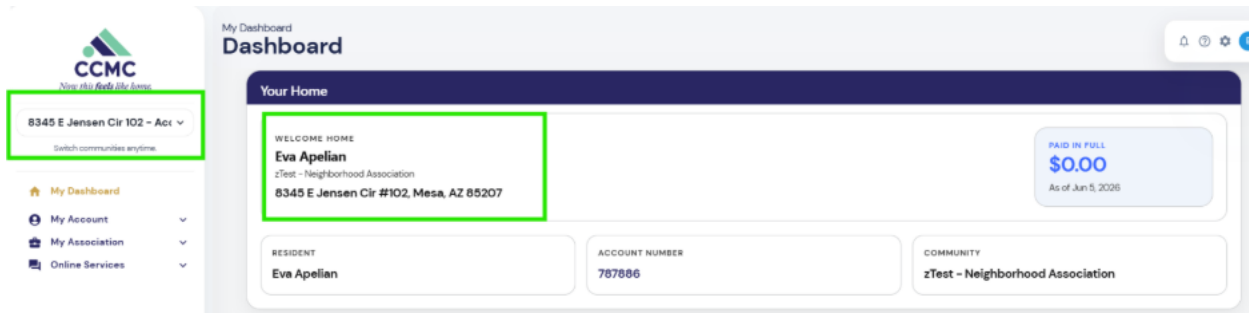


Resident Tenant Registration How-To Guide

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.

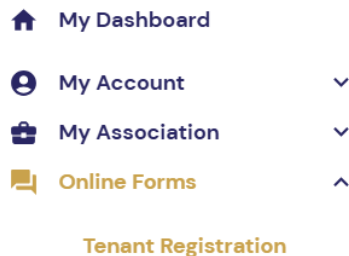


What You Can Do

- Register your tenants.

Navigate to Online Forms

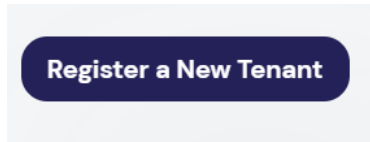
- Select the **Online Forms** drop-down arrow to view all online services available.
- Select **Tenant Registration**



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.

Pages / Online Forms

Online Forms

Address of Property for Tenants

Street Address City State Zip

Owner Information

First Name * Last Name * Email * Phone

Mailing Address (If Different from Property)

Address City State Zip

Lease Info

Type Start Date End Date

Tenant Info

FIRST	LAST	PHONE	EMAIL	VIOLATION	SEND COPY	ACTIONS
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Vehicle Info

- 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.