



**Green Valley Villas West
Condominium Association**
PO Box 120, Green Valley, AZ 85622
(520) 393-7891 – Fax (520) 393-7893
admin@villaswest.org
website: villaswest.org

Return Checklist

- We need a 3-business day written notice (email or letter) to turn the water on, to check your heating and cooling unit and to turn on the hot water heater. We must have a key on file in order to enter your unit to check for water leaks and to see that your HVAAC is working properly. (Form is available on the website or in the villas office.)
- Change your mail address and contact information with the office.
- Change your air filter. Call the office if you would like someone to come out to install.
- Look for any water stains that possibly occurred during our monsoon season. If you see any damage, please notify the office.
- Remove the rock from your trash can lid.
- Make sure that your patio landscaping is trimmed back from all structures including roofs and patio walls.
- Upon returning, check your heating and cooling systems to see if they are working properly. If you encounter problems, call our office as soon as possible so we can get a Tech to check out your system.
- If your thermostat is not working, check your batteries to see if they need to be replaced. Our staff will be happy to help in changing them out.
- If your pool/laundry key is not working you can get a replacement key at the office.
- All vehicles must have a parking permit **long and short term tenants included**. Make sure your permit is visible on your vehicle (back rear bumper or rear window). Come to the office to register a new vehicle or to get a replacement sticker. (Form is also available online.)