Sunbelt Homes

HOW TO E-SIGN AUTHORIZATION LETTERS AND YOUR LEASE

You will receive via e-mail two Authorization Letters for electronic signature.

1) Authorization for **Employer to release information**
2) Authorization for **Previous Landlord** to release information

** This method will also be used to sign your <u>lease agreement documents</u>.

HOW TO SIGN THE LETTERS

1. You will receive an email "**Signing Invite:** …"
2. Click on the green link "**Review and Sign**"
3. Review and **make correction** to your name, if needed
4. **Choose your signature** (*You can click on the arrow to choose different formats*)
5. Read the disclosures and check on the box where it reads "**I agree to the Consumer Disclosure**"
6. Click on "**Start**"
7. Read the signing information and click on "**Got It!**"
8. Click on "**Start ➡**"
9. The button will take you to all the fields that need to be signed.
10. To Sign: Click **inside of each box** and click on "**Next ➡**"
11. The information is filled-in automatically, except when a specific text is requested. The automatic information is either a date *(green)* signature *(yellow)*, initials *(orange)* or checkbox *(purple)*". The field with a <u>blue box</u> must be filled out by you with the information requested. Some of these *blue* fields are mandatory others are not. We advise you to put N/A when it is not applicable or if you don't have the information.
12. When you finish signing, this message will show on your screen: **"All Required Fields Have Been Completed"**. <u>If you don't see this message and the system takes you back to the beginning of the document again it is because there is a mandatory field that was not filled out.</u>
    a. In this case click on "**Done**" on the left side bar and it will show a message **"There are required fields that have not been filled"**. Click on **OK** under the message and it will take you to the field that needs to be filled out.
    b. After you fill out the mandatory field you click on "**Done**" again and it will show the final message "*All Required Fields Have Been Completed*".
    c. If this message does not show it is because there are other fields that still need to be filled out. In this case click on "**Done**" again and complete the same steps until you see the final message "*All Required Fields Have Been Completed*".
13. After you complete the singing session you will see a message "**All Required Fields Have Been Completed**". A question "**Would you like to complete the signing session**?" will be displayed. You must click on "**YES**" to submit the signed documents.
14. Next it will show as "**Processing…**"
15. At the end you will see: "**Congratulations! Your signing session is complete**"
16. When **all the parties finished signing** You will receive an **email "Signing Completed:…"**
17. Click on the green link "**Download Documents**" to get a copy of all documents.
    a. You will be able to click on "Download all Documents" or you can download each document individually. I recommend downloading all Documents to your laptop and creating a folder for future reference.