

# RESIDENTIAL TENANCY AGREEMENT

SIMPLE STEPS FOR OUR ONLINE LEASE

## STARTING POINT

Access SFAA Lease hosted at the DocuSign website.  
Select lease option based on how many tenants will sign your lease.  
Enter your information and tenants' information.

## COMPLETING THE LEASE AGREEMENT

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 - IMPORTANT - IMPORTANT

We highly recommend that you **SAVE** the document prior to completing all required fields.

Select the "Finish Later" button and select "Save & Close". DocuSign will email a link to return to the lease agreement.

\*This is the only way to re-access the lease without having to repurchase it.

## DOWNLOAD A DRAFT COPY - OPTIONAL

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. This option will allow your tenants to read the lease draft before it's executed.

\*The draft copy will have a VOID watermark until executed by all parties.



## REVIEW THE LEASE AGREEMENT

Review that everything is correct; no further edits can be made to the lease after you select "Finish." Once the "Finish" button is clicked, the lease will automatically be sent to your tenant's email address for e-signature.



## WRAP UP

After your tenants have signed the lease, it will be sent back to your email for your final e-signature.

- Once you sign the agreement, both parties will receive an email copy of the fully executed lease.
- Save and print a copy of the new lease for your records.