



ONLY REALTY

PROPERTY GROUP

ONLY REALTY PROPERTY GROUP
DOCUSIGN GUIDE



WHAT IS DOCUSIGN?

Document-signing software is technology that lets you sign documents online. It uses an electronic signature and requires no paper, printing, scanning or faxing of your document used to replace lengthy manual signing processes, e-signatures speed the agreement process and maximize productivity. At Only Realty we use DocuSign to send off all of our Mandate Agreements and Leases.





SENDING YOUR FIRST MANDATE AGREEMENT?

When logged into DocuSign the first thing you'll see is the Main Dashboard.



Welcome back

Last 6 Months



Signed by:

*Dune Day Pty (LTD) T/A Only
Realty Elite*

AC6CC619139645C...

1

Action Required

111

Waiting for Others

4

Expiring Soon

106

Completed

Drop documents to get started or click the 'Start' button.

Start



STEP 1

Click on the Templates Tab to view all of the Mandates & Lease Agreements.

On the DocuSign Dashboard the only sections that you will use as an agent is the “Manage Tab” and the “Template Tab”. The Manage tab is where we can you can track all of your documents sent out, you can also manage and track whether a Tenant or Landlord has signed and viewed your Document. The Template Tab is where you will you find all of templates to create your Documents. Let’s start by creating and sending out our first Mandate Agreement.



STEP 2

Find the agreement you need and **ONLY CLICK THE USE BUTTON**. You do not want to check the box or edit the document if you do it will edit the agreement for everyone!

CREATE TEMPLATE

My Templates

Search My Templates

FILTERS

TEMPLATES

My Templates

Shared with Me

All Templates

Favorites

Deleted

FOLDERS

RENTAL

SALES

SHARED FOLDERS

<input type="checkbox"/>	☆	Payroll Property File Checklist	Dune Day Pty (LTD) T/A Only Realty Elite	6/7/2023 10:01:41 am	6/7/2023 10:20:21 am	USE ▼
<input type="checkbox"/>	☆	Full Title OTP 2023	Dune Day Pty (LTD) T/A Only Realty Elite	4/18/2023 02:53:24 pm	4/18/2023 03:01:11 pm	USE ▼
<input type="checkbox"/>	☆	Sectional Title OTP 2023	Dune Day Pty (LTD) T/A Only Realty Elite	4/18/2023 12:28:57 pm	4/18/2023 02:56:37 pm	USE ▼
<input type="checkbox"/>	☆	SALE MANDATE - SOLE & EXCLUSIVE	Only Realty Elite	2/17/2022 03:31:54 pm	8/4/2022 02:32:12 pm	USE ▼
<input type="checkbox"/>	☆	SALE MANDATE - NON EXCLUSIVE	Only Realty Elite	2/17/2022 04:11:25 pm	7/21/2022 01:52:14 pm	USE ▼

STEP 3

Next enter all the recipients full names and surnames, I.E: Landlord, Tenant and Agent. **IMPORTANT:** Make sure you type in the recipients emails address correctly, if you type in an email address incorrectly it won't send the esign document to their mail.

Add recipients

1

Property Practitioner

 NEEDS TO SIGN ▼

CUSTOMIZE ▼



Name *

 Kyle Apollis

Email *

kyle.a@onlyrealty.co.za

Seller 1

 NEEDS TO SIGN ▼

CUSTOMIZE ▼



Name *



SCHEDULE TO THE SALES MANDATE

1.1 The Property Practitioner

Agency:
Individual Representative:
Registration Number / Identity Number:
WAT Registration Number:
Fidelity Fund Certificate Number: Date Of Issue:
Mandatory Disclosures form:

1.2 The Property Practitioner's Address And Contact Details

Physical Address:
Postal Address:
Mobile Telephone:
Work Telephone:
Telefax:
Email Address:

1.3 The Property Practitioner's Commission

Percentage Of Purchase Price:
Alternatively, Agreed Rand Value: R EXCLUDING VAT

1.4 Fixtures And Fittings

All Fixtures And Fittings Of A Permanent Nature Including, But Not Necessarily Limited To (Tick Items Below To Remove):

<input type="checkbox"/> Light Fittings	<input type="checkbox"/> Electronic Consoles, All Keys And Remotes	<input type="checkbox"/> Fitted Alarm Systems
<input type="checkbox"/> Stove / Extractor Fans	<input type="checkbox"/> Palms, Bushes, Garden Plants, Fitted / Automated Blinds And Awnings	<input type="checkbox"/> Fitted Carpets
<input type="checkbox"/> Security Gates	<input type="checkbox"/> TV Aerial, DSTV, Satellite Dish	<input type="checkbox"/> Fitted Bathroom Mirrors
<input type="checkbox"/> Underfloor Heating	<input type="checkbox"/> All Fences, Garden Trees, Shrubs, Plants And Fountains	<input type="checkbox"/> Pumps And Engines
<input type="checkbox"/> Post Box	<input type="checkbox"/> Fireplace Grate Or Blower	<input type="checkbox"/> Gate And Garage Motor
<input type="checkbox"/> Bar Stools	<input type="checkbox"/> Pool Equipment And / Or Automated Pool Cleaner	<input type="checkbox"/> Warden House / Jan House

Additional Fixtures And Fittings:

Page 1 of 11

INITIAL  

Version: 07 January 2020

Doc: Sales Mandate, January 2022, 100% Disclosure.pdf

1 of 11

ADVANCED EDIT

SEND ▼

STEP 4

Delete recipients that are not required. I.E: If there is only 1 Seller, Delete Seller 2. If you delete a Recipient it will remove all their required fields on your Esign document.

Recipient has fields

This recipient has 34 assigned fields. By deleting this recipient, you will also delete their fields. Would you like to delete the recipient and fields?

DELETE

CANCEL

kyle.a@onlyrealty.co.za

Seller 1

Name *

Santhia Zandberg

Email *

szandberg@sars.gov.za

Seller 2

Name *

Email *

ADVANCED OPTIONS



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SALES
MANDATE
SOLE AND
EXCLUSIVE

SCHEDULE TO THE SALES MANDATE

1.1 The Property Practitioner

Agency:
Individual Representative:
Registration Number / Identity Number:
WAT Registration Number:
Fidelity Fund Certificate Number: Date Of Issue:
Mandatory Disclosures form:

1.2 The Property Practitioner's Address And Contact Details

Physical Address:
Postal Address:
Mobile Telephone:
Work Telephone:
Taxi:
Email Address:

1.3 The Property Practitioner's Commission

Percentage Of Purchase Price:
Alternatively, Agreed Rand Value: EXCLUDING VAT

1.4 Features And Fittings

All Features And Fittings Of A Permanent Nature Including, But Not Necessarily Limited To
(Tick Boxes Below To Remove)

<input type="checkbox"/> Light Fittings	<input type="checkbox"/> Electronic Consoles, All Keys And Remotes	<input type="checkbox"/> Flood Alarm Systems
<input type="checkbox"/> Stove / Extractor Fans	<input type="checkbox"/> Pillows, Beds, Curtains Blinds, Fitted / Automated Blinds And Awnings	<input type="checkbox"/> Fitted Carpets
<input type="checkbox"/> Security Gates	<input type="checkbox"/> TV Aerial, DSTV, Satellite Dish	<input type="checkbox"/> Fitted Bathroom Mirrors
<input type="checkbox"/> Underfloor Heating	<input type="checkbox"/> All Fences, Garden Trees, Shrubs, Plants And Fountains	<input type="checkbox"/> Pumps And Engines
<input type="checkbox"/> Post Box	<input type="checkbox"/> Fireplace Grate Or Stove	<input type="checkbox"/> Gate And Garage Motor
<input type="checkbox"/> Bar Stools	<input type="checkbox"/> Pool Equipment And / Or Automated Pool Cleaner	<input type="checkbox"/> Windy House / Jamb House

Additional Fittings And Fittings:

Page 1 of 11

INITIAL

Water (7) January 2022

ADVANCED EDIT

SEND

STEP 5

Title your Document as the name of the property you are doing the agreement for. This helps to find your document after the fact, if you have multiple documents it's going to take you a while to find them. This step is mandatory.

Add message

Email Subject *

56 Sandown Crescent Sole Mandate Agreement

Characters remaining: 57

Email Message

Enter Message

Characters remaining: 10000

STEP 6

Now click send to complete the next step!

Mandatory Disclosures Form

1.2 The Property Practitioner's Address And Contact Details

Physical Address: Unit 7 Time Business Park, 22 Blaauwberg Road, Bloubaerg, Cape Town
Postal Address: Unit 7 Time Business Park, 22 Blaauwberg Road, Bloubaerg, Cape Town
Mobile Telephone: [Text] Work Telephone: 021 020 2225
Textfax: [Text] Email Address: [Text]

1.3 The Property Practitioner's Commission

Percentage Of Purchase Price: [Text] % EXCLUDING VAT
Alternatively, Agreed Rand Value: R [Text] EXCLUDING VAT

1.4 Features And Fittings

All Features And Fittings Of A Permanent Nature Including, But Not Necessarily Limited To (The Items Below To Remove):

<input type="checkbox"/> Light Fittings	<input type="checkbox"/> Electronic Consoles, All Keys And Remotes	<input type="checkbox"/> Flood Alarm Systems
<input type="checkbox"/> Stove / Extractor Fans	<input type="checkbox"/> Pillars, Rods, Curtain Rails, Fitted / Automated Blinds And Awnings	<input type="checkbox"/> Fitted Carpets
<input type="checkbox"/> Security Gates	<input type="checkbox"/> TV Aerial, DSTV, Satellite Dish	<input type="checkbox"/> Fitted Bathroom Mirrors
<input type="checkbox"/> Underfloor Heating	<input type="checkbox"/> All Fences, Garden Trees, Statues, Plants And Fountains	<input type="checkbox"/> Pumps And Engines
<input type="checkbox"/> Post Box	<input type="checkbox"/> Fireplace Grate Or Stove	<input type="checkbox"/> Gate And Garage Motor
<input type="checkbox"/> Bar Stools	<input type="checkbox"/> Pool Equipment And / Or Automated Pool Cleaner	<input type="checkbox"/> Wendy House / Zoo House

Additional Features And Fittings: [Text]
[Text]
[Text]

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Exclusive_Sales_Mandate January 2022_V111_Disclosure.pdf 1 of 15

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SALES MANDATE
SOLE AND EXCLUSIVE

1.5 The Property

Physical Address: [Text]
Freedhold / Sectional Title: [Text]
Erf / Section Number: [Text]
Township / Scheme: [Text]
Extent: [Text]
Municipal Account Number: [Text] Title Deed Number: [Text]

1.6 The Seller (1)

Full Name: [Text] SA Resident:
Registration Number / Identity Number: [Text]
VAT Registration Number: [Text]
Marital Status: Unmarried COP ANC MARRIED ACQUAINTANCE
Deceased / Address: [Text]

ADVANCED EDIT SEND

The Document has now been sent to your email account!



Your Envelope Was Sent

Send this often? Save it as a template.

With templates, save time by reusing documents, placeholder recipients, and fields.

SAVE AS TEMPLATE

STEP 7

Click **Review** and then **Continue** to start editing your Document.

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Dune Day Pty (LTD) T/A Only Realty Elite sent you a document to review and sign.

REVIEW DOCUMENT



Dune Day Pty (LTD) T/A Only Realty Elite
eliteaccounts@onlyrealty.co.za

Kyle Apollis,

STEP 8

Fill in and send off your documents.

In this step you will complete all the required fields on your document. What you'll notice is that only certain fields **IN RED** are required for you to fill in this is the same for the tenants and landlords. As soon as a recipient finishes their highlighted fields it will automatically send off to the next recipient.

Lease Agreement : Agent > Tenant 1 > Tenant 2 > Landlord 1 > Landlord 2 >
Office Manager > Agent Receives a Copy

Sale Mandate: Agent > Seller > Office Manager > Agent Receives a Copy

Please review the documents below.

FINISH

OTHER ACTIONS ▼



START

DocuSign Envelope ID: 3113815D-DB4E-4A0F-A66A-6C7BE05B3CC8



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**SALES
MANDATE
SOLE AND
EXCLUSIVE**

SCHEDULE TO THE SALES MANDATE

1.1 The Property Practitioner

Agency	Dune Day Pty (LTD) T/A Only Realty Elite		
Individual Representative	<input type="text"/>		
Registration Number / Identity Number	2020/791357107		
VAT Registration Number	4650300611		
Fidelity Fund Certificate Number	F150619	Date Of Issue	
Mandatory Disclosure form	<input type="checkbox"/>	<input type="checkbox"/>	

THE PROPERTY PRACTITIONER

1.1 The Property Practitioner

Agency	Dune Day Pty (LTD) T/A Only Realty Elite		
Individual Representative	<input type="text"/>		
Registration Number / Identity Number	2020/791357107		
VAT Registration Number	4650300611		
Fidelity Fund Certificate Number	F150619	Date Of Issue	<input type="text"/>
Mandatory Disclosure form	<input type="checkbox"/>	<input type="checkbox"/>	

In Section 1.1 what you are required to fill out is "Individual Representative" this is you as the agent. Next fill in you FFC number and Date of Issue for your FFC, then click yes on "Mandatory Disclosure Form" and make sure the landlord signs and completes the Mandatory Disclosure Form.

THE PROPERTY PRACTITIONER'S ADDRESS AND CONTACT DETAILS

1.1 The Property Practitioner

Agency	Dune Day Pty (LTD) T/A Only Realty Elite		
Individual Representative	<input type="text"/>		
Registration Number / Identity Number	2020/791357107		
VAT Registration Number	4650300611		
Fidelity Fund Certificate Number	F150619	Date Of Issue	<input type="text"/>
Mandatory Disclosure form	<input type="checkbox"/>	<input type="checkbox"/>	

In Section 1.2 you as the agent are required to put in your Physical Address, Postal Address, Personal Mobile Number, Work Telephone Number and Your work Email Address.

THE PROPERTY PRACTITIONER'S COMMISSION.

1.3 The Property Practitioner's Commission

Percentage Of Purchase Price	<input type="text"/>	%	EXCLUDING VAT
Alternatively, Agreed Rand Value	R <input type="text"/>		EXCLUDING VAT

In Section 1.3 you will put in your agreed upon percentage of commission upon the sale of the subject property excluding VAT alternatively if the sale has a flat fee put in a ZAR value at "Agreed Rand Value"

THE PROPERTY

1.5 The Property

Physical Address	<input type="text"/>	
Freehold / Sectional Title	<input type="text"/>	
Erf / Section Number	<input type="text"/>	
Township / Scheme	<input type="text"/>	
Extent	<input type="text"/>	
Municipal Account Number	Title Deed Number	<input type="text"/>

In Section 1.5 you must fill in the correct physical address and specifications of subject property. The Title Deed Number and Municipal Account Number is for the Landlord to fill in.

MANDATE PERIOD

1.8 Mandate Period

Duration	<input type="text"/>										
Commencement Date	<input type="text"/>	/	<input type="text"/>	/ 20	<input type="text"/>	Expiry Date	<input type="text"/>	/	<input type="text"/>	/ 20	<input type="text"/>

In Section 1.8 you need to state the duration of the mandate period I.E: 6 Months. The Commencement date would be the start and end date of the entire Mandate Period.

TERMS OF SALE

START

1.11 Terms Of Sale

Purchase Price	R <input type="text"/>		Including VAT
Occupation Date	<input type="text"/>	Occupational Rental	R <input type="text"/>
Valuation Schedule Attached	YES <input type="checkbox"/>	NO <input type="checkbox"/>	<input type="checkbox"/>
Suspensive Conditions To Be Fulfilled			

In Section 1.11 you will put in your agreed upon percentage of commission of the sale of the subject property excluding VAT or if the sale has a flat fee put in a value at "Agreed Rand Value, Last is the Occupation Rental is value is if the Buyer we're to occupy the Seller's property before transfer.

Now click **FINISH** to send off your document!

FINISH

OTHER ACTIONS ▼

Made a mistake on your eSign document? 1) Go to the Manage Tab 2) Click the down arrow and delete.

START NOW

ENVELOPES

- Inbox
- Sent
- Drafts
- Deleted
- Bulk Send
- PowerForms

QUICK VIEWS

- Action Required
- Waiting for Others

Inbox

Search Inbox and Folders

FILTERS

Filtered by: Date (Last 6 Months) | Edit

	Subject	Status	Last Change	
<input type="checkbox"/>	56 Sandown Crescent Sole Mandate Agreement From: Dune Day Pty (LTD) T/A Only Realty Elite	0/4 done Need to Sign	11/23/2023 10:52:50 am	SIGN ▼
<input type="checkbox"/>	25 Ascot Village Lease Agreement From: Dune Day Pty (LTD) T/A Only Realty Elite	0/6 done Need to Sign	11/21/2023 02:48:10 pm	Move History Export as CSV Delete
<input type="checkbox"/>	TEST DOCUMENT 2 From: Dune Day Pty (LTD) T/A Only Realty Elite	0/6 done Need to Sign	11/21/2023 02:10:42 pm	
<input type="checkbox"/>	TEST DOCUMENT From: Dune Day Pty (LTD) T/A Only Realty Elite	0/6 done Need to Sign	11/15/2023 10:37:01 am	

SIGN ▼