

**Important Instructions:**

This form must be submitted by an Authorized Community Contact to [myenvera@enverasystems.com](mailto:myenvera@enverasystems.com). RESIDENTS, PLEASE PROVIDE THE COMPLETED DOCUMENT TO YOUR PROPERTY MANAGER OR COMMUNITY STAFF. 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.

<b>Community Name:</b>	City:	State:
Property Street Address (including unit if applicable):		

<input type="checkbox"/> <b>NEW</b> Homeowner	<input type="checkbox"/> <b>UPDATE</b> Existing Homeowner	<input type="checkbox"/> <b>NEW</b> Tenant	<input type="checkbox"/> <b>UPDATE</b> Existing Tenant
<u>New</u> Homeowner Move In Date:	Tenant Lease Start:	Tenant Lease End:	

Should all prior homeowners/tenants be removed? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please provide date to be removed:

<b>For communities with Envera’s Virtual Gate Guard and/or Guard Module Software, 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.	
A <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.	

**If Envera provides additional access control services at your community, including resident vehicle access and/or amenity access, please complete the separate access control form.**

Once this form is submitted, please allow up to **48 hours** for processing. 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 <https://myenvera.com>. After you receive 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, or vendors that you expect for your household.

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 information above current. Please advise of any changes, additions, or deletions by logging on to your MyEnvera account or by emailing [myenvera@enverasystems.com](mailto:myenvera@enverasystems.com).