

## Return Checklist

Submit a work order to **turn water on**, check your heating and cooling unit and to turn on the hot water heater. 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.

We must have a **key on file** in order to enter your unit to check for water leaks and to see if your HVAC is working properly.

**Change your email address and contact information** with the office. The Home Owner Contact Update Form can be downloaded from the website (<https://villaswest.org/forms>) or picked up at the office.

Change your **air filter every three months**. Call the office or submit a work order to have someone install the filter for you.

Look for any **water stains** that possibly occurred during monsoon season. If there is any damage, please notify the office.

Make sure your patio landscaping is **trimmed back from all structures** including roofs and patio walls.

Check your **heating and cooling systems** to see if they are working properly. If you encounter problems, call the 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. Submit a work order if you want someone to change the batteries for you.

If your **multi-access key** (pool/laundry/recycle) is not working, you can pick up a replacement key at the office, except tenants first need to contact Villa owner.

All vehicles must have a **parking permit**, including long and short-term tenants. The permit must be visible on the 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. The office will register a new vehicle or provide a replacement parking sticker.