

# VIVIENDA WEST CONDOMINIUM ASSOCIATION

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

## UNIT OCCUPANCY FORM – UNIT OWNER ABSENT

The Unit Owner must submit this form to the Board 30 days before occupants intend to occupy the unit. One of the occupants must be at least 55 years of age and no occupant can be less than 18 years of age. Occupants of a unit are limited to members of a family unit consisting of no more than 4 members. There is currently no limit as to the length of stay. There can be no reimbursement to owner that can be considered a rental fee by local law. Occupants must provide proof of age with this application as required per Florida certification regulations for an age 55 and over adult association, i.e. birth certificate, driver's license, or other legal forms of age identification. All occupants of a unit, not an owner or lessee in the absence of the Unit Owner must be approved by the VWCA Board of Directors or its designee(s).

DATE SUBMITTED: \_\_\_\_\_

UNIT OWNER:	
ADDRESS:	
CITY/STATE/ZIP:	
TELEPHONE:	

OCCUPANT #1 NAME:	
ADDRESS:	
CITY/STATE/ZIP:	
TELEPHONE:	

OCCUPANT #2 NAME:	
ADDRESS:	
CITY/STATE/ZIP:	
TELEPHONE:	

OCCUPANT #3 NAME:	
ADDRESS:	
CITY/STATE/ZIP:	
TELEPHONE:	

OCCUPANT #4 NAME:	
ADDRESS:	
CITY/STATE/ZIP:	
TELEPHONE:	

ESTIMATED DURATION OF OCCUPANCY (MM/DD/YEAR)

FROM: \_\_\_\_\_ TO: \_\_\_\_\_

VWCA BOARD OF DIRECTORS APPROVAL: \_\_\_\_\_ DATE: \_\_\_\_\_