

Villa Towers Buyer/Renter Interview Checklist

Unit # _____ Buyer/Renter Name(s) _____

Interviewed by _____ Date _____

The Villa Towers community is comprised of 52 units. We are fortunate to have a close-knit group of year-round residents, regular renters, and a volunteer condo board that looks out for our members' interests by ensuring that the building's infrastructure and amenities are well maintained, the grounds and common areas are clean and attractive, and that the entire facility is secured, nuisance and hazard-free to provide a safe and enjoyable, communal-living environment.

For Buyers: Closing date: _____

Will this be your primary residence? Yes No

Do you intend to rent/lease your unit? Yes No

For Renters: Do you intend to have guests staying overnight? Yes No

Security Check Completed – one time per renter/buyer. Applicant's Background/Personal Information Check and Notes Pertaining to the Report: _____

2 months minimum rental period. Renters are subject to background checks. No AirBnB!

Renters & unattended guests: Maximum 2 people per one-bedroom unit; 4 people per two-bedroom unit. Unattended overnight guests of owners are determined by the number of bedrooms and limited to 30 cumulative days per year. Unattended overnight guests of renters are not allowed.

Pets: No pets allowed for renters/guests.
All owners must submit Pet Approval form to the Board before bringing pets to the premises.
Pets are not permitted in the pool area.
Pets must be on a leash at all times on the property, outside of its owner's unit.

Parking space: _____ One space per unit. Visitors/guests must use the spaces near the street.
Renters only: Car make/model _____ Color: _____

Storage locker: _____ Renters need to get owner approval & keys to use the storage unit.

Laundry facilities: Shared on floor. Follow the rules as posted. Be considerate.

Keys/Fobs: Main key opens building entrances, exercise room, pool bathrooms. Separate unit key, storage, and mail keys. Fob opens mailbox entrance and pool entrance doors only.

Fee for lost building key or fob: \$_____

Entrance System: Owners only: At north entrance, visitors can call you via the phone system and you can provide access from your telephone by pressing 9. Tel Number _____ Non-key access: 3-digit code (provided in system) + chosen 3 digits _____. Annual renters with owner's permission can also provide tel#.

Security: Do not let anyone in that you are not certain owns or rents in the building. Make sure exterior door close and lock behind you.

Common Rooms: Keep doors closed, lights and TVs off when finished using storage areas, card room, and exercise room.

Renters must sign in upon arrival and indicate their length of stay. Owners who are not permanent residents should sign in when arriving. Guests/family members must also sign in.

Turtle Season (from March 1 through October 31): Keep drapes and blinds closed or lights off/dim from sunset to sunrise. Any fine levied on Villa Towers will be passed on the unit owner.

- Vacant Units: If leaving the unit for more than 1 day, turn off the water (main valves in the closet).
- Hurricane Season (from June 1 through November 30): When leaving the unit, close or install shutters on windows, doors and balconies, if available. Furniture and loose objects must be taken indoors unless they are inside a fully shuttered balcony. South walkways and alcove must be cleared of all items.
- Amenities: The building provides a barbeque, pool, exercise room, card room (with library), billiard room, ping-pong area, and sauna.
- Internet: Free WiFi access in the card room: Password VILLATOWERS3640
- Personal items: No personal items can be left overnight in common areas, including pool and beach property.
- Children: Adults are responsible for children at all times on the condo property.
- Valet & Shopping Carts: Available for owners and renters in the west storage hall and must be returned promptly after use. Contractors may not use the carts.
- Elevator: Only the north elevator can be used for moving large items and the elevator pads must be requested at least 2 days in advance so they can be hung. Owner is responsible for any damage.
- Smoking: No smoking of any kind is permitted in indoor common areas and all areas that may cause nuisance to others, including around the swimming pool.
- Swim at Your Own Risk: There is no lifeguard at the swimming pool. Rules are posted in the pool area. No diving.
- Trash: Double bag your trash before using the chute located in the laundry. Small bags only. NO heavy or large objects or recyclables in the chute, including pizza boxes. Contractors cannot use the chute or dumpsters.
- Recyclables: Recyclables must be carried down to the yellow (paper/cardboard) and blue (metal/plastic) containers located outside the mailbox entrance.
- Balconies: If hosing off doors, windows or balconies, notify your neighbors in the unit below or do it right after a rain shower.
- Board Meetings: Meetings are posted in the lobby, elevators, and at the bottom of the stairwells. Owners are welcome to attend all meetings. Other owner info is posted on the website. Owners posting notes are limited to the bulletin board in the billiard room.
- Website: Owners only, villatowers.net. Register/Login for updates, meeting minutes, forms, etc.
- Board of Directors: Owners are welcome to join the Board by submitting the appropriate form as distributed each year prior to the Annual Meeting on the 4th Thursday in January. Occasionally, Directors are appointed if openings occur throughout the year.
- Committees & Volunteers: Owners are encouraged to participate in building projects and processes with their ideas, time, and expertise.
- Comments, Complaints or Suggestions (except Emergencies): Email to the Board, Board@villatowers.net, or write in put in lobby IN mailbox for Villa Towers. Renters should contact their owner for any issues.

Time of Interview: _____ Type of interview: In person By phone

Application: Approved Not approved: Reason _____

Board member signature(s):
