

HOW TO COMPLETE THE INTERACTIVE PROPERTY RELEASE & RENTAL AGREEMENT

You must have latest version of the Free [Acrobat® Reader®](#) installed to view and complete form fields & digitally sign the Property Release & Rental Agreement.

- 1) The Agreement is An 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 initial & sign agreement. You use a digital signature much like a handwritten signature—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 filed, you will be prompted to create a self-signed digital ID in Acrobat. The digital ID contains a private key that is used to add the digital signature, and a certificate that you share with those who need to validate your signature.
- 7) Once the document is completed & digitally signed, Choose File > Save As, and name the file to save the form with the data you entered.
- 8) Click the submit form button on page 1.
- 9) Your default email application displays a new email message with the To, Subject, Body, and Attachment fields automatically filled in.
- 10) Send the email.