

Community Name:

Property Management Company:



Property Management Company:

	NAME	TITLE	PHONE(S)	EMAIL	AUTHORIZED TO MAKE CHANGES	GATE BREAK EVENTS	COMMUNITY LIST	POST ORDERS	ACTIVE VIDEO EVENTS	ISP NOTIFICATIONS	VIDEO REQUESTER	SERVICE	REGISTRATION	BILLING	ON-SITE	
														GUARD	EMPLOYEE	
1.																
2.																
3.																
4.																
5.																
6.																
7.																
8.																
9.																
10.																

**Authorized to Make Changes:** Agreement, community post orders, community list (ALL ACCESS)

**\*Gate Break Events:** Receives an email notice/report for gate break events \*See page 3

**Community List:** Will be contacted for community visitors/community list questions

**Post Orders:** Can request changes, additions, and/or removal of orders related to the system

**Active Video Events:** Notice of alarm response or trespassing for Active Video Surveillance

**ISP Notifications:** Will receive automatic notices of ISP Outages (notices occur daily until connection is restored)

**Video Requester:** May request video on behalf of the community

**Service Contact:** Repair service-related communications

**Registration:** Authorized to submit resident registration forms for community

**Billing:** Invoices and payment questions

**Onsite Guard:** If applicable – contact for stationed or roaming guard

**Onsite Employee:** Onsite office (onsite manager, maintenance, etc.)

*Disclaimer – Not all fields apply to all communities & services*

Board Members

NAME	BOD TITLE	PHONE	EMAIL
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

Annual Board Elections Month:	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
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## Gate Break Event Contacts

*For communities with services that include gate break notifications, please provide Envera with a primary contact and secondary contact for Gate Break Events. Envera will attempt to contact two gate break contacts and leave a voicemail if a person cannot be reached. Email reports will also be provided.*

Additionally, please list the gate company for your swing gates and barrier gates if it applies to your community.

NAME	TITLE	PHONE	EMAIL
1.			
2.			

BARRIER GATE COMPANY	PHONE	EMAIL

SWING GATE COMPANY	PHONE	EMAIL

The information requested on this form ensures that Envera contacts the correct person(s) related to the services at your community. It is the responsibility of the community to keep this information current. Please email updated form to [accounts@enverasystems.com](mailto:accounts@enverasystems.com).