

Heading Home Checklist

- Change mailing address with office. The Owner Contact Update Form can be downloaded from the website (<https://villaswest.org/forms>) or picked up at the office.
- Make sure the Office has a key to your villa for emergency use.
- Request the water be turned off when you leave. We need a 3-business day notice (email, letter or using the website Portal). The work order can be downloaded from the website (<https://villaswest.org/forms>) and submitted using the portal on the website: <https://villaswest.org/portal-instructions> or dropped off at the office.
- Ask someone to be a caretaker to check your unit during your absence. Set your thermostat to a reasonable temperature or turned off to avoid high utility costs over the summer.
- Make sure to close &/or cover all drains to avoid pest issues.
- Make sure your patio landscaping is trimmed away from all structures.
- If you are leaving a vehicle, make sure it is parked in your assigned space. Another option is obtain Office approval to park in one of the overflow spaces on Tierra.
- All vehicles must have a parking permit visible. The permit must be visible on the back rear bumper or rear window of the vehicle. The Parking Permit form is available on the website (<https://villaswest.org/forms>) or picked up at the office.
- If you are covering your car, keep in mind our summers are harsh on plastic and covers can be destroyed in the hot sun. Please have someone available to remove the cover should it become ragged.
- Check your toilet supply line for wear and tear. Faulty lines and couplers can cause flooding in your unit. We strongly recommend these lines get checked twice a year (spring & fall) and replace them if there are signs of wear. Supply lines can be purchased at any hardware store and are inexpensive.
- If you have unopened boxes and cans of food, they can be brought to the Office. They will be donated to the local food bank.