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Going Paperless? - Capturing digital signatures and comments for Tenants/Owners

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Like many environmentally friendly companies, turning "Paperless" with PIM is now possible.


If your Tenant is present at the Inspection you can use PIM Digital Signatures from the PIM App to sign the Routine and Property Condition Reports. See our How-To Guide - [Digital Signatures](https://propertyinspectionmanager.freshdesk.com/solution/articles/11000010855-adding-signatures) (<https://propertyinspectionmanager.freshdesk.com/solution/articles/11000010855-adding-signatures>).

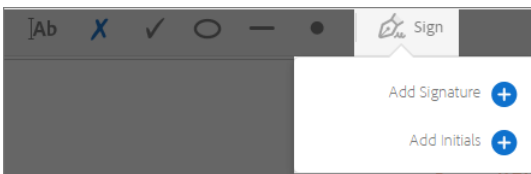
If your Tenant is **NOT** present you can email them the appropriate Inspection or Condition report generated from PIM together with these PDF instructions (see attached file or just send them this [link](https://propertyinspectionmanager.freshdesk.com/solutions/articles/11000060511) (<https://propertyinspectionmanager.freshdesk.com/solutions/articles/11000060511>)) which shows them how to sign a PDF from their desktop using Adobe Acrobat. Tenants also have the added feature of adding their own notes or marking their agreement on conditions when performing an Entry or Ingoing Condition Report.

Tenants and Property Mangers - How to sign your Inspection and Condition Reports from PIM

For property managers or tenants to sign a PDF report generated from PIM, you can type, draw, or insert an image of your handwritten signature. When you save the document, the signature and text become part of the PDF.

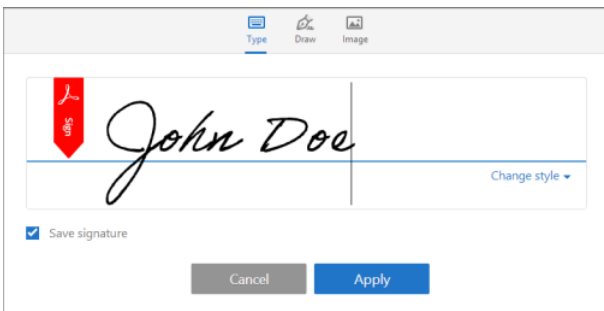
Note: You can also capture a picture of your signature on mobile using Adobe Acrobat Reader mobile app and save it in Adobe Document Cloud so that it's synced and available for use across your desktop and other mobile devices. For more information, see [Capture your signature on mobile and use it everywhere](https://helpx.adobe.com/acrobat/using/capture-and-sync-your-signature.html) (<https://helpx.adobe.com/acrobat/using/capture-and-sync-your-signature.html>).

1. Install **Adobe Acrobat** using this link - <https://get.adobe.com/reader/> (<https://get.adobe.com/reader/>) (Most PC's already have this installed so just check before installing. Adobe Acrobat is available for PC, Mac, iOS (iPhone/iPad) and Android).
2. Open the PDF, report generated by PIM, that you want to sign.
3. Choose Tools > **Fill & Sign**.
4. Click the **Sign** icon  in the toolbar, and then choose whether you want to add your signature or just initials.



If you have already added signatures or initials, they are displayed as options to choose from.

5. If you've already added your signature or initials, just select it from the Sign options, and then click at the place in the PDF where you want to add your signature. Skip to the next step. If you are signing for the first time, you see the Signature or Initials panel. Below is an example of the Signature panel.



You can choose to type, draw, or import a signature image. Added signatures and initials are saved for future use.

Type: Type your name in the field. You can choose from a small selection of signature styles; click **Change Style** to view a different style.

Draw: Draw your signature in the field.

Image: Browse and select an image of your signature.

Save Signature: When this check box is selected, and you're signed in to Acrobat Reader or Acrobat, the added signature is saved securely in Adobe Document Cloud for reuse.

Click **Apply**, and then click at the place in the PDF where you want to place the signature or initial.

6. To move the placed signature or initial, **click on the signature** and "**Drag and Drop**" it to the preferred signature area, then **click outside the "blue markers"** to insert. To **resize drag the blue circle in or out**, or **delete** the field, use the "**bin**" options in field toolbar.



7. Click **Save** to your changes **File > Save >**
On a Mac this will just save the file. On Windows PC's it will prompt you to **Save As >** select the **Folder location > Save**

8. If you're a tenant you can now email the signed PDF back to your Property Manager as an attachment. Simple!

Note: If you want to use an image as your signature:

- Sign your name in black ink on a clean, blank sheet of white paper. Sign in the middle of the paper so you don't photograph or scan the edges.
- Photograph or scan your signature. If you are taking a picture of your signature, make sure that the page is lit and that no shadows fall across the signature.
- Transfer the photo or scan to your computer. Acrobat/Reader accepts JPG, JPEG, PNG, GIF, TIFF, TIF, and BMP files. You do not need to crop the image. Acrobat/Reader imports just the signature if the photo or scan is fairly clean.

Tenants - How to add your own Observations and Comments to the Entry or Ingoing Condition Reports

1. Open the PDF report, generated by PIM, that you want to sign and add your tenant comments and agreements for.
2. Choose **Tools > Fill & Sign**.
3. Navigate to the column **"Tenant Agrees"** > **click in the empty field** > and mark your response **"Y"** or **"N"** in the text window (1 - See Below). Then **click in the Tenant Comment (2 - See Below)** field and add your observations/comments. To reduce the size of the Font **tap the "smaller A"** on the left on the popup bubble. (see below)

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Peter and Sarah Jones
200 Hampden Road, Nedlands 6009

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Perth WA 6000

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Email: Support@propertyinspectionmanager.com

AGENT/LESSOR: Nicky Lester

TENANT ADDRESS: Peter and Sarah Jones, 200 Hampden Road, Nedlands 6009

COMMENCEMENT INSPECTION DATE: Wednesday, 22 August 2018

TERMINATION INSPECTION DATE:

PLEASE NOTE Any amendments to this report must be listed in writing and a signed copy returned to the Managing Agents within SEVEN (7) days of receiving same. Failure to do this will result in the bond inspection being carried out against this original report.

	Claim	Unchanged	Working	Tenant Agrees	Condition of premises at START of tenancy	Tenant Comments	Condition of premises at END of tenancy
Bedroom 1							
Doors/ Frames	Y	Y	Y		Few marks around the door frames		
Ceiling	Y	Y	Y		A lovely inspection, no problems to report		
Light Fittings	Y	Y	Y		4 downlights, all working		
Power Points & Switches	Y	Y	Y		2 Single, 1 quad port, smart wired for cable telephone port		
Wails/ Picture Hooks	Y	Y	Y		1 nail, 1 pic hook		
Blinds/ Curtains	Y	Y	Y	A	ten blinds, clean and working		
Floorcoverings	Y	Y	Y	N	Carpets cleaned	stain under rug	
Windows/ Screens	Y	Y	Y		4 Flyscreens On each window. Wind out leavers working		
Ceiling Fan/Air Conditioner	Y	Y	Y		1 vent		
Front Gardens							

Tenant's Signature _____ Property Address 200 Hampden Road, Nedlands FORM 1 PROPERTY CONDITION REPORT PAGE 2 OF 21

4. After adding all the Comments and Agreements you wish to make, Save the PDF by tapping **File > Save**
5. You can then email the **PDF** back to your Property Manager as an attachment. **Simple!**

Get PDFs signed by others using Adobe Sign

You can get documents signed by others using the Send for Signature tool, which relies on cloud services provided by Adobe Sign. It lets signers quickly sign documents from anywhere using a web browser or mobile device. Signers are not required to sign-up or purchase any Adobe product to sign the documents.

The Send for Signature tool also helps you track the entire signing process. The tool sends an email to your signers asking them to sign a document. Once signed, both you and your signers receive the signed PDF by email.

For more information, see [Send PDF documents for signature \(https://helpx.adobe.com/acrobat/using/send-for-signature.html\)](https://helpx.adobe.com/acrobat/using/send-for-signature.html).

And that's it! Now you can have your Inspection or Condition reports from PIM signed by your tenants or owners without the need for them to sign on paper.

If you need assistance just email us. [Contact Us \(http://www.propertyinspectionmanager.com/contact.html\)](http://www.propertyinspectionmanager.com/contact.html).