

VIVIENDA WEST CONDOMINIUM ASSOCIATION

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

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: brian@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: <ul style="list-style-type: none"> ▪ 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: <ul style="list-style-type: none"> ▪ 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: <ul style="list-style-type: none"> ▪ 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: _____