

# Instruction for signing / renewing a lease agreement with GPL

Pub:

<https://docs.google.com/document/d/e/2PACX-1vR0nVziQjvyQM7CVUpRQSp4-HaJR10jdMaZ74cB-fMRWa9M41tGLOpLrLbgGD94scL0sKnnkYfcnjZ-/pub>

Edit:

<https://docs.google.com/document/d/1NQ9PV71MgMNNBjUnWr68MM0aF1tBLGccOdIO6yjsovg/edit?usp=sharing>

## Instruction for signing / renewing a lease agreement with GPL

Method#1: Signing with handwriting image

Signing with a drawing box in Google Doc

Method#2 - Manual Draw Signature

Method#3 - Type in Signature

## Method#1: Signing with handwriting image

Attached please find the lease agreement in both pdf and word format. Please read thru all terms and make sure that you understand and agree before initializing each page and sign the last page. Once it's signed, please scan and send it to [gordian.properties@gmail.com](mailto:gordian.properties@gmail.com).

- The attached lease could be in your email or a Google Doc folder.

There are several options to sign the lease or a document:

Option 1: You may print out the lease, initial and sign before you scan and email back.

Option 2: You may text us your initial and signature so that we can copy/paste the images into the lease document.

Instruction for texting the signature and initials:

1. Select a piece of paper in white color;
2. Use daylight as possible to ensure the brightness of the background

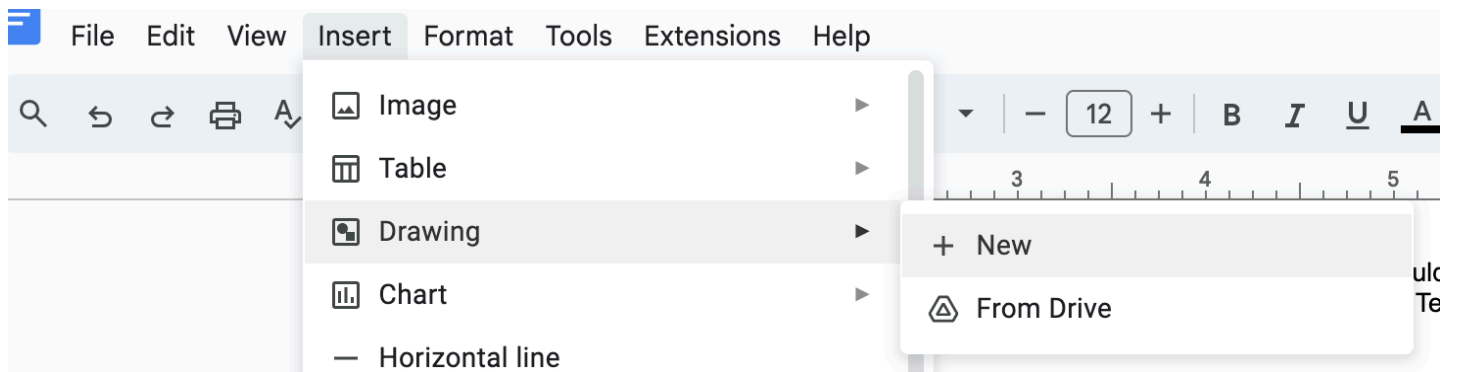
## Signing with a drawing box in Google Doc

### Method#2 - Manual Draw Signature

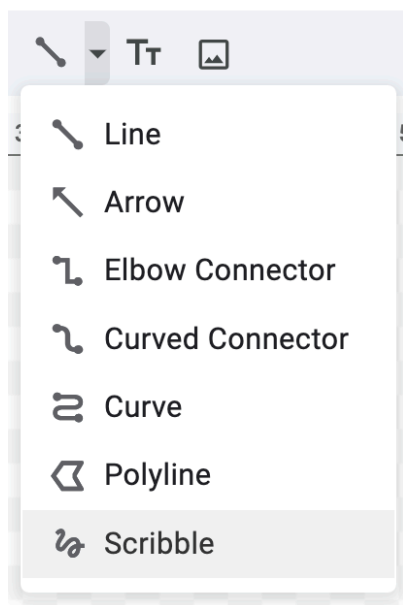
Open the lease document in Google doc online

Locate the signature section in the lease document.

Select Insert menu -> Drawing -> New as follows:



In the drawing window, Click on Line tool drop down -> Scribble

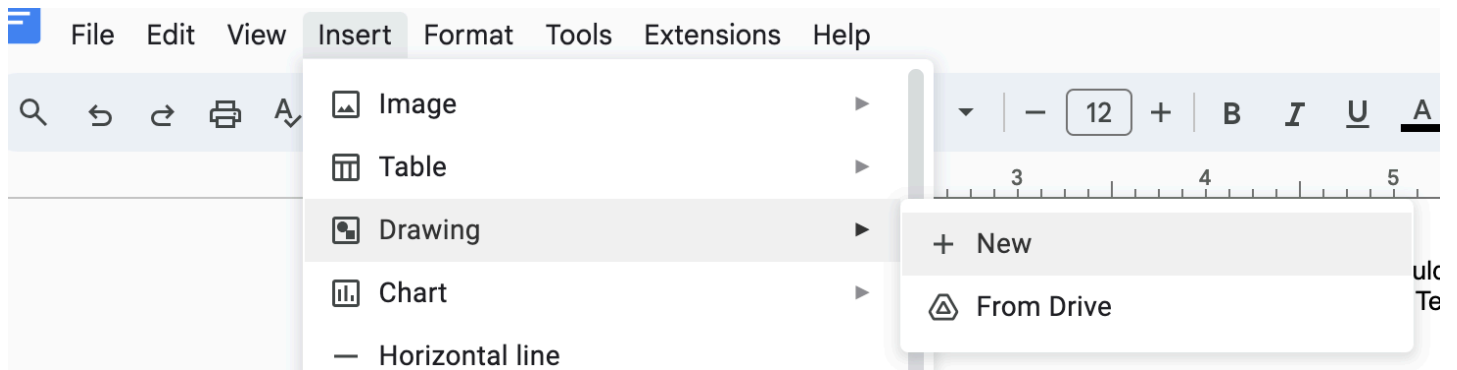


Draw your signature using a mouse or a stylus.  
Click on 'Save and Close' from the Drawing window.  
You will see your signature show up in the lease document.

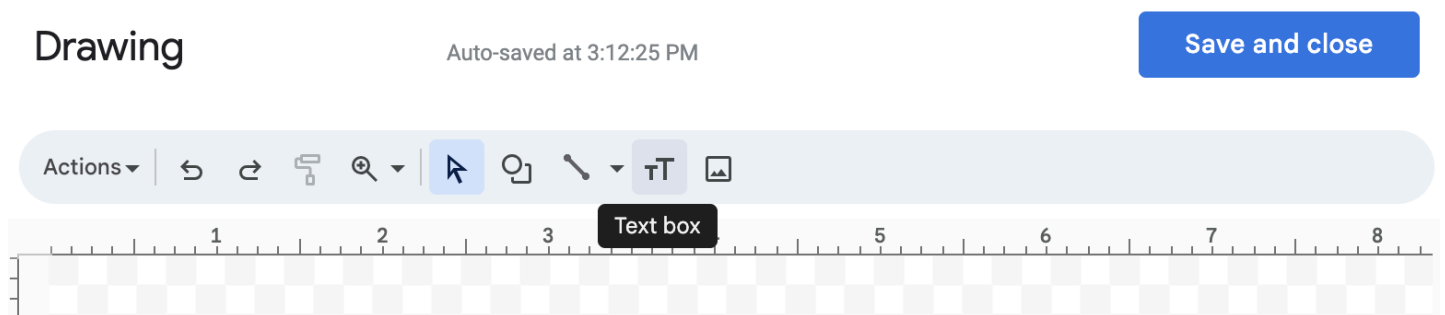
### Method#3 - Type in Signature

Alternatively open the lease document in Google doc online

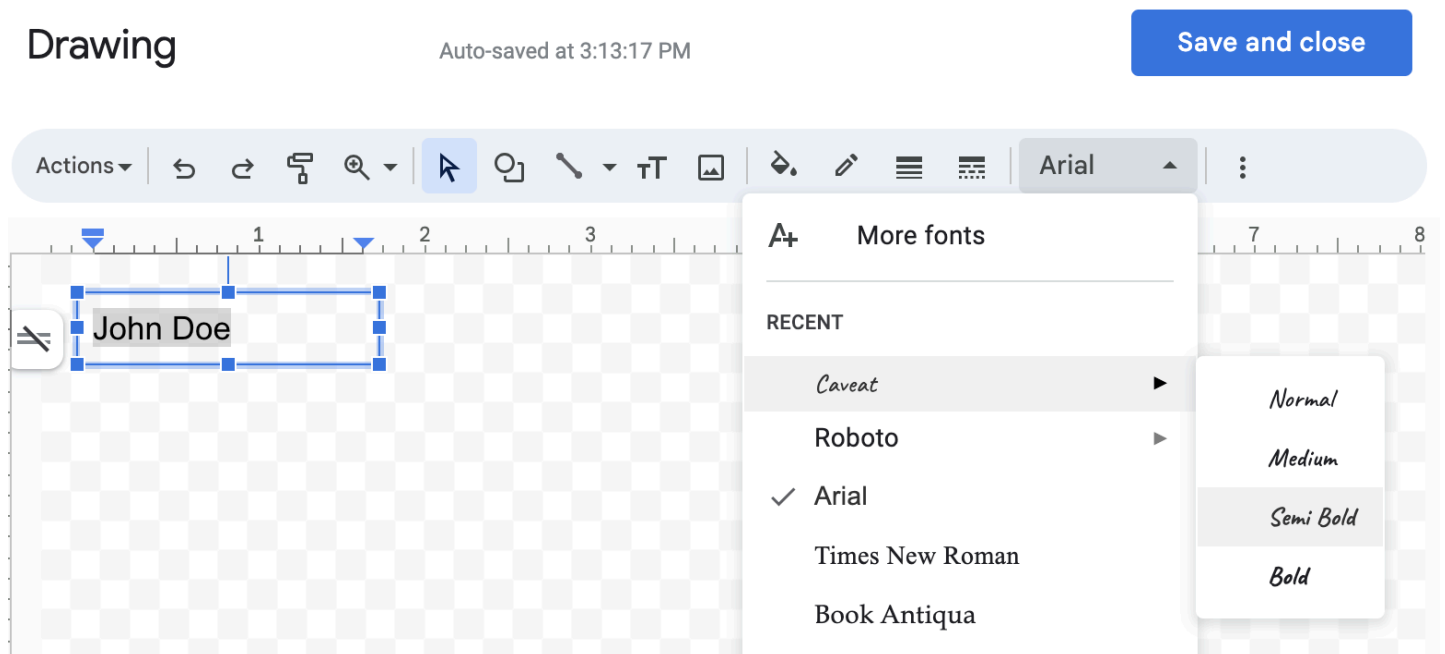
Locate the signature section in the lease document.  
Select Insert menu -> Drawing -> New as follows:



In the Drawing Window, Select fonts “tT” and then draw a box.  
Once you draw a box, you can type in your name.

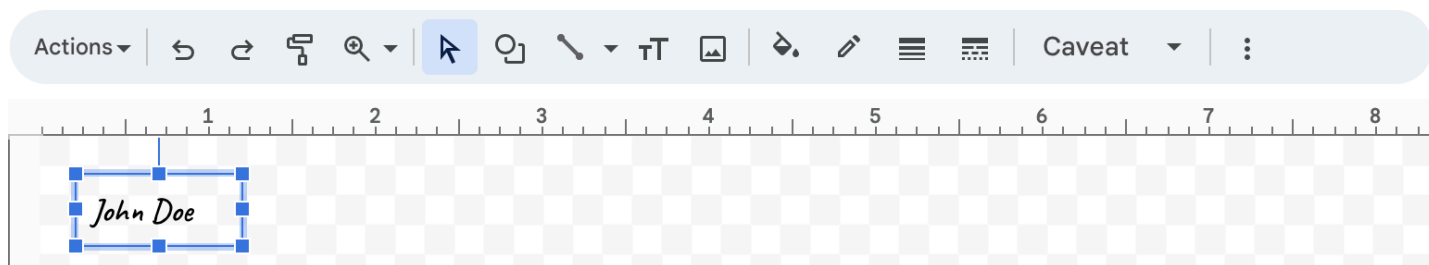


In the drawing section, you may select fonts using “Arial” drop down -> Caveat -> Semi Bold => to change the signature font shape.



In the text box, you can type in your name and adjust the box size as needed.

Once you are done, you click on Save and Close button.



Once you save and exist, you will end up with a final drawing box with your signature in the lease document.

You may also cut and paste the image to a right location into the signature section as a picture shown below.

**Lease is ready for signing:**

*John Doe*



3. Write down your initial in small letters in the white paper;
4. Write down signature horizontally in small size as possible in the white paper;
5. Take a picture of the signature and initial horizontally with your phone facing the white paper vertically;
6. Text back the images of the signatures and initials;
7. We will insert your initial and signature to create digital version of lease/document in pdf format;

Option 3: You may sign electronically and directly to the lease document. You may also use the word format of the lease and fill in the initial and signature with a selected script font. Then save the document to a pdf format before sending it back to us.

To select a script font for initial and signature, you may do as follows:

1. Open the word file
2. Go to Format => Font =>
3. Select any script text font
4. Or you may use italic fonts

This lease is not effective until a full commitment is made including full payment and signing up with utility companies.