

## Rental Property Management Plan

RENTAL PROPERTY ADDRESS (INCLUDE ADDRESS #, STREET NAME, & DIRECTIONAL), Apt/Unit#

### OWNER INFORMATION

OWNER OR SHAREHOLDER NATURAL NAME

CORPORATION, LLC, OR ORGANIZATION (if applicable)

DATE OF BIRTH

ADDRESS (cannot be PO Box or commercial mailing service)

CITY

STATE

ZIP

COUNTY

MOBILE PHONE

EMAIL

### PROPERTY MANAGER INFORMATION

required if different from owner

NAME/COMPANY

ADDRESS

CITY

STATE

ZIP

EMAIL

PHONE

### QUESTION 1

What practices do you have in place to comply with the renter protection ordinances regarding screening criteria?

### QUESTION 2

What's your communication plan with renters?

### QUESTION 3

What's your approach to dealing with conduct issues on a property, e.g. trash in yard, noise complaints, parking issues, etc?

### QUESTION 4

What's your maintenance schedule and plan for the following—

- Interior (floors, walls, ceilings, heating, mechanical, etc)
- Exterior (roof, siding, paint, etc)
- Nuisance abatement/landscaping (if the renters are responsible for yard maintenance and/or snow removal, detail equipment)

### QUESTION 5

What's your procedure for renter repair issues and needs, and what's your timeframe for resolving them?

### QUESTION 6

Outline what your plan would be if a major utility (i.e. heat, water) went offline, including a timeline.

### QUESTION 7

Are you familiar with and have you reviewed Department of Housing and Urban Development (HUD) guidelines?

HUD requirement for Lead Abatement Disclosure ☐ Yes ☐ No

Federal Fair Housing standards ☐ Yes ☐ No

**QUESTION 8**

How can City staff contact you 24 hours a day, seven days a week? How can your renters contact you 24 hours a day, seven days a week?

**QUESTION 9**

Please list other properties you own in the city of Minneapolis. (attach separately if necessary)

**QUESTION 10**

If you have a property manager, what training did they receive?

I, (print name) \_\_\_\_\_, an authorized property manager or owner, hereby acknowledge and agree to the following:

- The attached management plan addresses all items listed above, includes complete documentation, and is a true and correct reflection of the undersigned's intentions;
- Any material change in the business plan must be submitted to the Department of Regulatory Services;
- Violation of this management plan may result in enforcement actions, including adverse actions against the rental license, administrative citations, and other fines;
- All written and electronic records necessary to document the attached management plan's provisions will be maintained within twenty (20) days of the acceptance of the plan;
- The undersigned will respond to an electronic request to confirm the implementation of the management plan within thirty (30) days.

**SIGNATURE** \_\_\_\_\_ **TITLE** \_\_\_\_\_ **DATE** \_\_\_\_\_