

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:

Owner Name (person-required):

Company Name: Gairbyat, LLC

Owner Full Street Address (not the rental property address): 4333 Glenwood Ave, Golden Valley, MN 55422

Owner Phone: Robert Kramer 612 860 2550 or Roger Friedell 612 867 8850

Owner Email: Robert@gairbyat.com or Roger@gairbyat.com

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

Full Street Address (not the rental property address): **SAME**

Phone: **Email:**

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

Full Street Address (not the rental property address): **SAME**

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). **We are enrolled and get emails now from Luther Krueger.**

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

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 the following applicant screening service to perform background check:**

Company: Rental Research Service, Inc

- Mailing Address:** Rental Research Services, Inc P.O. Box 35, Maple Plain, MN 55359-0035 or call (952) 852-2060. We have had an account there for almost 10 years.

2. The following background information on applicants is provided by this company: Credit, Criminal- BCA, housing references, employment, etc.

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): No violent felony convictions in past 10 years. No felony convictions in the past 5 years. No patterns of multiple arrests of any kind over the past 3 years. All background screening includes county criminal check which is done live at the courthouse by Rental Research. Outside of the previous parameters felonies are not accepted, but consideration is given for age at incarceration, age at release, number of years in jail, if there is a support system- Parole officer reports, church group, work program, etc. Adequate income, sobriety, etc.

4. I am aware of Mpls 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 form, or a form with selected criteria from the form when receiving applications, and provide it to applicants. **AGREED**

LEASE PROVISIONS

6. I use the lease available from
 Minnesota Multihousing Association
 Minnesota Bar Association Standard Residential Lease
 Minnesota Association of Realtors
 If none of the above, I have attached/provided a copy of my lease.

7. The term of our rental agreement/lease is
 month-to-month six months annual other: typically 18-24 months

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

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) : **AGREED**

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

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 Weekly? There is typically a start-up period that we visit often and then on a scheduled/regular basis.**

12. If you discover that someone has moved in with a tenant without your permission, how do you deal with it? **The tenant will be warned about this as a lease violation, and that the guest must move out immediately. The guest may apply but not move back in until his/her application has been accepted. If the tenant does not move the guest out, this should be cause for notice to vacate and ultimately eviction. All additional occupant applications will be screened with the same criteria as any occupant/leaseholder.**

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*** (page 7) and **Building Rules*** (page 8), with provisions applicable to my property, that the residents must read and sign before moving in. **AGREED Yes, and we have a move in orientation that they sign off on our rules and regs, sign the crime free documents, etc.**

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*** (page 5) when ejecting persons who are not tenants from the property? **AGREED**

16. I will submit the Minneapolis Police Department's No Trespassing sign **Affidavit*** (page 4) 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 on page 17 for **Crime Prevention Specialist*** area assignments.) **AGREED As required.**

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:MMHA, NEW BRIGHTON, COLUMBIA HEIGHTS, ROBBINSDALE PROPERTY MANAGERS MONTHLY MEETINGS.

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. WE HAVE TAKEN THE ONLINE CLASS FROM LSS.

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, they must move out and I will not move any so involved 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. You may receive 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:

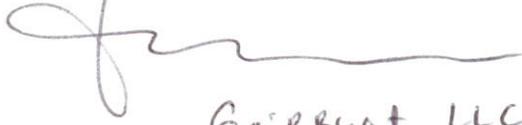
I agree to abide by the provisions I've set down in this management plan.

Owner Name:
Gairbyat, LLC

Date:
3/20/13

Authorized Property Manager: Robert Krump Date: 3/20/13

Management Plan Accepted on (Date)



Gairbyat, LLC
4333 Glenwood Ave
Mpls MN 55422