

Hello HSCA Renters,

E-Signature is now available for Hall and Gym contract rentals. You no longer must print-sign-email your rental agreements.

How it works

When your Rental Agreement is ready to be signed you will receive an email:

From: Hillhurst Sunnyside Community Association notifications@amilia.com

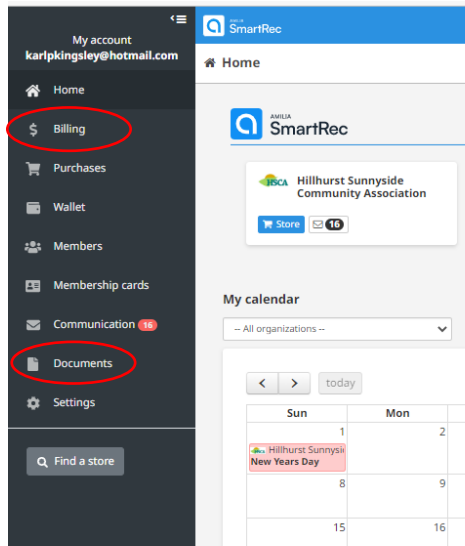
Subject: Your Rental Contract 1234 v1 is ready to sign

Click the [View and Sign](#) Button. You will be prompted to log into your HSCA/Amilia Account.

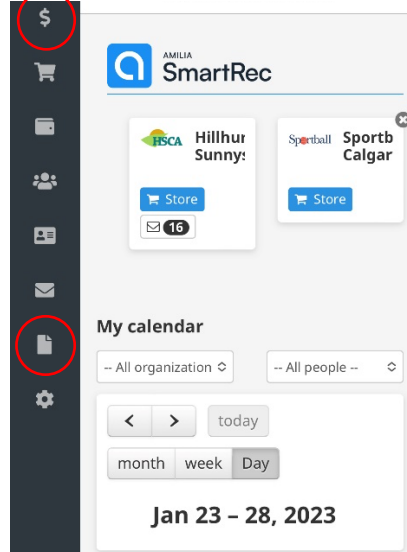
If the rental agreement does not automatically load for you, or you did not receive the email.

Click on [Documents](#)

Computer Website



Mobile Website and Mobile App



Under the [Awaiting Approval](#) tab, you will see your rental agreement. Click [View and Sign](#).

Here you can review the times and dates of your rentals as well as the terms and conditions of the rental agreement.

Check [I agree to electronically sign this document](#) and click the [Confirm Signing](#) button. Your rental agreement is now approved and signed.

Payment

Once you have E-Signed your rental agreement the invoice will immediately be posted to your HSCA/Amilia account. You can find and pay the invoice in [Billing](#).

[I wish to make changes to the Agreement before E-Signing.](#)

If you wish to make changes to the agreement before E-Signing, contact your HSCA Coordinator with the changes you wish. Do not reply to the notification email.

The agreement will be changed to your instructions and re-posted your HSCA/Amilia account for E-Signing. You will receive another email when the Rental Agreement is re-posted.

[I choose not to use E-Signature.](#)

If you choose not to use E-Signature and prefer to sign the rental agreement manually;

1. Print the Rental agreement, only the last page need be printed
 - a. You can download the agreement from your HSCA/Amilia Account
 - b. You can request a copy be emailed to you
2. Sign and date the agreement on the last page where indicated
3. Return the signed page to the HSCA Coordinator as soon as possible
4. Once the signed agreement is received the bookings will be approved and invoiced to your HSCA/Amilia account

[Change from past rental processes.](#)

No booking will be approved or invoiced until a signed rental agreement is received by the Rental Coordinator, either by E-Signature or manually.