

HOW TO COMPLETE THE INTERACTIVE PDF PROPERTY RELEASE & RENTAL AGREEMENT

You MUST download and open the Interactive PDF Agreement with latest version of the FREE Adobe Acrobat Reader DC to complete form fields, digitally sign, and save data entered to the document.

- 1) **The Agreement is a digital interactive PDF form** that streamlines the process of filling out, signing, and emailing the agreement on-line.
- 2) Form fields appear with a colored background (light blue by default)
- 3) Use Tab key to accept the form field change and go to the next form field.
- 4) **Digitally sign Agreement.** You use a digital signature much like a handwritten signature for all required initial or signature form fields – to approve documents.
- 5) A **digital signature**, like a conventional handwritten signature, identifies the person signing a document. Unlike a handwritten signature, a digital signature is difficult to forge because it contains encrypted information that is unique to the signer and easily verified.
- 6) **To sign the document, click on the initial or signature form field.** You will be prompted to create a self-assigned digital ID in Acrobat. The digital ID contains a private key that is used to add the digital signature, as well as a certificate for you to share with those who need to validate your signature.
Note: You will be prompted to save the document after each digital signature form filed to successfully add a digital signature to the document.
- 7) Once the document is completed and digitally signed, **Choose File > Save As, and name the file to save the Agreement with the data you entered.**
- 8) **Click the Submit Form button on page 1.**
- 9) Your default email application opens and displays a new email message with the To, Subject, Body, and Attachment fields automatically filled in.
- 10) **Send the email.**