

SIV HOA INSTRUCTIONS AND REQUIREMENTS FOR LEASING YOUR VILLA

- I.** The renter/lessee form must be completed for all renters. The renter/lessee information form is available on the website under forms. <https://sanignaciovillas.org/> Print out a form, complete it, scan it, save it as a pdf then email it to hoasanignaciovillas@gmail.com,
OR
use the fillable version of the form, save it and email it back as an attachment.
- II.** The primary renter must be 55 or older. If anyone under the age of 18 will be staying in the unit, this must be noted as well. The renter/lessee information form should be completed and turned into the HOA (hoasanignaciovillas@gmail.com) prior to the tenants' stay. The form needs to be completed only for tenants, or guests that will be staying in your Villa **without you. You do not need to complete the form for your non-paying guests.**
- III.** If you rent your Villa, you are **required** to provide your tenants with the following information:
 1. Copy of the pool rules
 2. Copy of SIV HOA Rules and regulations
 3. Copy of SIV HOA Declarations
 4. Information on proper disposal of garbage and recycling.
South dumpster is recycling, and west dumpster is garbage.
Both dumpsters are LOCKED. The Pool key will unlock both locks
 5. Parking placard and instruction for use. (all owners were provided 2 parking placards, if they are not in the unit, then you will need to make placards for your guests) Vehicles parked in a marked spot DO NOT need to have a placard on the dashboard. If a vehicle is parked in an unmarked spot, a number placard is needed.