

MANAGEMENT PLAN FOR: 001820 Stevens AV S

Please refer to the following for Minneapolis' license requirements for rental property:

http://www.minneapolismn.gov/inspections/rental/inspections_rentlicenseapp

Samples of forms that we will require you to use are noted with * and will be emailed you as part of this document, which you may submit as your proposed plan.

Rental Property Address: **001820 Stevens AV S**

Owner Name (person-required): STEVE FRENZ

Company Name: *Equity Residential Holdings, LLC*

Owner Full Street Address (not the rental property address): *12 E 25th St*

Owner Phone: **612-872-4444**

Owner Email: **sfrenz@aptshop.biz**

Mpls, MN 55404

Licensee Name/Company (required if different from manager and owner):

Full Street Address (not the rental property address):

Phone:

Email:

Property Manager Name (required if different from Licensee and Owner):

Full Street Address (not the rental property address):

Phone:

Email:

The Apartment Shop, LLC

12 E 25th St

Mpls, MN 55404

612.872.4444

YES / NO This plan applies to ALL of my rental properties in Minneapolis.

All parties with an ownership, management or license interest in the properties are required to enroll in the MPD's email Action Alert system. Therefore, we require that this form be filled out and returned by email. You may also mail it to the MPD representative indicated in the mailed notice you received, or fax it to his/her attention (612-673-2750).

Already Enrolled

PURPOSE

This Management Plan is the foundation of the working relationship between the Rental License Holder and the Minneapolis Police Department. It is intended to assure that community standards will be upheld, and that all applicable laws and ordinances related to rental property will be followed. Do not leave any question blank. An incomplete plan form will not be accepted.

TENANT APPLICATION AND SCREENING

1. Applicants will be required to give their consent for a criminal history check, rental history profile and Unlawful Detainer history check. Rental license holder will employ a tenant screening service to perform tenant screenings. We use the following tenant screening company:

Company: *RHR - Rental History Reports*

Mailing Address: *701 5th St S*

Phone #: *Hookins, MN 55343*

Web address:

Email: *952.545.3953*

2. The following background information on applicants is provided by this company:

Credit/Prior Addresses/Eviction/Criminal

3. I use the following criteria when accepting tenants with a criminal history (specify types of crimes, time-frame where convictions or patterns of arrests are unacceptable):

Felony level activity / Domestic Activity / Any Drug Activity...

4. I am aware of Minneapolis Ordinance 244.1910 Tenant Screening Application Fees, and charge all applicants this fee. **AGREED**

5. See **Rental Application Denial Form*** following this questionnaire. I will use this or a form with selected criteria when receiving applications, and provide it to applicants. **AGREED**

LEASE PROVISIONS

6. I use the lease available from
 The Minnesota Multihousing Association
 The Minnesota Bar Association
 Minnesota Association of Realtors

If neither of the above, I have attached/provided a copy of my lease.

7. What is the term of your rental agreement/lease (e.g. monthly, six months, yearly)?

Depending on Property +/or Applicant

8. I/we issue written warnings for the following conduct/lease violations by residents and/or their guests: *Any police calls, complaint or observed violations.*

9. I/we give notice to vacate to residents for the following conduct/lease violations by residents and/or their guests (see **244.2020 (a) 1-7** for incidents which qualify for conduct violation notices): *Any illegal activity, or repeat of #8 items after prior notice.*

10. I will file for and pursue an eviction if residents in violation of the lease who are given notice do not move. **AGREED**

11. I will visit this property, or have my employees visit it, at least weekly, to monitor the activity of residents and their guests. **AGREED**

12. If you discover that someone has moved in with a tenant without your permission, how do you respond? *letter of violation + demand for corrective action.*

Absent acceptable resolution - Eviction.

13. I will use the **Crime Free Lease Addendum*** (p. 10) or have equivalent language in my lease, that the tenant must read and sign before moving in. **AGREED**

14. I will use **Resident Conduct Rules*** and **Building Rules***, with provisions applicable to my property, that the residents must read and sign before moving in. **AGREED**

MONITORING AND INSPECTIONS

In order to ensure that the property remains a safe and healthy environment for tenants and neighbors, adequate monitoring and inspections of the property are essential. Monitoring needs to address both the physical condition of the property and the conduct of tenants.

15. I will use the Minneapolis Police Department's standard written **Trespass Notice Form*** when ejecting persons who are not tenants from the property? **AGREED**

16. I will submit the Minneapolis Police Department's No Trespassing sign **Affidavit*** to the Crime Prevention Specialist assigned to the area of my property to authorize the use of city-issued No Trespassing Signs. (Refer to the map at the end of the emailed plan form for **Crime Prevention Specialist*** area assignments.) **AGREED**

17. If you have a building manager, have you done the required background check required under **Minnesota Statute 299C.68** (Kari Koskinen Background Check Law)? **YES** N/A

18. I participate in the following local or regional rental property owner/manager group:
MTA + Any & all as requested or of concern/interest.

19. I/my agents have attended a Minneapolis City Sponsored Rental Property Owners Workshop on (date):
If not, I/my agents will attend the next workshop scheduled.

20. I will take the following steps to prevent further Conduct Violations and criminal activity by my residents and/or their guests:

21. If a tenant or guest was arrested in the qualifying incident, I will not move this tenant to another property I own or manage. **AGREED**

22. I am willing to attend block club or neighborhood association meetings when my property is on the agenda. **AGREED**

PLAN IMPLEMENTATION

23. I will maintain all written and electronic records necessary to document the above management plan provisions upon request per the ordinance requirement to implement this plan within twenty-one (20) days of being accepted. I will respond to an emailed request to confirm the implementation of your plan between 21 and 60 days of its acceptance.

24. Additional comments or questions you might have:
Already in place.

incident occurred 3/18/13 + Eviction completed 4/22/13

I agree to abide by the provisions I've set down in this management plan.

Owner Name: *[Signature]* Date: *7.9.13*

Authorized Property Manager: _____ Date: _____

Management Plan Accepted on _____ (Date)

Residential rental dwelling management plan options

The following is a list of suggested options that a residential rental dwelling owner may use in a management plan for their property. It is intended only as a list of possibilities and is not listed in order of priority. Each management plan may be different, depending on the characteristics of the property in question.

- Review current management practices and possibly hire a management company.
- Implement effective written (month to month) rental lease agreements with house rules and utilize professional agencies to screen tenants.
- Provide on-site management (i.e. a caretaker who could monitor behavior of tenants and visitors), keep property clean, work with the management company/owner, security company, Housing Inspections and Police. (Provide ongoing training for yourself and/or your employees on property management, such as: The City of Minneapolis Rental Property Owners Workshop.)
- Implement a maintenance plan with the necessary steps to comply with the Housing Maintenance Code, as well as to ensure long-term compliance.
- Establish a security plan which may include: hiring a security company, working with the Police Department, utilizing the no-trespassing law and installing a security system including lighting.
- Contact your crime prevention specialist to arrange a free security survey to give you recommendations on how to make your property more secure and less likely to be trespassed upon or burglarized. You can also contact the crime prevention specialist to help organize tenants of your properties, to reduce crime and other problems in the building.
- Establish communications and create a better relationship with the neighborhood. If there is an existing block club, make contact with them and exchange phone numbers.

Contact your crime prevention specialist for additional prevention information. Call 311 (or 612-673-3000) or see www.minneapolismn.gov/police/crimeprevention/police_outreach_safe-teams to locate your neighborhood crime prevention specialist.

For further crime prevention resources, please visit www.minneapolismn.gov/police/crime-prevention.