



ANR Properties

Property Management LLC

Welcome to your new home!!

We just wanted to take a moment here to simplify the lease agreement that you have signed. This letter for the most part will come across as common sense. Regardless we need to be on the same page. As a property management company we have been hired to “play by the rules” so to speak. So here they are...

1. **RENTAL PAYMENTS.** Rent is due on the 1st of each month in the form of money order. Personal checks are not accepted. There are no excuses that will be heard. Late fees are strictly enforced. You have a five (5) day grace period. Payment is determined by the post marked date on the envelope. Please mail rent to **ANR Properties at P.O Box 2953 Pocatello, Idaho 83201.** If rent is paid on the 6th of the month late fees will be calculated from the first of the month totaling \$10.00 per day. Partial payments are not considered payment. The eviction process for non payment begins on the 10th of the month. A three (3) day “pay or vacate” notice will be served on the 10th if rent has not been paid. If you are not home upon delivery, it will be posted on your front door, and mailed to you for assurance. If rent and late fees have not been satisfied by the 15th, court papers for eviction will be filed.
2. **TAKE CARE OF THE PLACE.** Be respectful of the property. Treat it better than you would your own. You would not want someone ruining your stuff, so please be considerate of the property of others. By the kitchen sink you will find a unit acceptance form. We strongly advise you to fill this out. You will be responsible for anything broken that is not documented from the beginning. Please let us know if there is a repair that is need of attention. We are available by phone, fax, and email. Leave the place how you found it, the acceptance form will act in your defense. Return the keys and your forwarding address by the kitchen sink upon vacancy.
3. **ENJOY THE PLACE.** We want you to feel at home. Pending your compliance with rules 1&2, we will do anything we can to provide you with the comfort you deserve. We are a property management company. We act as a mediator between owners and tenants. If there are things that need to be brought to our attention, please do not hesitate to contact us. We pride ourselves on long term tenants; so in essence, we want you to be happy.

ANR Properties, LLC

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