

VIVIENDA WEST CONDOMINIUM ASSOCIATION

Mail to: Sunstate Management Association, PO Box 18809, Sarasota, FL 34276

APPLICATION FOR APPROVAL OF SALE OF UNIT # _____/ADDRESS: _____

Note: At least 48 hours are required to review the application. Application Fee is \$150.00. Please note that Vivienda West is a Condominium Association, which is governed by Florida Statute 718. It is not an HOA.

CURRENT OWNER INFORMATION

Current Owner Name(s):	
Mortgage or Trust Holder (if any):	

REAL ESTATE COMPANY	REAL ESTATE CONTACT NAME	REAL ESTATE BROKER CONTACT #

PROSPECTIVE BUYER INFORMATION

Note: As provided as an amendment to the Declaration of Condominium of Vivienda West, dated January 31, 2003, Vivienda West is an over-55 Condominium. Therefore, the Board of Directors must ascertain that residents are, in fact, 55 years of age or older. It is requested that you provide a copy of a valid driver's license, birth certificate or other proof of age of all buyers and occupants along with this application.

DESCRIPTION	NAME	OCCUPATION (if retired, last occupation)	CONTACT PHONE #	BIRTH DATE	DRIVER LICENSE STATE & NUMBER
Buyer #1:					
Buyer #2:					
Occupant #1:					
Occupant #2:					
Occupant #3:					
Occupant #4:					

PERSONAL & CREDIT REFERENCE INFORMATION

DESCRIPTION	NAME	ADDRESS	TELEPHONE NUMBER
Personal #1:			
Personal #2:			
Credit #1:			
Credit #2:			

PETS: Limited to 1 cat OR 1 dog weighing under 25 pounds at adulthood. Note: The following breed of dogs are not permitted - Pit Bull, German Shepherd, Doberman Pinscher, Rottweiler, Chow Chows or Bull Mastiff

Type of Pet to Occupy the Unit (if any):

PROOF OF INSURANCE

All homeowners are required to provide proof of insurance to Vivienda West Condominium Association (VWCA) by submitting copies (paper or electronic) of the Declaration pages for insurance carried on your unit. Declaration pages must be provided for Homeowner's Policy (HO6), plus additional coverage for flood, wind, hurricane.

Proof of insurance must be provided within 14 days of purchase and with every renewal.

APPLICATION FOR APPROVAL OF SALE – Continued

DUAL-AXLE VEHICLES

In order to protect the integrity of our *private roads*, VWCA does not allow dual-axle vehicles in our community. Dual-axle vehicles typically have two axles at the rear and may include heavy trucks or semi-trucks with trailers. Heavy vehicles can damage our roads, and asphalt repairs are quite costly. When you arrange for moving services, please inform your moving company that *dual-axle vehicles should not enter Vivienda West*. Please help us protect our roads.

A vehicle with four tires on one axle at the rear is not considered dual axle. If you have questions, please contact one of the Board members for more information.

I/We, the undersigned, have read the Declaration of Condominium, the By-Laws, the Rules and Regulations of Vivienda West Condominium Association and agree to abide by the same.

PARTY	PRINTED NAME	SIGNATURE	PARTY	PRINTED NAME	SIGNATURE
Buyer #1:			For Mortgage or Trust (if any):		
Buyer #2:			VWCA Board of Directors:		
Date:			Date:		

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UNIT OWNER CONTACT INFORMATION

Please complete this form, sign at the bottom, and submit to Sunstate Management at the above address or via email to: databasechanges@sunstatemanagement.com

UNIT OWNER NAME(S):				
OFFICIAL MAILING ADDRESS:				
CITY/STATE/ZIP:				
*CELL PHONE(S) (see note below):	Cell #1:	Initials:	Cell #2:	Initials:
HOME PHONE:				
EMAIL ADDRESS #1:				
EMAIL ADDRESS #2 (if any):				

EMERGENCY CONTACT NAME:				
EMERGENCY CONTACT ADDRESS:				
EMERGENCY CONTACT CITY/STATE/ZIP:				
EMERGENCY CONTACT TELEPHONE:				

PERMISSIONS – PLEASE CHECK ALL THAT APPLY:

PURPOSE	CONTACT TYPE	PERMISSIONS YES/NO			
VWCA TELEPHONE DIRECTORY: Distributed to all unit owners and posted on the "Residents Only" Password Protected portion of our web site.	CELL PHONE	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
	HOME PHONE NUMBER	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
	EMAIL #1	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
	EMAIL #2	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
VWCA OFFICIAL LETTERS/LEGAL NOTICES: Annual Meeting Notices Annual Budget Meeting Notices Year-End Financial Reports Member Meeting Notices as required by our Declaration Document changes to our Rules and Regulations, By-Laws, Declaration of Condominium, etc.	EMAIL #1	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
	EMAIL #2	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
VWCA SOCIAL OR OTHER ACTIVITY NOTICES: For example, Breakfast, Lunch or Dinner, Hot Dog Roast, Marina Jack Cruise, etc.	EMAIL #1	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
	EMAIL #2	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>

* Note: Please include the initials of the cell phone owner so we can differentiate between multiple unit owner cell numbers, i.e. John & Mary Doe each have a cell phone. Initials next to John's = JD; Initials next to Mary's = MD.

UNIT OWNER SIGNATURE: _____

DATE SIGNED: _____

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CONSENT FORM FOR ELECTRONIC DISTRIBUTION

Electronic Delivery of Documents and Notices

By signing below and providing your electronic mailing (eMail) address, you consent to accept electronic communications rather than paper documents for notices, reports and documents otherwise required to be mailed to you as a unit owner in the Vivienda West Condominium Association (VWCA). Those letters, notices and documents include but are not limited to:

- Annual Meeting Notices
- Annual Budget Meeting Notices
- Year-end Financial Reports
- Member meeting notices as required in the VWCA Declaration of Condominium
- Document Changes to: VWCA Declaration of Condominium, VWCA By-Laws, VWCA Rules and Regulations, or Frequently Asked Questions

Note: You may withdraw your consent to receive electronic communications at any time. If you wish to do so, please notify VWCA in writing at the address above and provide your name(s), mailing address on file, unit number, and email address on file, stating your desire to withdraw from electronic communications.

Paper Delivery of Disclosures and Notices

You have the right to receive a paper copy of the disclosures, notices and documents listed above at no cost. If you wish to receive a paper copy, please send a request with your name, mailing address, and unit number indicating the documents you wish to receive to the Association's address above.

System Requirements

In order to use electronic communications, requires the following:

- A personal computer or other device that can connect to the internet
- An eMail address
- A web browser
- Software that enables you to receive and view Portable Document Format (PDF) files, such as Adobe Acrobat Reader (available for free download at <http://get.adobe.com/reader/>)
- A printer to enable printing of document changes required to stay with the unit (see your copy of VWCA Declaration of Condominium).

Updating Contact Information

You are responsible for ensuring that VWCA has your current eMail address for purposes of receiving Electronic Communications. If your eMail address changes, you must provide the association with the new eMail address, the name of the unit owner to receive the communications, the unit number and the address of the unit mailed to the address above.

Consent

The undersigned VWCA unit owner has read and understands the foregoing, and hereby provides this unrevoked written consent to receive and send information including but not limited to meeting notices, ballots, and other information regarding VWCA via electronic transmission. Consent is revoked in writing.

Signature: _____ Date: _____

Printed Name: _____

Unit Number: _____ Address: _____

eMail Address: _____

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CERTIFICATE OF APPOINTMENT OF VOTING REPRESENTATIVE

A Voting Certificate is provided below to allow you to designate who the Voting Representative will be for your Unit. If your unit is owned by more than one person, a corporation, partnership, or a trust, please note the following information:

- The following Voting Registration Form will designate one of the people who are an owner of your home as the one who votes for your home. Even though you may have several people who are involved in the ownership of your home, you only get one vote per Unit. By way of this form you are designating one of you as the Voting Representative for your Unit. There is no need to complete this form if you have already designated a Voting Representative and that Designation has not changed. The following examples illustrate the proper use of this Voting Certificate:
 - A Unit is owned by John Doe and his wife Debra Doe. The purpose of this form is to designate either John or Debra as the single person entitled to vote for your home, on all matters that come to you from the Association. In this hypothetical ownership example, by placing either John’s or Debra’s full name on the Designated Voter’s Name line, you designate that person as the voter for your Unit. Then all the people who own your Unit must sign on the signature lines on the lower half of the form. By doing so, you have now designated one person, (either John or Debra), as the Voting Representative for your home.
 - Unit is owned by Overseas, Inc., a corporation. The Voting Certificate must designate a person entitled to vote which must be signed by the President or Vice President of Corporation and attested by the Secretary or Assistant Secretary of Corporation.
 - Unit owned by John Jones only. No Voting Certificate required, unless the Unit is leased and then John Jones should complete a certificate designating himself as the voting representative.
 - Do not designate a Third Person who has no ownership in your Unit.

KNOW ALL PERSONS BY THESE PRESENTS, that the undersigned constituting all of the record owners of Address/Unit#

_____ have designated _____ as their representative to cast all votes and to express all approvals that such owners may be entitled to cast or express at all meetings of the membership of the Association and for all other purposes provided by the Declaration, the Articles and By-Laws of the Association.

The afore named voting representative is hereby authorized and empowered to act in the capacity herein set forth until such time as the undersigned otherwise modifies or revokes the authority set forth in this voting Certificate. In addition, this Certificate is made pursuant to the Declaration and the Bylaws and shall revoke all prior Certificates and be valid until revoked by a subsequent Certificate.

DATED: This _____ day of _____, 20____.

OWNER SIGNATURE: _____

OWNER SIGNATURE: _____

OWNER SIGNATURE: _____

NOTE: This form is not a Proxy and should not be used as such. Please be sure to designate one of the joint owners of the lot as the Voting Representative, not a third person.