

# 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](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: 237 26<sup>th</sup> Ave NE  
Minneapolis MN 55418

Owner Name (person-required): Desta Foghe

Company Name: N/A

Owner Full Street Address (not the rental property address): 4149 Norma Ave  
Arden Hills MN 55112

Owner Phone: 651-855-8052

Owner Email: fogh0001@umn.edu

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

Full Street Address (not the rental property address): Same as above

Phone: 651-855-8052 Email: fogh0001@umn.edu

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

Full Street Address (not the rental property address):

Phone:

Email:

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

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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.

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

Company: Tenant check  
Mailing Address: 910 IVY AVE East  
Saint Paul MN 55106  
Phone #: 651-224-3002  
Web address:  
Email: info@twincitytenantcheck.com

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

Criminal background, rental history, unlawful Detainer

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 --- should be older than  
five years if any.

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 will use this form, or a form with selected criteria from the form when receiving applications, and provide it to applicants.  YES  No

**LEASE PROVISIONS**

I use the lease available from

The Minnesota Multihousing Association

The Minnesota Bar Association Standard Residential Lease

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

The term of our rental agreement/lease is

month-to-month  six months  annual  other: \_\_\_\_\_

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

*Any police calls, complaints or observed violations.*

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**

*Any illegal activity, or repeat of #8 items after prior notice*

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

*Agreed*

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

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

*Letter of violation & demand for correction action.  
If no acceptable resolution, then Eviction*

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**

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**

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\*** (page 5) when ejecting persons who are not tenants from the property? **YES** No

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.) **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 will participate, MHA + Any + all as requested or I/my agents have attended a Minneapolis City Sponsored Rental Property Owners Workshop on <sup>of concern</sup>*

Date: If not, I/my agents will attend the next workshop scheduled.

*I am ready to attend the next workshop if I know the dates.*

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

*I strictly tell them and give my tenant the standard regulations at the signing before signing the lease. frequently inspect...*

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**

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

**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.

Agree

Additional comments or questions you might have:

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

Owner Name: Date:

Desta Foghe 8/13/13  


Authorized Property Manager :

Date:

**Management Plan Accepted on** (Date)

**AFFIDAVIT**

Name of Business

Property Address

Date

Owner/Representative

Subpoena Address

Street

City

Zip Code

Phone

**To whom it may concern:**

Minneapolis police officers are authorized representatives to enforce Minnesota Statute §609.605 and Minneapolis Code of Ordinances §385.380, Trespass, and to warn and direct persons to leave the property and/or business known as:

*Description of property or building*

, located at

, Minneapolis, MN.