



Send a Message

To*:



This would show a drop down of all Tenants, Staff, Vendors in the system. They can also select “ALL”, “All STAFF”, “All Tenants”, “All Vendors”, or select individual Units. Since this list would be long, they should be able to type in a name and the system would “Auto-suggest”. They should be able to send to more than one person.

Load Template

Subject*:

TOKENS

You can use the following tokens in your message to personalize your message to the recipients. Be sure to copy the token exactly as it is written for it to work!

Tenant First Name: {TENANT_FIRST}

Tenant Car: {CAR}

Tenant Last Name: {TENANT_LAST}

Tenant Parking Spot: {PARKING_SPOT}

Tenant Monthly Rent: {MONTHLY_RENT}

Lease Start: {LEASE_START}

Lease End: {LEASE_END}

Tokens related to the recipients would be listed here.

Message*:

HTML EDITOR



Files:

Upload Files

Save as Template

Save as Draft

Send