



TEXAS APARTMENT ASSOCIATION

1011 SAN JACINTO BLVD., STE. 600 • AUSTIN, TEXAS 78701-1951
TELEPHONE 512/479-6252 • FAX 512/479-6291 • www.taa.org

MEMO TO: TAA *Forms for Windows*® and *Forms Online* Users
FROM: George B. Allen, CAE, TAA Executive Vice President
SUBJECT: Program Update with Revised Versions of TAA Lease Forms
DATE: November 9, 2009

We are happy to announce the release of the most recent version of TAA's *Forms for Windows* and *Forms Online*, version 4.50. This update includes the latest revisions of TAA's official lease forms. Note that 22 of TAA's official forms have been revised for this update, including stand-alone Spanish forms.

The revised forms included in this upgrade are:

- Apartment Lease Contract (Spanish version available)
- Condo/Townhome Lease Contract
- Residential Lease Contract
- Rental Application for Residents and Occupants (Spanish version available)
- Lease Contract Guaranty (Spanish version available)
- Lease Contract Addendum for Units Participating in Government-Regulated Affordable Housing Programs (Spanish version available)
- Supplemental Rental Application for Units Participating in Government-Regulated Affordable Housing (Spanish version available)
- Federally Required Lead Hazard Information and Disclosure Addendum (Spanish version available)
- Supplemental Rental Application for Non-U.S. Citizens (Spanish version available)
- Lease Contract Renewal (Spanish version available)
- Electrical Submetering Addendum (Spanish version available)
- Lease Contract Addendum for Per-Person Rental of Dwelling (Spanish version available)
- Animal Addendum (Spanish version available)
- Inventory and Condition Form (Spanish version available)
- Resident's Notice of Intent to Move Out (Spanish version available)
- Security Guidelines for Residents (Spanish version available)

In addition to getting your hands on the revised versions of TAA's official forms more than three weeks before the printed forms are available, this update also provides you with updated versions of the TAA REDBOOK forms nearly three months before they are available in print—a benefit exclusively available to you as a program user. This release contains three new sample forms for use by owners and managers, and 50 revised forms.

As you know, TAA, in conjunction with Blue Moon Software, is dedicated to providing you not only with a top-quality program for completing lease forms on demand, but also to offering you options so that you can decide what type of system works best for your company. TAA's *Forms Online* application gives you the quality you expect from TAA's lease forms application with the convenience of a web-based application. If you would like more information about TAA *Forms Online*, please contact Blue Moon Software at 800/772-1004.

Also, remember that, as a user of TAA's computer-based forms products, you have direct access from those programs to TAA's REDBOOK Online as part of your site license renewal fee. If you are interested in free training to make maximum use of this electronic resource, visit the calendar section of www.taa.org to register for one of our free REDBOOK Online webinars, scheduled for December 9, February 18 and May 18. If you have any questions about the REDBOOK Online, email communications@taa.org. Watch for completed updates to the REDBOOK Online in early December.

As always, we appreciate your use of these products. Please don't hesitate to contact Glenda R. Holmes, ABC at 512/479-6252 if you have any feedback on the update or any of TAA's revised forms. If you have technical questions regarding the programs, please contact Blue Moon Technical Support at 512/322-0999.

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