Property Manager Notification

Home Owner Information

Name

Solivita Address

Phone

email address

Property Manager Information

Name

Address

Phone

email address

Notification to Solivita of Property Manager

As the Solivita Homeowner named above, I am notifying Solivita Membership that I have an agreement with the Property Manager named above. This Agreement gives the Property Manager full authority to maintain my Solivita property and schedule deliveries or maintenance as needed. The Property Manager may notify Solivita Membership to schedule entry at the gates for this maintenance by email at SolivitaMembership@Evergreen-LM.com The Property Manager must provide this information at least one day prior and guest entry on the gate system be confirmed when complete.

As the Solivita Homeowner, I understand that in order to remove the Property Manager named above and withdraw the authority to allow access to my property, I must provide written notice with signature below to Solivita Membership at Solivita@ciramail.com or by mail to 395 Village Drive, Kissimmee, FL 34759

Solivita Homeowner Signature Above *Date*

Notification to Solivita to REMOVE Property Manager

As the Solivita Homeowner, I want to **REMOVE** the Property Manager named above and withdraw the authority to allow access to my property. I am providing written notice to Solivita Membership at Solivita Membership@Evergreen-LM.com or by mail to 395 Village Drive, Kissimmee, FL 34759 by my signature below

Solivita Homeowner Signature Above *Date*

MEMBERSHIP DATA ENTRY CHECKLIST

	Gate House		GateHouse Note w/Date		Received Date		Send Transfers