



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

- **Step 1:** Sign into the SFAA website at www.sfaa.org with your SFAA ID Number and password. *If you've never reset your password, it will be your zip code followed by sfaa (e.g. 94102sfaa).*
- **Step 2:** Go to the “Resources” tab and select “Online Lease Access.”
- **Step 3:** Select “Click Here to Access the Online Lease” and purchase the lease by adding it to your cart and checking out.
- **Step 4:** Once the order has been submitted you will be directed to a webpage to access the lease. Select the hyperlink “Access SFAA Lease.” You also will receive an order confirmation via email with the hyperlink to “Access SFAA Lease.”
- **Step 5:** Select the lease option based on how many tenants will be signing the lease agreement.
- **Step 6:** Once directed to the DocuSign website, enter your information (*name and email address*) and tenants’ information (*name and email address*) then select “Begin Signing.”
- **Step 7:** 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.**
- **Step 8:** 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.
- **Step 9:** After your tenants have signed the lease, it will be sent back to your email for final e- signature.
- **Step 10:** Once you sign the agreement, both parties will receive a copy of the fully executed lease agreement via email.
- **Step 11:** Save and print a copy of the lease for your records.