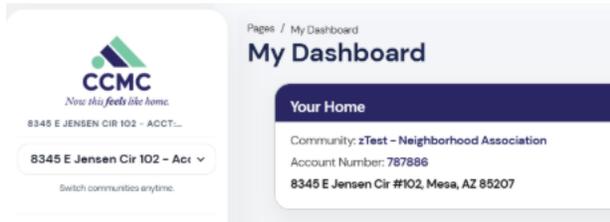


Resident Tenant Registration How-To Guide

This guide provides step-by-step instructions on how to register a tenant.

Before You Start

- Make sure you're signed in to your resident portal
- If you own multiple properties within your community, or if you own homes in multiple CCMC-managed communities, confirm that you're on the correct property account. You can verify this at the top of the page in the "Your Home" section, or by clicking the drop-down menu in the upper left corner under the CCMC logo.

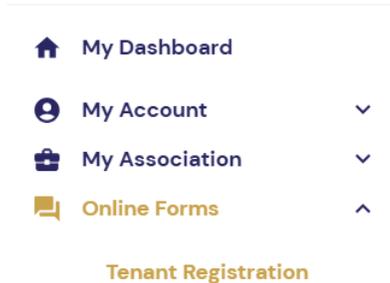


What You Can Do

- Register your tenants.

Navigate to Online Forms

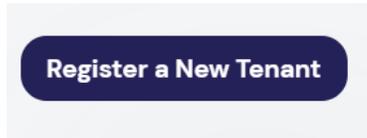
- Select the **Online Forms** drop-down arrow to view all online services available.
- Select **Tenant Registration**



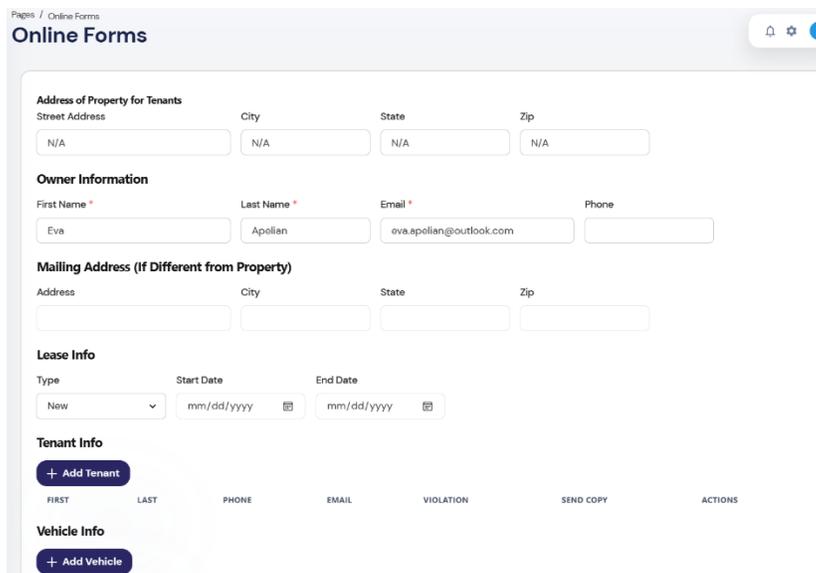
On this page, you can view your tenant submissions and start a new tenant registration.

Registering a New Tenant

- Select **Register a New Tenant** in the top right corner.



- A **form** will open for you to review and fill out.



The screenshot shows a web form titled "Online Forms" with a breadcrumb "Pages / Online Forms". The form is divided into several sections:

- Address of Property for Tenants:** Fields for Street Address, City, State, and Zip, all containing "N/A".
- Owner Information:** Fields for First Name (Eva), Last Name (Apellan), Email (eva.apellan@outlook.com), and Phone.
- Mailing Address (If Different from Property):** Fields for Address, City, State, and Zip.
- Lease Info:** A dropdown for Type (set to "New"), and date pickers for Start Date and End Date.
- Tenant Info:** A table with columns: FIRST, LAST, PHONE, EMAIL, VIOLATION, SEND COPY, and ACTIONS. A "+ Add Tenant" button is above the table.
- Vehicle Info:** A "+ Add Vehicle" button.

- Enter all form fields including, **physical address, owner information, mailing address** (if different from the property), **lease information, tenant information, vehicle, and pet information** if applicable.
- The **leasing rules and regulations** are posted at the bottom of the form for you to review.
- Click **submit** at the bottom of the form when you are done.

Submit

