

MANAGEMENT PLAN BASIC REQUIREMENTS



Please refer to the following links 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 are included in this document.*

Rental Property Address: ~~1049 24th ave s.e.~~ 719-24th Av. NE

Owner Name (person-required):

Company Name: Joel Hussong Urban canopies llc

Owner Full Street Address (not the rental property address): 5101 sheridan ave s MPLS 55410

Owner Phone: 612-325-1283

Owner Email:urbancanopiesllc@gmail.com

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:

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).

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.

TENANT APPLICATION AND SCREENING

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: Rental History Reports

701 South Fifth St

Hopkins, MN 55343

Tony J. Karels

952-545-3953 x122

tonyk@rentalhistoryreports.com

The following background information on applicants is provided by this company: Rental History Reports

701 South Fifth St
Hopkins, MN 55343
Tony J. Karels
952-545-3953 x122
tonyk@rentalhistoryreports.com

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):

No felony year, or any other criminal background out side of traffic issues. Criminal convictions and arrests, credit history, previous legal judgments, previous residential history, and history of evictions.

I am aware of Mpls Ordinance 244.1910 Tenant Screening Application Fees, and charge all applicants this fee. **YES** **No**

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

YES **No**

LEASE PROVISIONS

I use the lease available from

- * **The Minnesota Multihousing Association** (This Lease)
- * The Minnesota Bar Association Standard Lease
- * If neither of the above, I have attached/provided a copy of my lease.

What is the term of your rental agreement/lease **yearly**

I/we issue written warnings for the following conduct/lease violations by residents and/or their guests: **Yes**

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) :

I will file for and persue an eviction if residents in violation of the lease do not move.

I will visit this property, or have my employees visit it, at least weekly, to monitor the activity of residents and their guests. **YES** **No**

If you discover that someone has moved in with a tenant without your permission, how do you deal with it?

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. **YES** **No**

I will use **Resident Conduct Rules*** and **Bulding Rules***, with provisions applicable to my property, that the residents must read and sign before moving in. **YES** **No**

Continue to next page for Monitoring and Inspections, and Plan Implementation

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.

I will use the Minneapolis Police Department's standard written **Trespass Notice Form*** when ejecting persons who are not tenants from the property? **YES No**

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 this document for **Crime Prevention Specialist*** area assignments.) **YES No**

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**

I participate in the following local or regional rental property owner/manager group:

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.

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

If a tenant or guest was arrested in the qualifying incident, I will not move this tenant to another property I own or manage. **YES No**

I will visit the property after a city notification and take all steps necessary to maintain a safe home and environment. Including removal of guest or eviction of renter when they violate my code of conduct.

I am willing to attend block club or neighborhood association meetings when my property is on the agenda. **YES No**

PLAN IMPLEMENTATION

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. You may receive an emailed request to confirm the implementation of your plan between 21 and 60 days of its acceptance.

Additional comments or questions you might have:

I have managed rental property in the city of Minneapolis for 15 years and do all the above.

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

Owner Name: Joel Hussong Date: 6-24-2013

Authorized Property Manager: Date:

Management Plan Accepted on (Date)