Blue Moon Mission Control Properties

May 2018

< **PROPERTIES**

Properties >

Portfolios

Export ▾

CSV

Excel

Properties

Manage properties using Blue Moon software.

Properties

Filter properties ▾ 🔍

☐	Property Name ▾	Address	Portfolio		Status
☑	Asteroid Acres #TX30077104	1120 Plutonium Place Houston, TX 77001	Asteroid Acres	🏢	Active
☐	Black Hole Condos #TX30077104	99302 Silver Road Houston, TX 77013	The Black Hole Company	🏢	Inactive
☐	Hubble Heights #TX30077104	402 Galactic Blvd, #502 Boston, MA 02134	Hubble Heights Properties ⊕	🏢	Inactive
☑	Lunar Landing Apartments #TX30077104	1510 E. Solar Ave, Building 3 Austin, TX 78758	Lunar Landing LLC	🏢	Active
☑	The Mighty Mercury #TX30077104	7019 Solar Moon Parkway Houston, TX 77009	The Mighty Mercury Real Estate	🏢	Active
☐	Milky Way Apartments #TX30077104	4437 Pluto Road, Suite 411 Houston, TX 77024	Milky Way Management	🏢	Closed
☐	Pluto Apartments #TX30077104	14 Jupiter Blvd, Suite 2 Boston, MA 02122	Pluto Apartments	🏢	Active

Manny >

Active Account
Property has full access.

Inactive Account
Payment either Past Due or Expired; property can login but is required to complete payment
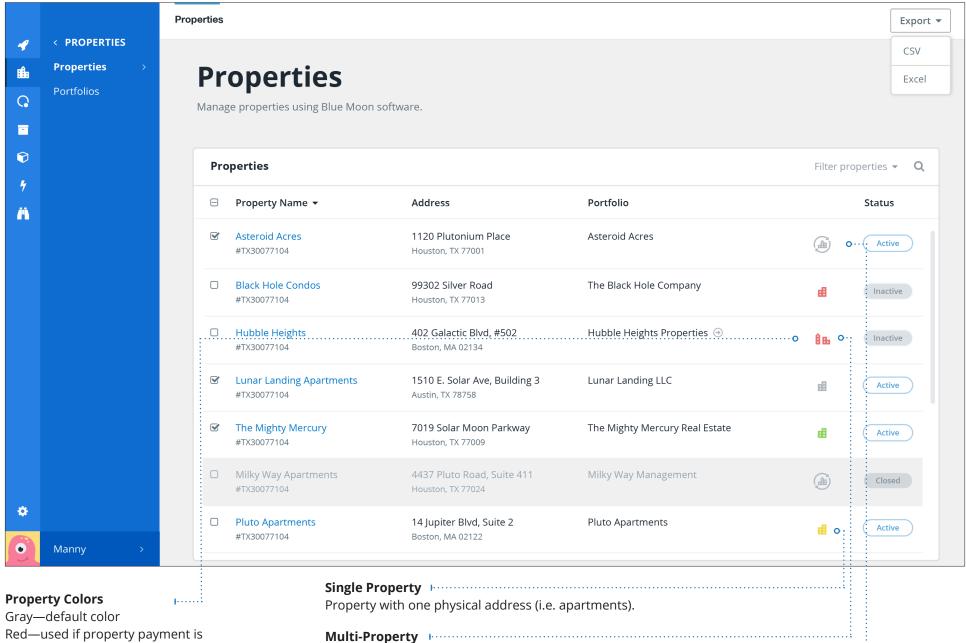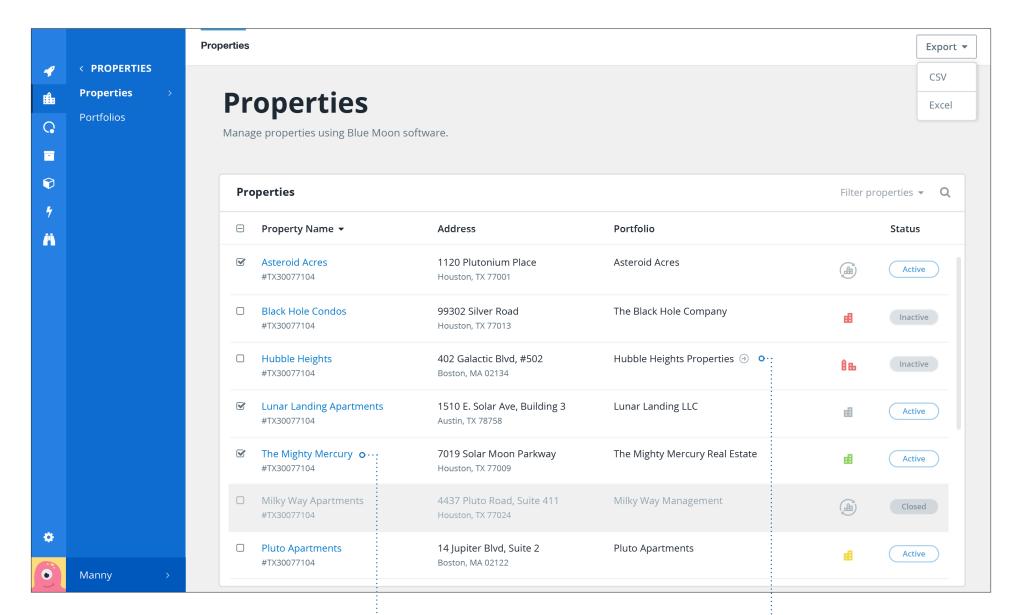prior to receiving full program access.

Closed Account
Property does not have any access to account (if login attempt: "Account does not exist"
messaging). Blue Moon has access to property in Mission Control.

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PROPERTIES

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☐	**Pluto Apartments** #TX30077104	14 Jupiter Blvd, Suite 2 Boston, MA 02122	Pluto Apartments	Active

Manny ›

Property Colors
Gray—default color
Red—used if property payment is past due or expired
Yellow—used if new account
Green—used if payment is due

Single Property
Property with one physical address (i.e. apartments).

Multi-Property
Property with two or more physical addresses (i.e. residential/condo).

Phased Property
One property location with multiple buildings (i.e. Happy Hollows I, Happy Hollows II).

PROPERTIES

Properties →

Portfolios

Properties

Manage properties using Blue Moon software.

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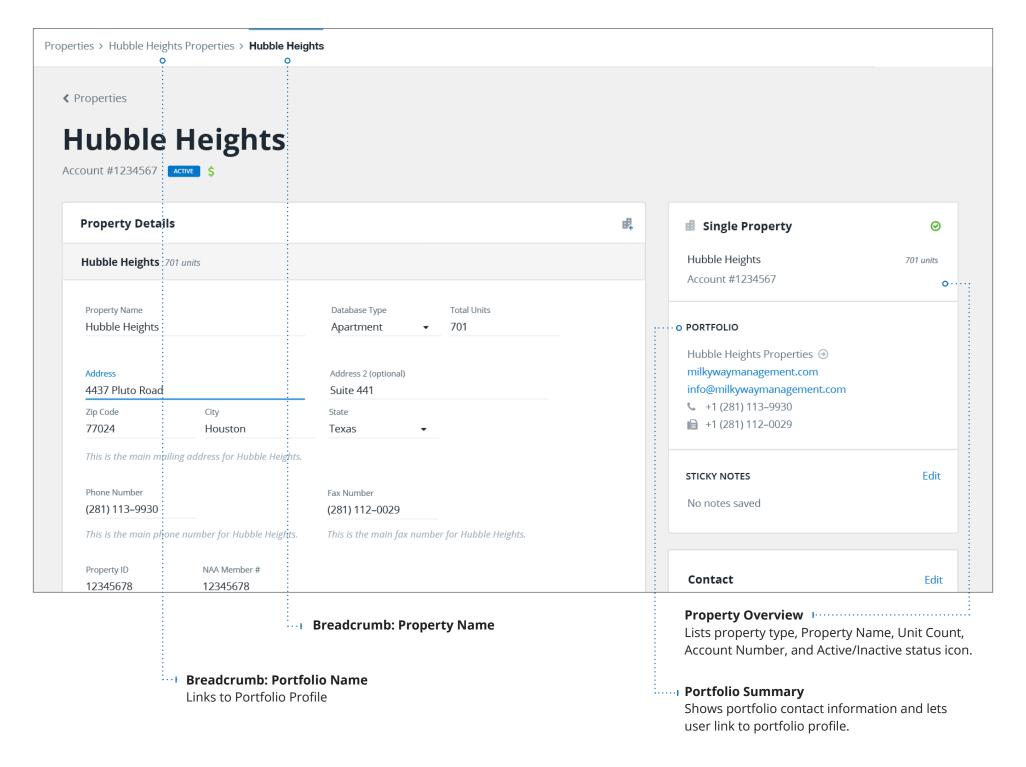| ☐	Property Name ▾	Address	Portfolio		Status
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Manny →

Link to Property
Hovering over a property name underlines the property. Clicking the property name navigates to the property profile.
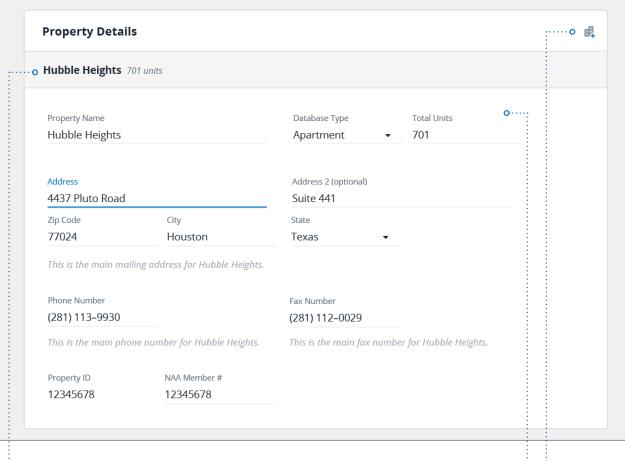
Link to Portfolio
Hovering over a property row shows the portfolio circle arrow icon. Clicking this icon takes the user to the corresponding portfolio.

‹ Properties

Hubble Heights

Account #1234567 **ACTIVE** $

Property Details

Hubble Heights *: 701 units*

Property Name
Hubble Heights

Database Type
Apartment ▾

Total Units
701

Address
4437 Pluto Road

Address 2 (optional)
Suite 441

Zip Code
77024

City
Houston

State
Texas ▾

This is the main mailing address for Hubble Heights.

Phone Number
(281) 113–9930

Fax Number
(281) 112–0029

This is the main phone number for Hubble Heights.

This is the main fax number for Hubble Heights.

Property ID
12345678

NAA Member #
12345678

Single Property

Hubble Heights
Account #1234567

701 units

PORTFOLIO

Hubble Heights Properties ⊕
milkywaymanagement.com
info@milkywaymanagement.com
📞 +1 (281) 113–9930
📠 +1 (281) 112–0029

STICKY NOTES   Edit

No notes saved

Contact   Edit

Breadcrumb: Property Name

Breadcrumb: Portfolio Name
Links to Portfolio Profile

Property Overview
Lists property type, Property Name, Unit Count, Account Number, and Active/Inactive status icon.

Portfolio Summary
Shows portfolio contact information and lets user link to portfolio profile.

< Properties

Hubble Heights

Account #1234567 `ACTIVE` $

Property Details

Hubble Heights *701 units*

Property Name
Hubble Heights

Database Type
Apartment ▼

Total Units
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Single Property ✓

Hubble Heights *701 units*
Account #1234567

PORTFOLIO

Hubble Heights Properties ⊕
milkywaymanagement.com
info@milkywaymanagement.com
📞 +1 (281) 113–9930
📠 +1 (281) 112–0029

STICKY NOTES Edit

No notes saved

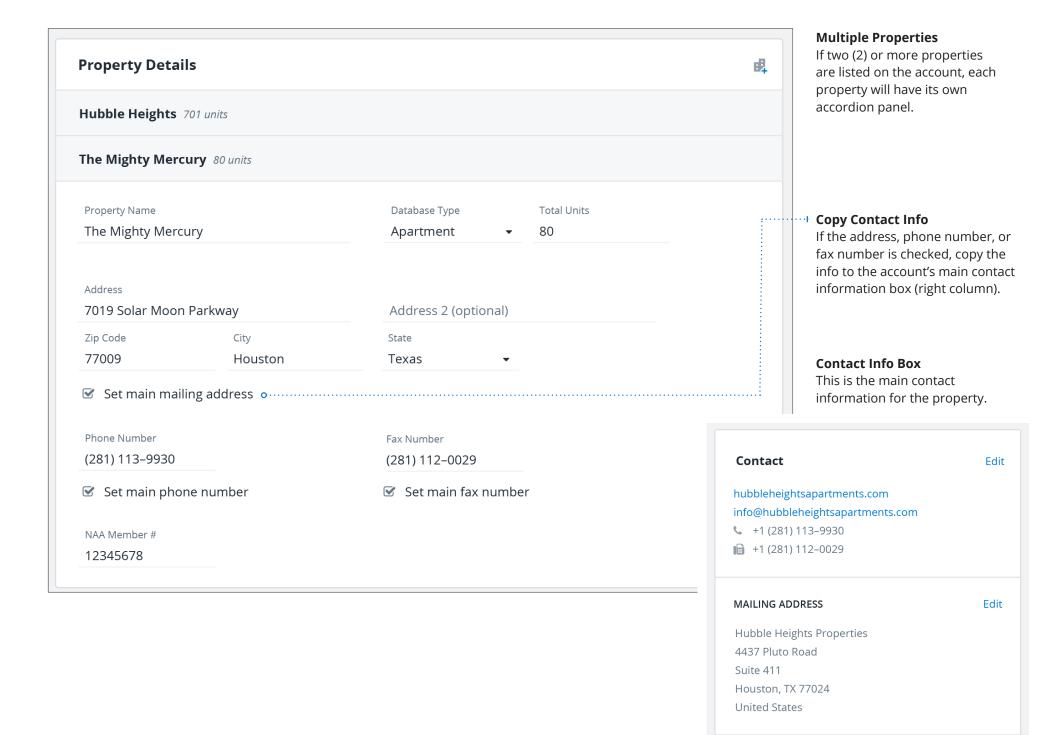**Contact** Edit

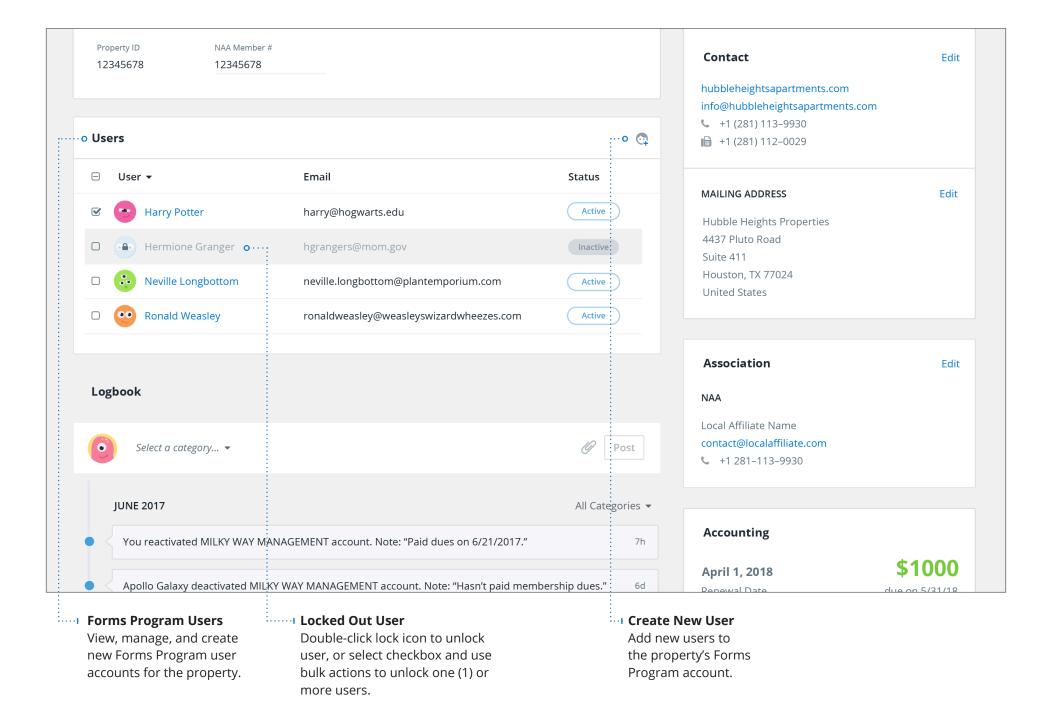hubbleheightsapartments.com
info@hubbleheightsapartments.com

Property Header
Shows property name and unit count.

Property Body
Shows all the information related to an individual property address.

Add Property
Add a property to the account. **NOTE: This will change the property account type.**

Property Details

Hubble Heights *701 units*

The Mighty Mercury *80 units*

Property Name
The Mighty Mercury

Database Type
Apartment ▾

Total Units
80

Address
7019 Solar Moon Parkway

Address 2 (optional)

Zip Code
77009

City
Houston

State
Texas ▾

☑ Set main mailing address

Phone Number
(281) 113–9930

Fax Number
(281) 112–0029

☑ Set main phone number

☑ Set main fax number

NAA Member #
12345678

Multiple Properties
If two (2) or more properties are listed on the account, each property will have its own accordion panel.

Copy Contact Info
If the address, phone number, or fax number is checked, copy the info to the account's main contact information box (right column).

Contact Info Box
This is the main contact information for the property.

Contact   Edit

hubbleheightsapartments.com
info@hubbleheightsapartments.com
☏ +1 (281) 113–9930
🖷 +1 (281) 112–0029

MAILING ADDRESS   Edit

Hubble Heights Properties
4437 Pluto Road
Suite 411
Houston, TX 77024
United States

Property ID
12345678

NAA Member #
12345678

Users

	User ▾	Email	Status
☑	Harry Potter	harry@hogwarts.edu	Active
☐	🔒 Hermione Granger	hgrangers@mom.gov	Inactive
☐	Neville Longbottom	neville.longbottom@plantemporium.com	Active
☐	Ronald Weasley	ronaldweasley@weasleyswizardwheezes.com	Active

Logbook

Select a category... ▾   📎 | Post

JUNE 2017   All Categories ▾

You reactivated MILKY WAY MANAGEMENT account. Note: "Paid dues on 6/21/2017."   7h

Apollo Galaxy deactivated MILKY WAY MANAGEMENT account. Note: "Hasn't paid membership dues."   6d

Contact   Edit

hubbleheightsapartments.com
info@hubbleheightsapartments.com
📞 +1 (281) 113–9930
📠 +1 (281) 112–0029

MAILING ADDRESS   Edit

Hubble Heights Properties
4437 Pluto Road
Suite 411
Houston, TX 77024
United States

Association   Edit

NAA

Local Affiliate Name
contact@localaffiliate.com
📞 +1 281–113–9930

Accounting

April 1, 2018   **$1000**
Renewal Date   due on 5/31/18

Forms Program Users
View, manage, and create new Forms Program user accounts for the property.

Locked Out User
Double-click lock icon to unlock user, or select checkbox and use bulk actions to unlock one (1) or more users.

Create New User
Add new users to the property's Forms Program account.

Logbook

Select a category...   Post

JUNE 2017	All Categories ▾

● You reactivated MILKY WAY MANAGEMENT account. Note: "Paid dues on 6/21/2017." `7h`

● Apollo Galaxy deactivated MILKY WAY MANAGEMENT account. Note: "Hasn't paid membership dues." `6d`

MAY 2017

● You changed SPITZER PARK APARTMENTS property unit count from 38 to 50. `5/25/2017`

○ MILKY WAY MANAGEMENT account was renewed. `5/25/2017`

○ Invoice was sent to MILKY WAY MANAGEMENT (info@milkywaymanagement.com). `5/23/2017`

APRIL 2017

○ Blue Moon added EDWIN'S OBSERVATORY Property to Hubble Heights Properties account. `4/13/2017`

○ Woohoo! Blue Moon created Milky Way Management account. `4/13/2017`

Association   Edit

NAA

Local Affiliate Name
contact@localaffiliate.com
📞 +1 281–113–9930

Accounting

April 1, 2018   **$1000**
Renewal Date   due on 5/31/18

BILLING ADDRESS   Edit

Hubble Heights Properties
4437 Pluto Road
Suite 411
Houston, TX 77024
United States
billing@hubbleheightsapartments.com

INVOICES

#1001   *sent on 4/31/2018*

Logbook
Tracks system-automated (gray dots) and manual changes (blue dots) made to the property account. Users can also leave notes and attachments.

Association Summary
Shows parent assocation and local association details and contact information.

Association

Edit

NAA

Local Affiliate Name

contact@localaffiliate.com

☎ +1 281–113–9930

Accounting

April 1, 2018
Renewal Date

$1000
due on 5/31/18

BILLING ADDRESS   Edit

Hubble Heights Properties
4437 Pluto Road
Suite 411
Houston, TX 77024
United States
billing@hubbleheightsapartments.com

INVOICES

#1001   *sent on 4/31/2018*

Accounting

June 1, 2018
Renewal Date

$1000
due on 5/31/18

Payment Due
If payment is due in the next 30 days, show the payment amount in green and the payment due date.

Accounting

April 1, 2018
Renewal Date

$2500
`PAST DUE` due on 3/31/18

Payment Past Due
If payment is past due, the payment amount turns red and the Past Due flag appears.

Accounting

April 1, 2019
Renewal Date

$0
No payment due

No Payment Due
If no payment is due in the next 30 days, show $0 and no payment due.

Billing Address
Billing Address and email address to send invoices.

Invoices
List all invoices chronologically; newest invoice at the top.

Renewal Date
If payment is not made before this date the account is shut off.

Payment Due
The payment amount and payment due date. *(Due date is one day prior to the Renewal Date.)*