



ARK Homes For Rent: **Community Policy, Procedures, and Guidelines for Residents**

Welcome to ARK Homes For Rent! We are delighted to have you as a part of our vibrant community. To ensure a peaceful and enjoyable living experience for everyone, we have established the following policies, procedures, and guidelines. Please take the time to familiarize yourself with this document, as compliance is essential for maintaining a harmonious community. Community Policy Procedures and Guidelines for residents shall be followed by lease holders, occupants, and guests. Refer to your lease for additional information. New guidelines or revisions to this document may be adopted upon giving resident written notice.

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1. Policies

1.1. Noise and Disturbances

Be considerate of your neighbors and keep noise levels to a minimum, especially during quiet hours (typically from 10:00 PM to 8:00 AM). Loud parties and disruptive behavior are strictly prohibited.

1.2. Pet Policy

If pets are allowed in the community, ensure they are always leashed while in common areas. Clean up after your pets promptly to maintain cleanliness and hygiene. New or visiting pets must be reported to management within 24 hours.

1.3. Property Alterations

Any modifications or alterations to the property require prior written approval from the management. This includes changing locks, painting, installations, or major changes to the landscape.

1.4. Parking Regulations

Follow the designated parking areas and guidelines provided by management. This includes parking in driveways of neighbors or vacant homes. Illegally parked vehicles may be subject to towing at the owner's expense.

1.5. Prior approval is required to distribute, post, or hang any signs or notices in any area of the community.

1.6. Common Areas

For your safety, team sports such as football, baseball, kickball, soccer, dodgeball, etc. are not permitted to be played in the parking areas and pool areas. Use of the common areas of the community, including but not limited to, the clubhouse, pool & spa area, fitness center, basketball and volleyball facilities, game room, study lounge, and computer room is for you and other residents and their guests (no more than two per resident(s)) except in the situation of a resident hosted function which has been previously approved. If you have any guests using these facilities, you must accompany your guest(s) at all times. If you or your guests use any of the facilities, all of you must comply with the guidelines which are posted at each area. If any person using the facilities is 14 years of age or under, that person should be accompanied by an adult.

1.7. Smoking

Smoking is not allowed on premises.

2. Procedures

2.1. Move-In Procedure

Before moving in, complete the necessary documentation and payments. A move-in will be conducted to document the property's condition.

2.2. Move-Out Procedure

Notify the management in writing about your intention to move out within the required notice period. The move-out inspection will be scheduled, and security deposit deductions will be discussed if applicable.

2.3. Guest Policy

Residents are responsible for their guests' behavior. Guests must comply with community policies during their stay. Extended guest stays should be communicated to management.

2.4. Reporting Incidents

In the event of any accidents, damages, or incidents, please report them to management immediately for proper documentation and resolution.

2.5. Emergency Protocol

Familiarize yourself with emergency procedures, including fire safety, evacuation plans, and emergency contact information.

2.6. HOA Amenities

Some communities are managed by an HOA. Residents are responsible for contacting their HOA for access to amenities (e.g. pool key, etc.).

2.7. HVAC and Ventilation

Do not block, impede, or cover any heating, ventilation, or air conditioning ducts or outside units.

3. Guidelines

3.1. Household Waste Disposal

Dispose of household waste in designated bins or areas and follow recycling guidelines, if applicable.

3.2. Outdoor Areas

Respect common outdoor areas and keep them clean. Do not leave personal belongings or trash in these spaces.

3.3. Common Areas

Use common areas responsibly and keep them tidy for everyone's enjoyment. Be mindful of posted rules and regulations.

3.4. Security Measures

Help maintain a safe environment by reporting suspicious activities and not providing access to unauthorized individuals.

3.5. Community Events

We encourage you to participate in community events to foster a sense of belonging and friendship among residents.

3.6 Interior and Exterior Light Fixtures

Light bulbs or fluorescent tubes replacement are the responsibility of the residents. Colored and/or flashing bulbs are not allowed in any exterior light fixture

4. Reminders

4.1. Lease Terms

Refer to your lease agreement for a full list of requirements and information on reminders provided below.

4.2. Rental Payments

Residents are required to pay rent on or before the first (1st) of the month. Late payments may be subject to penalties as outlined in the lease agreement. Payment methods and details will be provided by the management.

4.3. Maintenance and Repairs

Promptly report any maintenance or repair issues to management by submitting a maintenance work order. It is essential to keep your home in good condition, and your cooperation allows us to address issues effectively.

4.4. Changes from Original Rental Application

Per your lease, remember to notify management in writing within five (5) days of changes that occur from the original rental application, including changes to phone numbers, emails addresses, pets, and occupants.

4.5. Occupancy

All occupants of the home should be documented with management.

4.6. HOA or Municipality

Follow local municipality and HOA rules, laws, and policies to avoid fines.

4.7. Private Residential Use Only

The Premises may be used as a private residence only. The Premises may not be used for operation of a business or commercial activity of any type, including, but not limited to, in-home childcare.

By abiding by these policies, procedures, and guidelines, we can create a pleasant living experience for all residents. Should you have any questions or require assistance, feel free to contact the management team.

Thank you for being a part of ARK Homes For Rent!