

## **Registration Procedure**

For "Registration update" all files need verification. (Please collect your documents before going to the office.)

Below is a list of documents required for community registration, please make sure all documents are provided together. No credentials (Barcodes, ICW-id's, Access Cards) will be provided if any document is missing.

## Note:

Before Registering, residents are required to pass a background Check. You may complete this by clicking <u>HERE</u> or start by scanning the QR Code to the right.

☐ Rackground approval amail (Tananta)



Background approval emails (Tellants)
☐ Active Executed Lease Agreement
(Tenants, clear name(s), and expiration date).
☐ Copy of DMV Vehicle Registration
(must be in the name of a Permanent Resident/tenant).
$\hfill\square$ Proof of Credential Payment. (Email confirmation or screenshot of receipt)

☐ Signed ICW Rules Acknowledgement.

(Obtained Online)

☐ Complete Registration Form (Electronic - Scan blue QR code).

☐ Show Valid Official ID with picture (State License or Similar).

☐ Pet vaccination records and pet picture (Where applicable)

☐ Sign receipt (When credentials are issued).





## **Registration Fees**

Min for a resident without a vehicle is \$75.00 (Reg, Access Card & Free ICW id) Min for 1 resident with a vehicle is \$125.00 (Reg, Access Card, Free ICW id, & barcode) additional access cards and ID may be added as needed.

\$50.00 Registration Fee (Required for new tenants)

\$25.00 ICW Access Card (1 Required, able to purchase additional)

With the purchase of each access card, resident gets one ICW-id card FREE

\$3.00 ICW identification cards

1 Per resident over the age of 7

\$50.00 ICW Vehicle Barcode (Required per vehicle)

\*\* NO Commercial vehicle allowed \*\*

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Studio and 1 Bedrooms allowed Max of 1 Barcode 2+ bedrooms allowed Max of 2 barcodes

\$250.00 Per pet fee (As needed) \$15.00 Tenant renewal/reactivation.

Verify all items prior to checkout All sales are final.

## **LINK HERE or Scan**

Pay by using the QR code to the right:

