

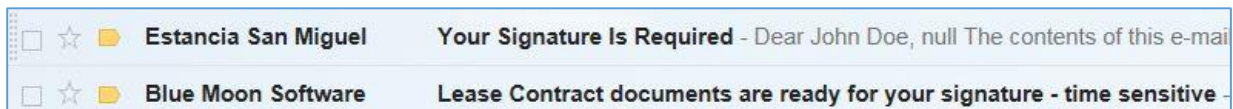
Signing Your Lease Electronically

We now offer “Electronic Signature” so that all parties can sign remotely! This is a great option for those who cannot sign in the office on their scheduled move in day or wish to do so outside of business hours.

However, keep in mind that if one member of your party signs electronically, then all will be required to do so before keys are given. The same applies for signing on paper in the leasing office. For your convenience, we can send all lease documents to your provided email addresses for your review and signature. It only take a few minutes! The following steps will help you through the process!

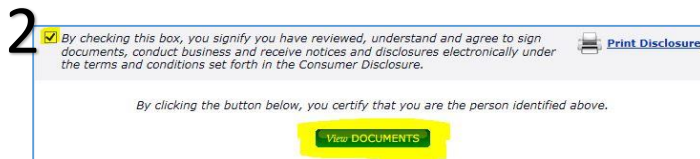
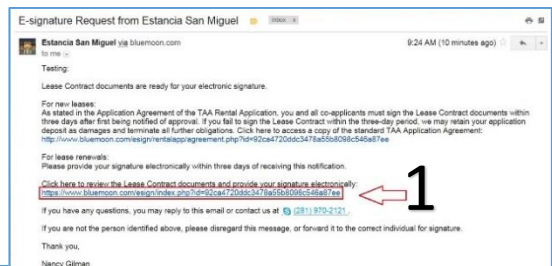


- 1.) You will receive **two emails** for the lease packets you will sign. The subject title will be “Your Signature is required”, from Estancia San Miguel, and the other will state “Lease Contract documents are ready for your signature”, from Blue Moon Software. You will need to open both of these emails to execute the lease documents!

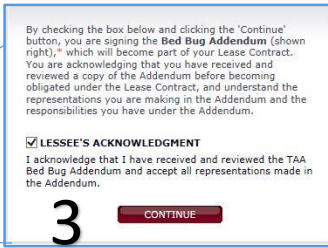
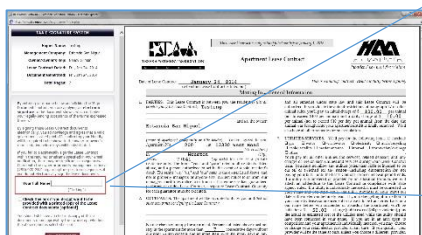


- 2.) Let's begin with the Lease Contract. Open the email titled “E-Signature Request from Estancia San Miguel”.

- a. You will notice two links in this email, the second link is where you will begin the signing process. After you read the disclosure statement, you will click the hyperlink and follow the prompt to “View Documents” in order to sign electronically.



- b. Once you have selected “View Documents”, you will be able to review the contract paperwork. Be sure to read this material thoroughly before signing. If you have any questions, please contact your leasing professional for further explanations. Once you have read the material, click the “lessee’s Acknowledgement” box and then click “continue” to proceed to your electronic signature. Finally, type your name in the fields



provided and select "Sign Documents". Then, you're done and can move onto the second packet of paperwork!

By entering your name below and clicking the 'Sign Documents' button, you are applying an **electronic signature** to the document shown, which indicates your legally-binding acceptance of the terms expressed therein.*

By signing these Lease Contract Documents electronically, you acknowledge and agree that a valid government-issued photo ID confirming your identity will be required to be shown to the owner or owner's representative before keys will be distributed.

If you fail to sign the Lease Contract Documents within the required timeframe specified in your email notification, there may be significant consequences. Check with the owner or property management office at (281) 970-2121 regarding the specific consequences if you do not sign the Lease Contract Documents.

Your Full Name **4**
("John Doe")

Check this box if you do **not** want to be provided with a printed copy of the Lease Contract documents [optional]

You should still save an electronic copy of these documents upon approval by the owner/rep, whether the above option is selected or not.

5

- 3.) Return to your email account and open the next email entitled "Your Signature is required", from Estancia San Miguel. This is where you will sign all additional lease paperwork.
 - a. Once you have opened the email, you will then select "Click here to REVIEW and SIGN the document" to proceed to the electronic signature process.

1

Please review and sign the document by 09/14/2014. You have already signed. When you are ready to sign, click here to proceed to the electronic signature process.

- b. You will then be lead to answer a question regarding other lease holders to the apartment home. You will enter any person's name who is signing the lease contract, other than yourself. If you are the sole lease holder, you will then enter "n/a" and submit.

CoreLogic® SafeRent® Online Help | Close

Please answer a qualifying question below

What is the first and last name of any individual who recently applied for housing with you (Co-Resident or Guarantor)? (Spelling and Capitalization matters!) **If you are the sole applicant, with no co-residents or co-signers, type "none", "n/a", or "not applicable" in the space provided.**

Answer: **2**

- c. You will then click “I Agree” to begin your electronic signature process.

Contracting Parties:

- Property Name: **Estancia San Miguel**
- Your Legal Name: **John Doe**
- Your Initials: **JD**

Please read the information below and click "I Agree" to review and sign your Lease documents.

When you are prompted within the e-signature application, please be sure to enter your name and initials exactly as we have them shown above. If there is an error in how your name and/or initials are shown above, please contact the management office for the property to which you applied for housing at 281-970-2121.

*By checking the box below, I am representing that I am the person named above, that I intend for my name to be treated for all purposes, as my electronic signature, legally binding me to the terms and conditions of **Estancia San Miguel** and the contract as outlined on this website, as if I had signed a paper version of the same.*

3 I Agree **Cancel**

- d. Once you have started, you can review the material entirely before signing electronically. These documents are a collection of addendums specific to Francis Property Management that will give you information about the community policies in place for Estancia San Miguel. Be sure to read this material for future assistance and explanations about each agreement.

- i. Once you have read the material, scroll to the bottom of the page and input your initials and select “next” to proceed to the

Revised: 4/1/14 • of • Initials: ____

4 **Next**

Please type your initials here, to signify that you have read and agree to the content shown above.

Save and Finish Later

- e. Once you have reviewed every page and initialized the documents, you will then execute the lease addendums by entering your full name, then click “E-Sign and Submit”. Then you’re done!

Electronic Signature

*By typing my name and clicking on the 'E-Sign and Submit' button below, I intend for such actions to be treated for all purposes, as my electronic signature, legally binding me to the terms and conditions of **Estancia San Miguel** and the contract as outlined on this website, as if I had signed a paper version of the same.*

Click each link to review the document, as necessary:

- ✓ [Master Addendum](#)
- ✓ [LA-01- Authorization to Enter](#)
- ✓ [LA-02- Satellite Addendum](#)
- ✓ [LA-04- Francis ePremium Insurance Addendum](#)
- ✓ [LA-05- Itemized Cleaning and Damage Charges](#)
- ✓ [Valet Trash Addendum](#)

Please type your legal name here.

5 **E-SIGN AND SUBMIT**

Electronic Signature

*By typing my name and clicking on the 'E-Sign and Submit' button below, I intend for such actions to be treated for all purposes, as my electronic signature, legally binding me to the terms and conditions of **Estancia San Miguel** and the contract as outlined on this website, as if I had signed a paper version of the same.*

Thank you!

You will receive a copy of the contract once all parties have signed. If you have any questions, please contact the management office for the property to which you applied for housing.

6 **VIEW / PRINT / SAVE** **John Doe**
Date: 2014-09-07
Time: 17:55:33 PM
IP Address: 98.198.207.246
CLOSE