



**Green Valley Villas West
Condominium Association**

460 S. Paseo Quinta, Green Valley, AZ 85622

(520) 393-7891 – Fax (520) 393-7893

admin@villaswest.org

website: villaswest.org

Leasing Your Villa

If you lease your villa(s) the CC&R's (4.17) require that all leases are in writing, for a term of not less than thirty (30) days, and one occupant must be fifty-five (55) years of age or older.

Upon leasing of your units(s), you must promptly notify the Association (office) of the commencement date and termination date of the lease and the names of each lessee or other person who will be occupying the unit during the term of the lease.

You must include government issued photo identification that confirms the tenant meets the age restriction requirement of Villas West. Photocopy the identification and provide a copy to the office.

The Association has created a **Tenant Information Form** that is available in the Office and on the website. This must be filled out and returned to the office when leasing your Villa.

Your tenant must have a parking sticker that is available at no charge in the Villas West Office. If they are only here for 30 days **(a month) a paper temporary parking permit to be placed where visible on the dashboard.** If they are here for over 30 days, they will need to have a properly attached red sticker (left rear window or bumper).

- **Blue owner's stickers are unique to their vehicles and shall not be given to renters.**
- **Every new tenant must obtain their own unique parking sticker/permit upon arrival. Parking permits and stickers are the property of Villas West and are not to be passed on or shared from tenant to tenant.**

Provide your tenant with Villas' policies and information: **Rules and Regulations, Living in Villas West, Maintenance Covered by the HOA, After Hours Emergencies, and Orientation Meetings.** All are provided in the office and on the website.



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It is **your responsibility** to ensure that your tenants call you with any Maintenance issues, other than Emergency issues involving the HVAC, roof, or sewer. Any non-emergent requests must be communicated to you, the owner, who in turn will notify the office. We are a Homeowners Association and cannot be asked to provide routine services to tenants, as that is not our obligation or duty.

In addition, The Arizona Condominium Act (33-1260-01 C and 33-1260-01 D – related to leasing) allows the association to charge a fee of not more than twenty-five (\$25.00) **for each new tenancy for the unit**. This fee may not be charged for a renewal of a lease. The Board will be looking into adding a fee in the future to reimburse the Association for administration time related to rentals.