

# Easy Registration

## Tenant

### New Registration Documents Requirement

1. All applicants are required to download and fill in the application form for Alpha Services available under <https://alphautilities.co.ae/Downloads.aspx>
2. A copy of Ejari, If not available then a copy of your tenancy agreement along with a copy of Title Deed.
3. A copy of Passport Main Page & Visa Page.
4. A copy of your Emirates ID ( Back & Front )
5. A Security Deposit payment that is the capacity charges of the apartment times 4.
6. In case of company a copy of trade license.



**In the instance the documents are incomplete or fails the vetting the applicant will receive an email asking for the same. All applications if not completed with in 72 hours will be nulled.**

1



Applicant emails all required documents to [easyregistration@alphautilities.co.ae](mailto:easyregistration@alphautilities.co.ae)

2



Team Alpha Utilities will vet the documents and revert back to the customer within 24 working hours on the sender's email

3

If all documents are complete and vetted, the applicant will receive an email informing them of successful application and request for submission of Security Deposit to complete the registration

4

The applicant will be given the option to pay security deposit online via one time payment link that may take up to 24 hours. Alternatively, customer can visit our walk-in center anytime between 8 Am to 3 PM to pay security deposit via credit or debit card only ( Cash is not accepted )

5

Upon successful registration of your account and once the security deposit payment has been made. Alpha utilities will be creating an online account for the applicant and will be sending a welcome email along with the login details on the applicants registered email. The applicants are requested to change their passwords upon receiving the same.

Application Rejected