

How to E-Sign Your Lease Agreement

1. Login to the website, arriving at the “My Account” page and click the “View Lease Details” link:

The screenshot shows the 'My Account' page. On the left, under 'Current Active License(s)', there is a license entry for RLU # MC-AR-0166 (68 Acres) with a status of 'Reserved' and a fee of '\$369.92'. A red box highlights the 'View License Details' link. On the right, the 'License Holder Information' section includes contact details for 'Test Testing' at 8809 Lenox Pointe Dr, Charlotte, NC 28278, with email 'Test@test.com' and phone '(704) 587-0031'. The club name is 'Test Hunt Club'. There is an 'Edit Info' button. At the bottom right, it states 'Total Club Members associated with this account: 1' with an 'Edit Club Members' button.

2. Click “Create Lease”:

The screenshot shows the 'License Details' page. The breadcrumb is 'My Account / License Details'. The main heading is 'License Details'. Below this, there is a table of license information:

RLU No:	MC-AR-0166
License Acres	68
Location	Jefferson County, AR
License Start Date	Jul 01, 2019
License End Date	Jun 30, 2020
License Fee	\$369.92
Payment Due Date	May 31, 2019
Description	
Special Conditions	Not Available
Property Maps	Aerial TOPO Location
RLU Contact Info:	8809 Lenox Pointe Dr, Suite C Charlotte, NC 28273 ☎: (980) 288-5217 ✉: kfshuntsupport@orbishuntlicense.com

A red box highlights the 'Create License' button at the bottom left of the page.

Be sure to carefully read the directions on each page to verify the information before e-signing the Lease Document. To proceed through the tabbed pages, click the button located at the bottom center of the screen. You can select the “Exit” button located at the bottom right of the screen to exit the wizard at any time.

1. Lease Summary: Displays the reservation information for your club. Verify that the RLU number, price, payment due date, and the Lease start and end date are correct and click “Verify Club Members” to proceed to the next tab.

The screenshot shows a web interface for creating a license document. At the top, there is a breadcrumb trail: "My Account / License Details / Create License Document". Below this is the main heading "License Summary". A progress indicator shows four steps: "1. License Summary" (active), "2. Verify Club Members", "3. E-Sign License", and "4. Payment Options". A message reads: "Please verify your license information below:". The license details are as follows:

RLU No:	MC-AR-0166
Acres:	68
Location:	Jefferson County, AR
License Start Date:	July 01, 2019
License End Date:	June 30, 2020
Total Amount Due:	\$369.92
Payment Due Date:	May 31, 2019
Licensee:	Test Testing 8809 Lenox Pointe Dr Charlotte, NC 28278
Club Name:	TEST HUNT CLUB

Below the details, a yellow box contains the text: "Click the button below to start your License Creation Process". At the bottom, there are two buttons: "2. Verify Club Members" (highlighted with a red box) and "Exit".

2. Verify Club Members: Displays your hunt club’s information. It is very important that you make sure this page lists all your club’s members with their correct address, phone number, and email address. Click “Create Lease” to proceed to the next tab.

My Account / License Details / Create License Document

Verify Club Members

1. License Summary **2. Verify Club Members** 3. E-Sign License 4. Payment Options

Make changes to your club member roster as needed, using the tools below. Make sure ALL club members are listed.

[Click Here to Add a New Club Member](#)

Name	Address
Test Testing	8809 Lenox Pointe Dr Charlotte, NC - 28278

3. Create License >> [Exit](#)

3. Create Lease: Allows you to e-sign your Lease document. When you are sure that all the reservation information is correct, click "E-Sign Lease Agreement".

My Account / License Details / Create License Document

E-Sign License

1. License Summary 2. Verify Club Members **3. E-Sign License** 4. Payment Options

License Price: **\$369.92** @

Payment Due Date: **Friday, May 31, 2019**

Click the button below to E-Sign your license document.

This will generate a preview of the license document with the Terms and Conditions associated with the license Agreement.

E-Sign License Agreement [Exit](#)

Click the "I Agree" button to accept the terms and conditions of the Lease agreement.

RECREATIONAL LEASE CONTRACT

THIS AGREEMENT made this 28th day of January, 2019, by and between Mary Ann Tate (Landowner), and Test Hunt Club (Hunting Club);

WITNESSETH:

WHEREAS, Landowner owns approximately 68 acres of land situated in Jefferson County, Arkansas, as is more particularly described in Exhibit "A" attached hereto;

WHEREAS, Hunting Club desires to obtain a license for the hunting rights on the premises, depicted on the map in Exhibit "A"; and

WHEREAS, Landowner is agreeable to granting a license of hunting rights to Hunting Club, upon the terms as stated herein;

NOW THEREFORE:

Landowner and Hunting Club, based upon the considerations and covenants as hereinafter stated, do hereby agree as follows:

1. License of Hunting Rights. Landowner hereby grants to Hunting Club the exclusive right to use the property described in Exhibit "A" for hunting wild game, and for no other purpose, subject to the conditions and agreements set forth below.
2. Term. This Agreement and grant of a license for hunting rights shall begin on the 1st day of July, 2019, and continue for one year, until its expiration on the 30th day of June, 2020. This Agreement shall be renewed and extended, upon the terms stated herein, on a year-to-year basis, unless either party gives written notice of its intention to terminate the Agreement to the other party, not less than thirty (30) days prior to the expiration of the term of the Agreement.
3. License Fee: The consideration for this License Agreement shall be the payment by Licensee to Licensor an Annual License Fee of \$609.93, which includes any campsite and/or structure fees, on or before May 31, 2019. Failure to pay the Annual License Fee by the payment due date set forth above will result in an additional reprocessing fee of \$100.00. Upon non-payment after fourteen days and any day thereafter, the Licensor may, at its sole discretion, terminate this License Agreement in its entirety.
4. Agent of Landowner. That the landowner has appointed Kingwood Forestry Services, Inc. (Kingwood) as its agent, for purposes of this Agreement. The Hunting Club agrees to deal with the authority granted to Kingwood, by Landowner, just as if dealing with the Landowner. Any information required to be given to the Landowner, may be given to Kingwood by Hunting Club.
5. No Assignment: None of the rights granted herein may be transferred, conveyed, sublicensed or assigned by Licensee without the express prior written consent of Owner, which may be granted or withheld by Owner in its sole discretion. Likewise, Licensee will not engage in commercial hunting or recreational pursuits without first procuring written permission from Owner, which may be withheld by Owner in Owner's sole discretion.
6. Sale of Property: Owner reserves the right to sell or exchange all or part of the lands described as Property

ditions of this Recreation License individually and as club members. Furthermore I acknowledge that I have been designated as the Lessee

I Agree

Disagree

4. Payment Options: Mail a Check or Money Order to the address listed in the "Payment Invoice" PDF document.

[My Account](#) / [License Details](#) / [Maintenance Request](#)

Payment Options



1. License Summary

2. Verify Club Members

3. E-Sign License

4. **Payment Options**

SUBMITTING YOUR PAYMENT

License Fee:	\$369.92 
Payment Options:	<u>CERTIFIED CHECK</u> or <u>MONEY ORDER</u> (Personal Checks are NOT accepted)
Make Payable To:	<u>Kingwood Forestry Services</u>
Payment Due Date:	5/31/2019
Mail Payments & Payment Invoice To:	Kingwood Forestry Services 8809 Lenox Pointe Dr, Suite C Charlotte, NC 28273
Payment Invoice:	Click here to PRINT Your Payment Invoice 

Click here to go back to your [Account Information](#) page.

After the Lease document and payment, you submit are received and approved, you will receive an email informing you that your Lease has been "**Executed**". Nothing will be mailed back to you, so please access your account for a copy of your Lease agreement.