



Access Control Registration Form

Important Instructions: This form must be submitted by an Authorized Community Contact to 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.

Community Name:	City:	State:
Property Street Address (including unit if applicable):		

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

Should all prior homeowners/tenants be deactivated? Yes No

If yes, please provide date to be deactivated:

Access Level: Resident Employee Vendor All Access (Please complete a separate form for individuals with different access levels)

Household Member, Employee, or Vendor Name	Phone Number	Email Address	Credential Type (Fob, Sticker, Card, Other)	Credential Number	<u>For vehicle stickers:</u> Make, Model, State, and Plate Number

If Envera provides Virtual Gate Guard and/or Guard Module solutions at your community, please complete a separate MyEnvera registration form for new residents. Once this form is submitted, please allow up to **48 hours** for processing. 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.