



Accessing and Completing the Electronic Version of the 2024 SFAA Residential Tenancy Agreement

- When directed to the DocuSign website, enter your information (*name and email address*) and tenants' information (*name and email address*) then select "Begin Signing."
- Select the yellow "Start" arrow to begin filling out the lease agreement. Everything in a red box is a required field. All required fields must be completed.
- **IMPORTANT: If you think you'll be unable to finish completing the required fields for any reason, select the "Finish Later" button and select "Save and Close" to save your work. DocuSign will email you a link to return to the lease agreement. This will enable you to re-access the lease without having to repurchase it. We highly recommend that you save the document prior to completing all the required fields.**
- If you want to send a draft copy to your tenants to review before clicking the "Finish" button click the download icon on the top middle of the page it will download a copy of the lease to your computer.
- Review that everything is correct, and then select the "Finish" button. No further edits can be made to the lease after you select "Finish." The lease will automatically be sent to your tenant's email address for e-signature.
- After your tenants have signed the lease, it will be sent back to your email for final e-signature.
- Once you sign the agreement, both parties will receive a copy of the fully executed lease agreement **without the void watermark** via email.
- Save and print a copy of the lease for your records.