

**Instructions for Owners wanting to sell or lease their units at Village Plaza or add a new occupant to their unit.**

**Also see Purchase/Rental/Residency Application Form and Census Form.**

**1. Review all Village Plaza Documents & Rules:**

- Before beginning the application process, Owners should be sure that applicants are aware of our Rules & Regulations and Architectural Guidelines to be sure they know about specific restrictions on pets, trucks, motorcycles, commercial vehicles and changes to architecture and landscaping before applying. Copies of all forms and rules documents as well as the Association Bylaws, Declaration of Condominium, and Articles of Incorporation can be obtained in the **Owner's section** and the **Guest/Realtor section** of the website: [www.villageplazacondo.com](http://www.villageplazacondo.com).

**2. Complete the Purchase/Rental/Residency Application form:**

- All residents, whether new owners, tenants, or occupants of the unit, must complete a **Purchase/Rental/Residency Application** and submit it to Miller Management along with a \$150 application fee and background check.
- If an owner is requesting approval for a tenant or another occupant, they should have that person complete the **Purchase/Rental/Residency Application Form** (listing all tenants and occupants). If a rental, they should also provide a copy of the lease.
- If a new owner is applying for residency at Village Plaza, the current owner, their realtor or the buyer's realtor or attorney should submit a **Residency Application and Census Form** to Miller Management. If emailing documents to Miller Management, please put the address/unit number and last name of applicant in the subject line of the email.
- A **Census Form** should also be completed by the owner with instructions on including information in the directory.

**3. Deliver the application documents to Miller Management along with \$150 fee:**

**To Email, send to:** [millermgt@mindspring.com](mailto:millermgt@mindspring.com)

- When emailing documents to Miller Management, please put Village Plaza and the address/unit number and a last name of applicant in the subject line.
- Applications should be accompanied by a **check for \$150** for each applicant made **payable to Miller Management** to complete a background check. **(In the case of husband and wife with the same last name, just one background is run.)** The fee would need to be mailed or dropped off.

**Miller Management Services, Inc.**

2848 PROCTOR Rd., Sarasota, FL 34231

Office: 941-923-5811 Fax: 941-923-5036

Email: [millermgt@mindspring.com](mailto:millermgt@mindspring.com)

Website: [www.millermanagementservices.com](http://www.millermanagementservices.com)

Michael W. Miller, Community Association Mgr.

- 4. APPROVAL PROCESS BY VILLAGE PLAZA BOARD:** Once Miller Management has completed the background check, they will forward the whole package (residency application, lease (if applicable), results of the background check) to the Board Secretary and Member at Large to **schedule an**

**interview with the applicant.** These two board members represent the Board for reviewing and approving applicants. (If unavailable, other board members may be assigned to complete the interview.)

- Once we have the background report from Miller Management and the other application materials, we will reach out to the applicant by email or phone to schedule the interview. When the applicant is local, we will do this in person. If they are not local, we will do it by phone.
- Once the interview is completed, we will notify Miller Management, the applicant, and current owners by email that the applicant is approved. The new owner, tenant, or occupant will then be added to the Village Plaza database of residents.
- The new resident will be announced at the next board meeting and the Board Secretary will add them to our internal database and online directory with whatever info the resident approved being made public.

5. **ESTOPPEL LETTERS:** If a buyer requires an Estoppel Letter, Lender Questionnaire, or other documentation, they (or their realtor or closing agent) should reach out to Miller Management and supply a separate check for \$200, payable to Miller Management, to obtain these documents. They can obtain copies of the Village Plaza governing documents at [www.villageplazacondo.com](http://www.villageplazacondo.com) – sign in as a GUEST/REALTOR. Additional questions can be directed to Miller Management.
6. **FOR FINANCIAL INFORMATION AND BILLING** related to quarterly fees, special assessments, or other financial questions, contact a member of the Board of Directors or Community Financials. Once approved and the property sale has closed, new owners will be given an account and log-in information for the “SMARTWEBS” site at <https://office.smartwebs.com/> For help registering for the SmartWebs portal, accounting questions or how to pay your quarterly fees or special assessments, please email [support@communityfinancials.com](mailto:support@communityfinancials.com) or call 833-266-3646 option 1. Please note that customer service hours are 9am – 9pm EST Monday – Friday. There is also Spanish assistance at Ext. 728.