGN” (red box—icon coming) would unassign the space from the tenant or unit. “ASSIGN” (green box—icon coming) would allow you to assign an unassigned space. ***IF POSSIBLE, I would rather have the “UNASSIGN” icon show only if the space is assigned, and if the space is unassigned then the “ASSIGN” icon would show.***

Once a tenant is taken off a lease, their assigned space is automatically unassigned.



Listing Information:

NEW TAB

Property Features:

Number of Floors:*

1

▼

Stairs in Property:*

Elevator in Property:*

Property Description:

LIMITED HTML EDITOR

Property Features:

THESE WOULD BE CHECKBOXES FOR DIFFERENT FEATURES THAT WOULD BE GENERATED THROUGH THE SUPER ADMIN

Other Property Features:

LIMITED HTML EDITOR

Property Pictures:

Upload Pictures



Property Embed: i



HOA Information:

Show to Tenant*: ☐ Show to Property Manager*: ☐

HOA Company:

HOA Contact First Name:

HOA Contact Last Name:

HOA Contact Title:

HOA Address Line 1:

HOA Address Line 2:

City: State: Zip Code:

Number 1: Type

Number 2: Type

Number 3: Type

E-mail:

Website:

These should be hyper-linked in the “View mode” so when they are clicked they open.

HOA Fees: Show to Tenant*: ☐ Show to Property Manager*: ☐

Due Date: 1-31 These toggles to show the fees only show if the above ones are set to “Yes”

Tenant Notes: If "Show to Tenant is Toggled "yes" above, then the Tenant will see these notes. If it is toggles “No”, then this section would be hidden.

HTML EDITOR

Property Manager Notes: If "Show to Property Manageris Toggled "yes" above, then the Tenant will see these notes. If it is toggles “No”, then this section would be hidden.

HTML EDITOR

HOA Owner’s Notes:

HTML EDITOR

HOA Files:

Upload Files



HOA Documents



Mortgage Information:

NEW TAB

Mortgage Company:

Mortgage Contact First Name:

Mortgage Contact Last Name:

Mortgage Contact Title:

Address Line 1:

Address Line 2:

City:

State:

Zip Code:

Number 1:

Type

OFFICE

Number 2:

Type

OFFICE

Number 3:

Type

OFFICE

E-mail:

Website:

These should be hyper-linked in the “View mode” so when they are clicked they open.

Mortgage Minimum Payment:

Due Date:

1

1-31

Mortgage Balance:

Mortgage Files:

Upload Files



Mortgage Documents



Mortgage Notes:

HTML EDITOR



Builder Information:

NEW TAB

Company:

Built Date:

Would them to be able to select just the year, or if they know it, pick the full date the property was built.

First Name:

Last Name:

Title:

Address Line 1:

Address Line 2:

City:

State:

Zip Code:

Number 1:

Type

OFFICE

Number 2:

Type

OFFICE

Number 3:

Type

OFFICE

E-mail:

Website:

These should be hyper-linked in the “View mode” so when they are clicked they open.

Builder Files:

Upload Files



Builder Documents



Builder Notes:

HTML EDITOR



Property Tenant Payment Information: ?

NEW TAB


This is information for payment info that Tenant will see to pay the Owner. It will appear on invoices for the property.

Company:

First Name: Last Name:

Address Line 1:

Address Line 2:

City: State:  Zip Code:

Property Number:

Property E-mail:

Other Payment Information:

HTML EDITOR



Payment Processing Options

Will also need to integrate ways for Tenants to be able to pay their bills directly through RentBlaze. The set up for the OWNER for those would be here. I would like to start with PayPal and Stripe. They should have the option to be able to “Add a transaction fee” for these options.

NOTE: These settings overwrite the Owner’s Payment Processing Options and are unique to this specific property.



Staff

NEW TAB

Auto-generate Employee Numbers: ☐

This should be set to whatever the “OWNER SYSTEM SETTINGS” lists. Changing it here would override this setting for this individual property.