

# 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](mailto: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:** \_\_\_\_\_

## 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"/> <b>NEW</b> Homeowner	<input type="checkbox"/> <b>UPDATE</b> Homeowner	<input type="checkbox"/> <b>NEW</b> Tenant	<input type="checkbox"/> <b>UPDATE</b> 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)					
<b>If yes, all previous tenants will be removed.</b> Please provide date to be deactivated:					
<b>Community Name:</b>					
Property Street Address:					
<b>For communities with Envera's Virtual Gate Guard, a household has a primary contact:</b>					
The <b>primary number</b> is the first phone number that will be used when an Envera representative needs to contact you.					
The <b>secondary number</b> will be used if a homeowner/tenant cannot be reached at the first number.					
The <b>primary email address</b> 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.					
<b>Credential Information (for household)</b>					
Credential Type: Fob, Sticker, Card, Other	Credential Number	Make (for vehicles)	Model (for vehicles)	State (for vehicles)	Plate Number (for vehicles)
<p>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 <a href="http://www.myenvera.com">www.myenvera.com</a>. 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.</p> <p>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 <a href="mailto:customerservice@enverasystems.com">customerservice@enverasystems.com</a>.</p>					

# 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.**