



Coral Bay Owner/Tenant Setup Information Form

Print legibly. Complete all applicable boxes.

The purpose of this form is to register your household in the Envera system.

You can specify up to two (2) people on this initial setup form who are heads of the household. The heads of the household will receive the login and password for your household's primary profile and will be able to add other members of the household to the profile. Heads of the household should be responsible adults who are listed on the deed or on the lease.

See the FAQ on the back for additional information.

The information provided on this form will remain confidential and will be used by Envera for gate access only. It is the responsibility of the owner/tenant to keep this information current. Advise Envera of any changes, additions, or deletions.

Owner/Tenant Information

Are you : Owners or Tenants? (Circle one)

Owner/Tenant's Name (print):

Co- Owner/Tenant's Name (print):

Primary Phone Number*:

Alternate Phone Number:

* If you own more than one residence in Coral Bay, you must provide a different primary phone number for each.

E-mail address:

Coral Bay Address:

House Number

Street

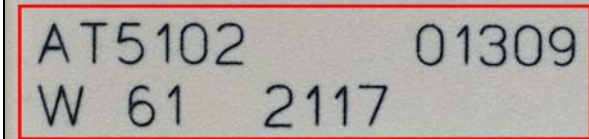
Margate, FL 33063

If you own a house in Coral Bay that you do not live in, include your mailing address here as well as your Coral Bay address above:

Transponder Information

Transponders are being moved to the new system automatically. You can help us verify our records by providing the ID(s) of your current transponder(s). The transponder ID is printed on the transponder next to the embossed logo as shown:

Write down all the letters and numbers on the transponder.



Write down all the letters and numbers printed on the transponder.

Transponder IDs:

Drop off forms at the Coral Bay Clubhouse Monday 8 – 10 AM, Wednesday 8 – 11 AM, or Friday 2 – 5 PM. Bring proof of residency (a recent bill, government ID, lease, or deed showing a Coral Bay address and the name of at least one of the people on this form.) We will not keep a copy, but you must show proof of residency to submit your form.

Forms can also be returned by mail to the following address. Forms returned by mail will be checked against county tax records. Those who have recently purchased their homes or who rent should not mail their forms.

Governmental Management Services
Attention Coral Bay CDD
5385 N Nob Hill Road
Sunrise, FL 33351

Frequently Asked Questions about Envera access control system

What happens at the gate?

If you have a current transponder, you can continue to use that transponder to open the gates. Help us make sure that your transponder is in the system by writing the transponder ID(s) on the other side of this form.

Envera's State licensed staff will receive guests via the Kiosk at the North Bay Drive and South Bay Drive gates. The guest, vehicle and license plate will be monitored with audio and video feeds, which will be archived for roughly 30 days. Guests who are on your guest list will be provided access. If a guest is not on your guest list, Envera will phone you using the contact numbers you have provided. If no one is available by phone, the guest will be denied access.

How will Envera know who is on my guest list?

Envera will check the guest list that you have created. You can change the guests on your list in three different ways: a) via the Internet (using the user login and password provided after you register); b) Envera's Voicemail System; c) Calling the Envera Central Station. Instructions on updating your guest list will be provided at training.

You cannot maintain your guest list until you have a profile.

How do I get a profile in the Envera system?

The heads of your household must register the household using the form on the other side of this page. After the registration form is received, heads of the household will be assigned a single user login and password that will be sent to you through mail or email. This user login and password will enable the heads of your household to:

- Add other members of the household so that Envera's operators can find them on your household's profile when guests ask for them by name.
- Maintain your household's guest list. At your discretion, you can share this ability with other members of your household.
- Setup guest lists for members of the household who you want to have a guest list that is separate from the household's main guest list.

What if I am renting my home?

Both landlords and their tenants must register and have a profile created for them. Landlords and their tenants should not share profiles and **must** have different phone numbers.

Complete the form on the back of this sheet to register:

- If you are a landlord, indicate that you are the owner of the property by circling "Owner" in the Resident Information section. Ensure that you include your mailing address in the space provided.
- If you are a tenant, indicate that you are renting the property by circling "Tenant" in the Resident Information section of the form.

Landlords are responsible for notifying Envera when they have new tenants. It is imperative that renter information is current to ensure timely processing at the gates.

How do I get additional transponders?

See the information in the January/February 2010 Coral Bay Buzz, or refer to the Gate Info page on Coral Bay's web site..