

## RESIDENT REGISTRATION FORM

**Homeowners/Tenants: Please provide this form to your property manager/association staff. It must be submitted by an Authorized Community Contact. Please type or print clearly. Attempting to submit this form via an unauthorized contact or illegibly will delay processing. If multiple tenants reside at the same address, each must complete their own form.**

<input type="checkbox"/> <b>NEW</b> Homeowner	<input type="checkbox"/> <b>UPDATE</b> Homeowner	<input type="checkbox"/> <b>NEW</b> Tenant	<input type="checkbox"/> <b>UPDATE</b> Tenant		
Tenant Lease Start Date (if applicable):		Tenant Lease End Date (if applicable):			
Do you want to remove the previous <i>tenant(s)</i> ? <input type="checkbox"/> Yes <input type="checkbox"/> No (if applicable)					
<b>If yes, all previous tenants will be removed.</b> Please provide date to be deactivated:					
<b>Community Name:</b>					
Property Street Address:					
<b>For communities with Envera's Virtual Gate Guard, a household has a primary contact:</b>					
The <b>primary number</b> is the first phone number that will be used when an Envera representative needs to contact you.					
The <b>secondary number</b> will be used if a homeowner/tenant cannot be reached at the first number.					
The <b>primary email address</b> will be used for service-related and MyEnvera account communications. <u>If an email is not provided</u> , MyEnvera login credentials will be emailed to your property manager or community contact.					
Primary Contact Name:					
Primary Number:		Secondary Number:			
Primary Email Address:					
Secondary Contact Name:					
Primary Number:		Secondary Number:			
You can add additional household members on your MyEnvera account.					
<b>Credential Information (for household)</b>					
Credential Type: Fob, Sticker, Card, Other	Credential Number	Make (for vehicles)	Model (for vehicles)	State (for vehicles)	Plate Number (for vehicles)

Once submitted, please allow 24-48 hours for forms to be processed. Once a registration form has been processed, a MyEnvera account will be created for you, and you will have access to manage your household information via our MyEnvera Android/Apple App or website [www.myenvera.com](http://www.myenvera.com). After you have received your account information, please be sure to visit the app or website to create your visitor list. This list should be used for any and all relatives, house guests, service providers, or vendors that you expect.

The information above will remain confidential and will be used solely for the purpose stated. It is the responsibility of the homeowner/tenant to keep the above information current. Please advise us of any changes, additions, or deletions by logging on to your MyEnvera account or by emailing [customerservice@enverasystems.com](mailto:customerservice@enverasystems.com).