



Arkansas Diamond Realty & Property Management

serving Harrison, Boone & Newton Counties
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Tenant Policies & Standards

- **Rent is demanded on time each month**, we have a “3 strikes and you’re out policy”. If you are late 3 times within one-year or for a period of fourteen (14) days after the one-week grace period, without prior approval, a 10-day Eviction Notice may be given. If there is a failure to vacate at the end of this 10-day time period, see the attached Arkansas State Legislature’s ruling regarding delinquent tenants.
- The following late fee schedule will be strictly enforced:
 - Rent is due on the 1st,
 - A one-week grace period to allow for weekends, holidays and hardships will be given. Please note that you may drop off your rent or mail it to us at the above address. If you exhibit a pattern of taking advantage of this grace period, your lease will not be renewed.
 - Rent is considered Past Due after the 7th,
 - A \$25 late fee is charged on the 8th AND a \$5 per day fee for each day after the 8th for any portion of the balance remaining unpaid until all rent is paid in full.
- **Property is to be maintained in the same condition in which you receive it.** If repairs or services are necessary because of your actions, negligence, unsanitary living conditions, etc., you will pay for those repairs replacing with the same original quality or reimburse the Owner of the property. A few examples of this are: broken windows, screens, busted-in doors, broken locks, holes in walls, stopped up toilets, bathtubs clogged by hair, etc., extermination for fleas or roaches, frozen/busted water pipes due to non-disconnection of water hoses, replacement of siding due to grilling too close to the premises, etc.
- **Early Move-out is considered Breaking of Lease** and will result in forfeit of Security Deposit.
- **Security Deposit is also the Cleaning Deposit**, which means the property must be thoroughly emptied & cleaned to the satisfaction of the Management before it is returned.
- **Repeated Disturbance to neighbors or noise** during the hours of 10:00 p.m. to 6:00 a.m. and/or any violations where police are called whether guilty or proven innocent may constitute immediate eviction with forfeiture of deposit.
- **Management is given Permission to show the property upon Cancellation of this Agreement**, or if the property should be Listed for Sale.
- **No dumping of garbage, grilling ashes, food**, etc. into the yard.
- **No inside furniture to be used or abandoned outside.** If the management must remove it, you will be charged double the cost of the hauling fee.

- Yards must be kept free from clutter, trash and children's toys, which must be put away after each use, including anything such as wading pools that might kill the grass or become an obstacle for our Lawncare Company. If our Lawncare Company has to remove your obstacles or trash prior to their mowing, they are instructed to post a notice on your door specifying the amount they are charging you, this amount must be paid at the time of your next rent payment, the same rules and conditions apply as in Paragraph 1. If an unsightly yard is habitual, your lease will not be renewed, or might be immediately terminated.
- If you are responsible for your own lawncare and it becomes neglected, we will have it mowed for you and you will be charged the mowing fee, due along with the next months' rent or the same late fees and conditions as Paragraph 1 will apply.
- Parking on the lawn is strictly prohibited, you will be fined \$100 per incidence discovered plus charged the cost of re-leveling and re-sodding the lawn, due along with the next months' rent or the same late fees and conditions as Paragraph 1 will apply.
- If locks are changed, you must immediately provide the management with three sets of keys. Failure to do so may result in charge for secondary replacement of locks by the management.
- It is the tenants' responsibility to replace the filter on the HVAC unit each month. Failure to do so may result in expenses being charged for repair/replacement of such unit. A \$25.00 charge will apply for each filter we, the management or our maintenance personnel must replace due to your neglect.
- The NO PET policy is strictly enforced - If ANY pets are brought into the property without prior permission, upon discovery by the management, you will be asked to remove the pet within fourteen (14) days and possibly fined \$500, failure to either remove the pet or pay the fine will constitute a 10-day eviction notice. Upon payment of the fine and removal of the pet, Management must approve the condition of the property before continuation of the lease is allowed.
- Occupancy is for the persons disclosed in the Application. With approval, additional occupants might be allowed with possible increase of monthly rent. If it is discovered that additional occupants have been brought in without prior approval, the rent will immediately be doubled and/or initiation of immediate eviction will result.
- You must keep the Management informed of current Employment and Phone numbers with which you can be reached.
- The management reserves the right to perform random property checks.

Tenant Printed Name and Address of Property

Lessee

Date

Lessee

Date

Property Manager

Date