

## Winter Rental Procedure

- 1. View the Property** - Most of our units now have an online video walkthrough. That will suffice as your initial walkthrough viewing of the unit but tenants are encouraged to personally inspect the properties as well. For those units without an online video walkthrough, all tenants must view the unit first in order for Villa Rentals to accept applications. **NO EXCEPTIONS!** We will assist you by offering contact information for the current tenants or by arranging a time to meet.
- 2. Tenant Applications**- After you have inspected a unit or viewed the online video the next step is to fill out the tenant application. Tenant Application forms may be completed online at [www.villarentalsinc.com/forms](http://www.villarentalsinc.com/forms). Online applications must be confirmed in person by providing a valid ID at our office during normal business hours. Emailed copies of ID's will not be accepted. If more than one applicant, all tenant applications must be submitted and confirmed before they will be considered for a property. If more than one unit is desired, only one tenant application is needed as it allows you to supply multiple addresses at the top. Please rank them in the desired order. The \$25 application fee is due when the application is approved so no need to submit payment for this at the time of submittal.
- 3. Co-Signors**- Most applications for our winter rentals will require a Co-signor. Co-Signor Applications may be completed online at [www.villarentalsinc.com/forms](http://www.villarentalsinc.com/forms). Co-signors do not have to confirm the application in person but in order for a tenant application to be considered the co-signor form must be submitted.
- 4. Initial Monies**- If you are approved, we require the first month's rent plus the application fees in order to take the unit off the market. We typically give you 24-48 hours to bring in this amount. Move in monies may be paid in the following formats: Cashier's Checks, Money Orders (made payable to Villa Rentals) or cash and/or eChecks, Credit Cards (additional fees apply) via our website under the rent payment link. Rent may be paid each month using this same rent payment link.
- 5. 72 Hour Notice**- After we receive the first month's rent we will send you a 72 Hour Cancellation Letter. This allows you to cancel within 3 days and receive all your money back. Should you decide to cancel after the 72 hours, we will refund your money when the unit is re-rented and paid. Application fees are non-refundable.
- 6. Security Deposit**- The security deposit is required on or before your move in date. Please refer to the "Initial Monies" section above for acceptable payment methods.
- 7. Leases**- If you are approved, the lease will be emailed for review with the approval email requesting the initial monies and application fees. Leases will be circulated electronically via Rightsignature.com once we have received the first month's rent and the 72 hour cancellation period has expired.
- 8. Keys**-Keys will be released on the move in day assuming all move in monies have been paid and the Lease has been fully executed.