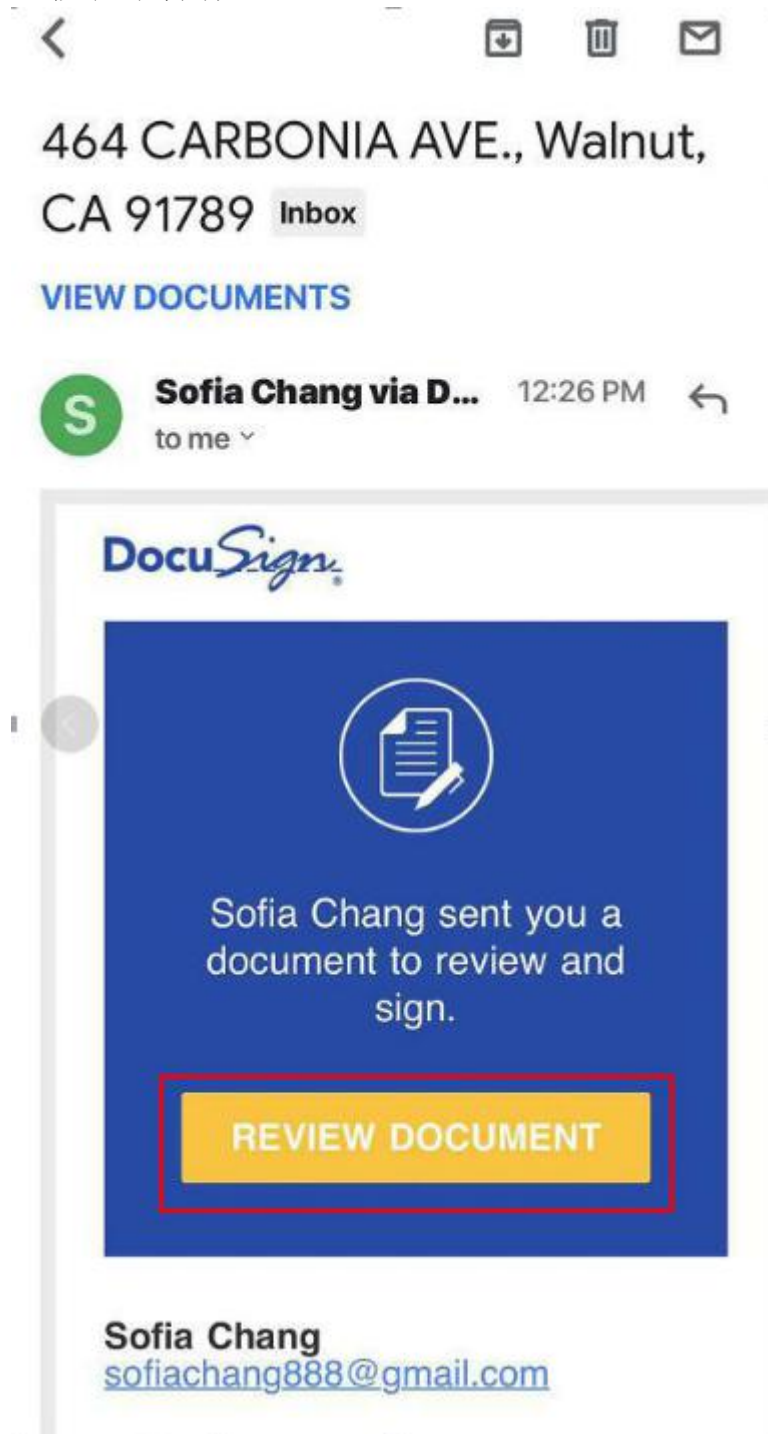


## How to do a DocuSign (mobile) 如何進行電子簽 (手機版)

1. You should have received a mail for docusign, and pls click the 收到電子簽的郵件以後打開，點擊黃色的按鈕 (如下圖)， yellow box and follow instruction. 並按提示操作。



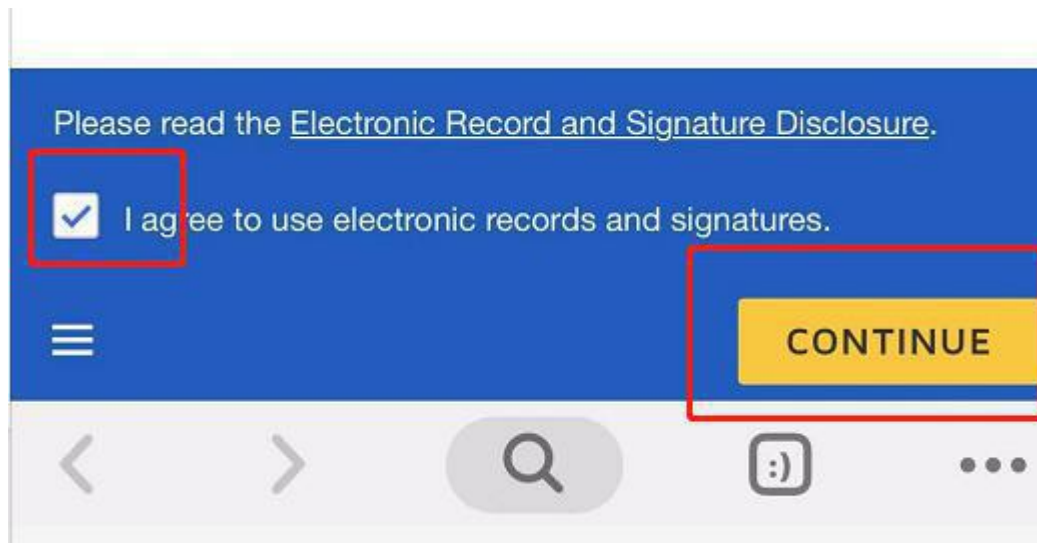
2. Pls check the white small box at lower left corner, and 跳轉到如下圖的頁面以後，再點擊左下方的小方塊，表示 click “CONTINUE” .

我們同意使用電子簽名，之後點擊右邊的黃色按鈕。



Like this below!

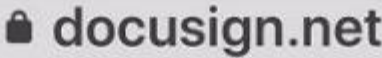

如下圖。



3. Then new doc will pop up with another yellow box on the upper right corner: “start”

Pls read the agreement carefully by scrolling down until the end of page  
完成所有內容後，無任何疑問，請點擊右上角黃色框 “START”  
When you are done with all contents and have no questions about it,  
按鈕（只點一次）。

pls click the yellow box Start ( one time only)

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Select Start to begin
START

DocuSign Envelope ID: C06319B6-3653-445C-8D7F-82625C8B5C66



CALIFORNIA ASSOCIATION OF REALTORS®

**LEASE LISTING AGREEMENT  
EXCLUSIVE AUTHORIZATION TO LEASE OR RENT  
(C.A.R. Form LL, Revised 6/18)**

Date Prepared: \_\_\_\_\_

**1. EXCLUSIVE RIGHT TO LEASE:** \_\_\_\_\_ ("Owner")  
 hereby employs and grants \_\_\_\_\_ ("Broker")  
 beginning (date) \_\_\_\_\_ and ending at 11:59 P.M. on (date) \_\_\_\_\_ ("Listing Period")  
 the exclusive and irrevocable right to lease or rent the real property in the City of \_\_\_\_\_  
 County of \_\_\_\_\_, California, described as \_\_\_\_\_ ("Premises")

**2. LISTING TERMS:**

**A. RENT AMOUNT:** \_\_\_\_\_ Dollars \$ \_\_\_\_\_ per \_\_\_\_\_

**B. SECURITY DEPOSIT:** \$ \_\_\_\_\_

**C. TYPE OF TENANCY:** (Check all that apply)  Month-to-month  One year  Other \_\_\_\_\_

**D. ITEMS INCLUDED IN LEASE/RENTAL:** All fixtures and fittings attached to the Premises and the following items of personal property: \_\_\_\_\_

**E. ITEMS EXCLUDED FROM LEASE/RENTAL:**  Garage/Carport:  \_\_\_\_\_

**F. ADDITIONAL TERMS:** \_\_\_\_\_

**3. COMPENSATION:**  
 Notice: The amount or rate of real estate commissions is not fixed by law. They are set by each Broker individually and may be negotiable between Owner and Broker (real estate commissions include all compensation and fees to Broker).

- A. Owner agrees to pay to Broker as compensation for services, irrespective of agency relationship(s), as specified below:**
- (1) For fixed-term leases:
    - (a) Either (i)  \_\_\_\_\_ percent of the total rent for the term specified in paragraph 2 (or if a fixed term lease is executed, of the total rent payments due under the lease); or (ii)  \_\_\_\_\_
    - (b) Owner agrees to pay Broker additional compensation of \_\_\_\_\_ if a fixed term lease is executed and is extended or renewed. Payment is due upon such extension or renewal.
  - (2) For month-to-month rental: Either (i)  \_\_\_\_\_ percent of \_\_\_\_\_; or (ii)  \_\_\_\_\_
  - (3) For either a fixed term or month-to-month:
    - (a) If during the Listing Period, or any extension, Broker, cooperating broker, Owner or any other person procures a ready, willing, and able Tenant(s) whose offer to lease/rent the Premises on any price and terms is accepted by Owner, provided the Tenant takes possession of the Premises under the terms of the lease or rental or is prevented from doing so by Owner. (Broker is entitled to compensation whether any tenancy resulting from such offer begins during or after the expiration of the Listing Period, or any extension.)
    - (b) If Owner, within \_\_\_\_\_ calendar days after the end of the Listing Period or any extension thereof, enters into a contract to transfer, lease or rent the Premises to anyone ("Prospective Transferee") or that person's related entity: (i) who physically entered and was shown the Premises during the Listing Period or any extension thereof by Broker or a cooperating broker; or (ii) for whom Broker or any cooperating broker submitted to Owner a signed, written offer to lease or rent the Premises. Owner, however, shall have no obligation to Broker under this subparagraph 3A(3)(b) unless, not later than the end of the Listing Period or any extension or cancellation, Broker has given Owner a written notice of the names of such Prospective Transferees.
    - (c) If, without Broker's prior written consent, the Premises are withdrawn from lease/rental, are leased, rented, or otherwise transferred, or made unmarketable by a voluntary act of Owner during the Listing Period, or any extension.
- B. If commencement of the lease or rental is prevented by a party to the transaction other than Owner, then compensation which otherwise would have been earned under paragraph 3A shall be payable only if and when Owner collects damages by suit, arbitration, settlement or otherwise, and then in an amount equal to the lesser of one-half of the damages recovered or the above compensation, after first deducting title and escrow expenses and the expenses of collection, if any.**
- C. In addition, Owner agrees to pay: \_\_\_\_\_**
- D. Broker may retain compensation due from any Tenant payments collected by Broker.**
- E. Owner agrees to pay Broker if Tenant directly or indirectly acquires, or enters into an agreement to acquire title to Premises or any part thereof, whether by sale, exchange or otherwise, during the term or any extension of tenancy, compensation equal to \_\_\_\_\_ percent of the selling price or total consideration in said transfer, whichever is greater. Payment is due upon Tenant's direct or indirect acquisition of any legal or equitable interest in the Premises and, if there is an escrow, shall be through escrow.**
- F. Owner has been advised of Broker's policy regarding cooperation with, and the amount of compensation offered to, other brokers.**
- (1) Broker is authorized to cooperate with and compensate brokers participating through the multiple listing service(s) ("MLS") by offering to MLS brokers out of Broker's compensation specified in 3A, either  \_\_\_\_\_ percent of the lease price, or \$ \_\_\_\_\_.
  - (2) Broker is authorized to cooperate with and compensate brokers operating outside the MLS as per Broker's policy.
  - (3) Owner warrants that Owner has no obligation to pay compensation to any other broker regarding the lease or rental of Premises unless the Premises are leased or rented to: \_\_\_\_\_

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Owner's Initials: \_\_\_\_\_



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LEASE LISTING AGREEMENT (LL PAGE 1 OF 4)

4000 Wilshire Blvd., Suite 1000, Los Angeles, CA 90010-1000      Phone: 800.955.9777      Fax: 310.440.2600  
 1600 Broadway, Suite 1000, San Francisco, CA 94109      Phone: 415.774.2000      Fax: 415.774.2000

<    >    Q    :)    ⋮

4. It will guide you to where your signatures are needed. Pls click 點擊完以後，就會跳轉到如下圖的頁面，請點擊黃色箭頭（簽名處） the yellow arrow. ( one time only) 位置。（只點一次）



5. Two options will be provided:

之後進入如下頁面，我們有兩種簽名選擇：

- a. If you choose the “blue select style”, you don’t have to do 選擇第一個（如圖）之後，直接再點擊左下方 anything. Just click the yellow “adopt and sign” 的黃色按鈕 “ADOPT AND SIGN” 即可直接跳到第 8 頁的操作。

The screenshot shows the DocuSign mobile app interface. At the top, the URL 'docuSign.net' is visible. Below the URL, there are two required fields: 'Full Name\*' with the value 'sofia chang' and 'Initials\*' with the value 'SC'. A red exclamation mark is placed next to the 'Full Name' field. Below these fields are two buttons: 'SELECT STYLE' (highlighted with a red box) and 'DRAW'. Underneath is a 'PREVIEW' section showing a signature 'sofia chang' and initials 'SC' in a blue box, with a 'Change Style' link. Below the preview is a legal disclaimer: 'By selecting Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts - just the same as a pen-and-paper signature or initial.' At the bottom, there are two buttons: 'ADOPT AND SIGN' (highlighted with a red box) and 'CANCEL'. The bottom of the screen shows a mobile navigation bar with back, forward, search, and other icons.

2.



b, if you choose “ blue “ draw, you have to draw yourself as below,  
選擇第二個（如圖）之後，我們需要先在下面的大方框

Then click adopt and sign.

內進行手寫簽名，然後再點擊左下方黃色按鈕 “ ADOPT AND SIGN” .

\* Required

Full Name\* Initials\*

sofia chang SC

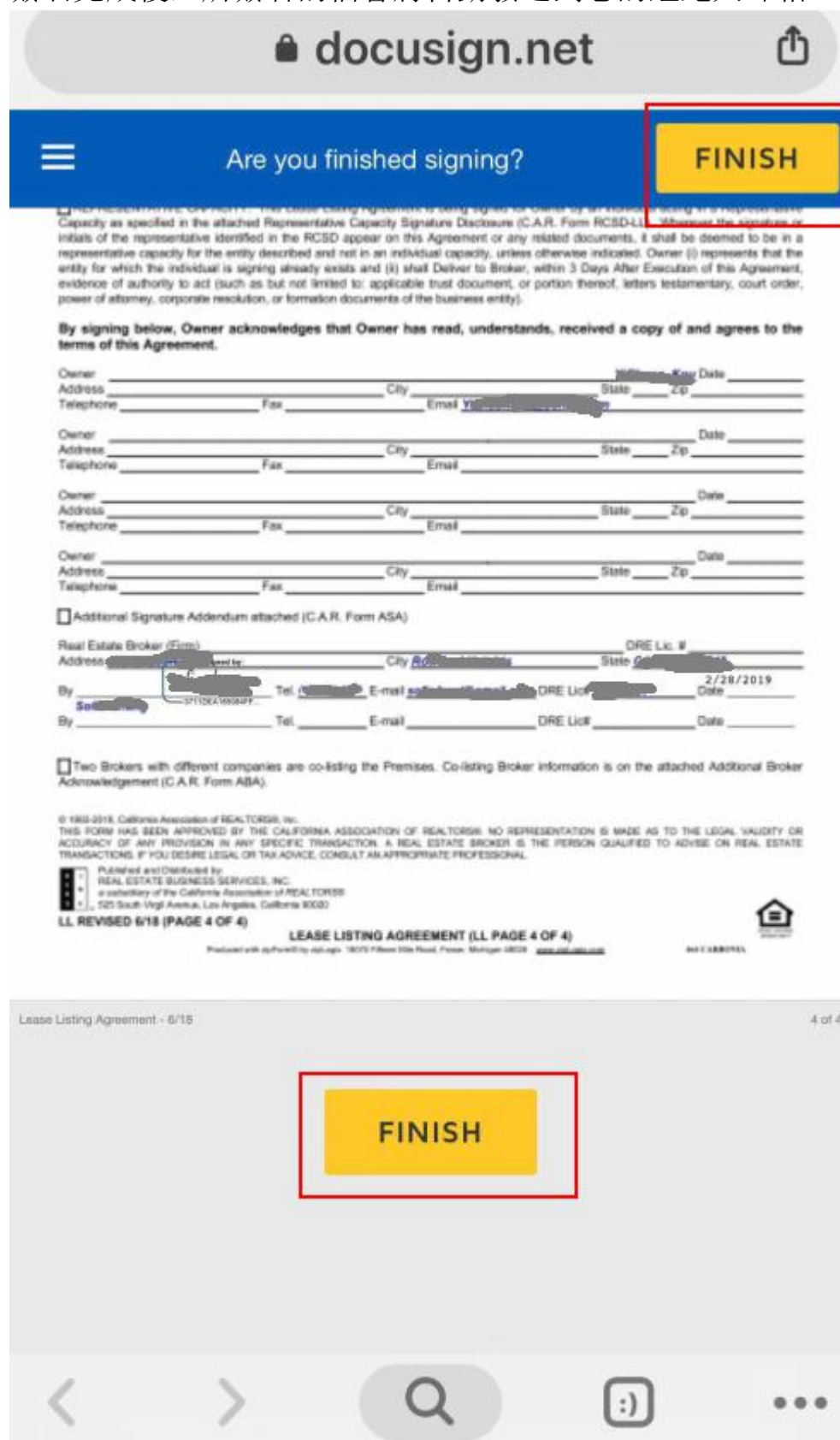
SELECT STYLE **DRAW**

DRAW YOUR SIGNATURE Clear

By selecting Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts - just the same as a pen-and-paper signature or initial.

**ADOPT AND SIGN** CANCEL

5. Then click finish and its done/ will be sent to me automatically.  
最後，點擊如下圖的頁面中任何一個“FINISH”黃色按鈕，操作完成！  
簽名完成後，所簽署的檔會將自動發送到您的經紀人郵箱。







*THANK YOU*