

Checklist for Tenants

IMPORTANT: Office requires **Tenant Information Form** be completed and submitted to the office **within 72 hours** of the start of residency.

Please Read and Initial

Lease/Rental Agreement Term

It is required that all rental agreements are in writing and submitted to the office. All rental agreements must be for a term of **not less than 30 days**.

Tenant Information Form

The form is available at the Villas office or from the website: <https://villaswest.org/forms>

Parking Sticker

All tenants must register their vehicle at the office and obtain a **parking sticker** whether they are short or long term. Details are captured on the Tenant Information Form and submitted to the office.

Proof of Age

One occupant **must be at least 55 years of age**. A government issued identification that bears a photograph and confirms the tenant meets the age restriction is required and must be presented to the office. Children **under eighteen (18) years of age may visit for a maximum of thirty (30) days** in any calendar year.

Important Documents

Documents for tenants are available at the office or can be emailed directly to individual(s):
Most information is included in “Living in Villas West”; Rules and Regulations, Policies and Procedures, and More

Communication

Tenants are encouraged to check the **bulletin boards** in the pool and laundry areas as well as the office for information regarding Villas West.

Water Service

If unit is vacant for more than 7 days, contact Villa owner to have water shut off. A water turn on date can also be scheduled.

Tenant Signature: _____ **Date:** _____

One Copy: Tenant

Original Copy: Villa File