

University Place Neighborhood Association, Inc.

c/o Sunstate Association Management Group
P.O. Box 18809, Sarasota, Florida 34276
P. 941.870.4920 / F. 941.870.9652
Email: uphoa@sunstatemanagement.com

Minimum rental term is 30 days and not more than twice per year. No more than 3 unrelated persons on a lease. \$100 application fee per person over 18 years of age (check made out to University Place.) Application must be submitted 10 days prior to lease date.

All applicants must be approved prior to occupancy. Limit three gate access bar codes per address.

Pools / Fitness Center access FOBs are issued to the owner per home. No FOBs will be issued to renters.

APPLICATION FOR LEASE

START DATE: _____ **END DATE:** _____

OWNER INFORMATION:

Association Address: _____

Owner Name: _____

APPLICANT / LEASE INFORMATION:

Renter Name(s): _____

Renter Phone(s): _____

Email(s): _____

Pets (list breed and weight): _____

Car: make, color and model (renter 1): _____

Car: make, color and model (renter 2): _____

Emergency Contact: _____ **Emergency Phone #:** _____

LEASE/RENTAL Agreement: I have read the Covenants, Bylaws and Rules & Regulation of the Association in their entirety. I agree to abide by these documents.

RENTER Signature: 1.) _____ **2.)** _____

Board Approval: _____ **Date:** _____

RESIDENT REGISTRATION FORM

Homeowners/Tenants: Please provide this form to your property manager/association staff. It must be submitted by an Authorized Community Contact. Please type or print clearly. Attempting to submit this form via an unauthorized contact or illegibly will delay processing. If multiple tenants reside at the same address, each must complete their own form.

<input type="checkbox"/> NEW Homeowner	<input type="checkbox"/> UPDATE Homeowner	<input type="checkbox"/> NEW Tenant	<input type="checkbox"/> UPDATE Tenant		
Tenant Lease Start Date (if applicable):		Tenant Lease End Date (if applicable):			
Do you want to remove the previous <i>tenant(s)</i> ? <input type="checkbox"/> Yes <input type="checkbox"/> No (if applicable)					
If yes, all previous tenants will be removed. Please provide date to be deactivated:					
Community Name:					
Property Street Address:					
For communities with Envera's Virtual Gate Guard, a household has a primary contact:					
The primary number is the first phone number that will be used when an Envera representative needs to contact you.					
The secondary number will be used if a homeowner/tenant cannot be reached at the first number.					
The primary email address will be used for service-related and MyEnvera account communications.					
Primary Contact Name:					
Primary Number:		Secondary Number:			
Primary Email Address:					
Secondary Contact Name:					
Primary Number:		Secondary Number:			
You can add additional household members on your MyEnvera account.					
Credential Information (for household)					
Credential Type: Fob, Sticker, Card, Other	Credential Number	Make (for vehicles)	Model (for vehicles)	State (for vehicles)	Plate Number (for vehicles)
Once submitted, please allow 24-48 hours for forms to be processed. Once a registration form has been processed, a MyEnvera account will be created for you, and you will have access to manage your household information via our MyEnvera Android/Apple App or website www.myenvera.com . After you have received your account information, please be sure to visit the app or website to create your visitor list. This list should be used for any and all relatives, house guests, service providers, or vendors that you expect.					
The information above will remain confidential and will be used solely for the purpose stated. It is the responsibility of the homeowner/tenant to keep the above information current. Please advise us of any changes, additions, or deletions by logging on to your MyEnvera account or by emailing customerservice@enverasystems.com .					

ENVERA GATE ACCESS

TOLL FREE: 1-877-936-8372 EXT 2

LOCAL: 941-556-0732

FAX: 941-556-0737

WWW.MYENVERA.COM

Please place a check made out to University Place for \$25 per vehicle decal along with this form in the drop box at Charles Town pool area. NEW owners are entitled to two free decals. A maximum of three decals are permitted per rental property and must have an active lease on file.

The following information will be used by Envera for gate access only. The information below will remain confidential and will be used solely for the purposed stated.

INFORMATION:

Address: _____

Name: _____

Name: _____

Phone: _____

Phone: _____

Vehicle Make: _____

Vehicle Make: _____

Model: _____ Color: _____

Model: _____ Color: _____

Tag: _____ State: _____

Tag: _____ State: _____

Decal Number: _____

Decal Number: _____

Primary Email Address: _____

Emergency Contact Person: _____ Phone: _____

Term of Lease: _____ through _____ TENANT

GUESTS: THE FOLLOWING INDIVIDUALS ARE AUTHORIZED TO ENTER UNANNOUNCED AND AT ANYTIME 24/7.

This form is to be completed AFTER closing for new owners or AFTER move in for renters.
The drop box is located at 7805 Charleston St.

Check this box if you are a NEW OWNER; closing date : _____

Please allow up to 10 days to process once we receive the form.