

SEA GATE ASSOCIATION

Company Vehicle Letter Requirements

For a company-owned or company-leased vehicle to be registered to a Sea Gate resident, the resident must submit a letter on official company letterhead containing all of the following information:

1. Date of the letter.
2. Full legal name of the company.
3. Company business address.
4. Company telephone number.
5. Company email address and/or website.
6. Resident/driver's full legal name.
7. Resident's Sea Gate address.
8. Resident's relationship to the company (employee, owner, officer, contractor, etc.).
9. Confirmation that the company owns, leases, or otherwise legally maintains the vehicle.
10. Vehicle year, make, model, and color.
11. License plate number and state of registration.
12. Last six (6) digits of the VIN.
13. Explicit confirmation that the resident is authorized to operate the vehicle.
14. Confirmation that the resident is authorized to keep/use the vehicle at the Sea Gate residence, including personal use if applicable.
15. Statement authorizing Sea Gate Association to independently verify the information contained in the letter.
16. Full name and title of the authorized company representative signing the letter.
17. Original or verifiable electronic signature of the authorized company representative.
18. Direct business telephone number and/or email address for the signer so Sea Gate Association can independently confirm the authorization.

Supporting Documents

A current copy of the vehicle registration must accompany the company letter.

Important

Submission of a company letter does not automatically establish eligibility for vehicle registration. Sea Gate Association reserves the right to independently verify the company, vehicle, and authorization before issuing a vehicle registration or access credential.