

University Place Neighborhood Association, Inc.

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

APPLICATION FOR PURCHASE

ANTICIPATED CLOSING DATE: _____

SELLER INFORMATION:

Address: _____

Seller Name: _____ **Seller Phone:** _____

Email(s): _____

APPLICANT /PURCHASER INFORMATION:

Purchaser Name: _____

Contact Address: _____ **Purchaser Phone:** _____

Email address(s): _____

Pets: _____

Car: make, color and model; _____

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

Email address(s): _____

Purchaser Agreement: I/We have read the Articles, Covenants, Bylaws and Rules and Regulation of the Association in their entirety. I/We agree to comply with the rules and regulations contained within these documents, including, but limited to 1) Covenant Section 9.2 regarding restrictions on leasing the property and pre-clearance of any lease by the HOA 10 days prior to any occupancy by a tenant. Pods and Dumpsters will require an ARC approval.

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

Board/Manager Approval: _____ **Date:** _____



Owner / Renter Registration Form

This form is to be completed and emailed to customerservice@enverasystems.com after closing for new owner or after move in for renter

New Update Delete

Community Name: _____

Owner / Tenant Name: _____ Owner Tenant

Owner / Tenant Name: _____ Owner Tenant

Rental Term (if applicable): Start Date: _____ End Date: _____

Primary Phone: _____ Alternate Phone: _____

Community Street Address: _____

Email Address: _____

Vehicle Information:

Make	Model	State	Plate Number	Credential Type and Number

Gated Communities with an Envera Virtual Gate Guard Kiosk:

Owners: Once processed, an account will be created for you at www.MyEnvera.com. Your user name and password will be emailed or mailed to you. The help section will explain the essentials of the system and how you may interact with it. In addition to www.MyEnvera.com, you may also maintain your guest list via use of our SmartPhone App called MyEnvera, via our voicemail system at 877-936-8373, or by calling our Central Station and speaking with a live guard at 877-936-8372.

With the information below, Envera will enter your initial visitor list for you, or you may enter it on your own at www.myenvera.com. This list should be used for any and all relatives, house guests or service providers that you expect on a regular basis.

Permanent Visitor/Vendor List:

The information above will remain confidential and will be used solely for the purpose stated. It is the responsibility of the owner/resident to keep the above information current. Please advise us with any changes, additions or deletions by logging on to your account at www.myenvera.com, or by calling our office (877) 936-8372, by fax (941) 556-7094, or by emailing customerservice@enverasystems.com. Please allow up to 10 days for processing once we receive the form.

FOR ENVERA USE ONLY:		Credential Type:	(F)job	(S)ticker	(C)ard	(O)ther
#1 ()	#2 ()	#3 ()	#4 ()			

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.