



MANAGEMENT PLAN BASIC REQUIREMENTS

For assistance in completing the management plan, please refer to the Management Plan Guidelines which you should have received along with this form. It outlines ideas and suggestions that will help you. Please refer to the following links for Minneapolis' license requirements for rental residential property:

<http://www.ci.minneapolis.mn.us/inspections/docs/RentalAppOrdinance.pdf>

<http://www.ci.minneapolis.mn.us/police/crime-prevention/docs/Title12.pdf>

*Sample forms that we will require you to use are noted with * and included in this document following the questionnaire.*

Your Name: *Miguel Morales Diaz*

Contact Address (not the rental property address): *3200 5th AVE S MPLS, MN 55408*

Contact Phone: *612-432-1287*

Email (required for an acceptable plan):

Rental Property Address: *2628 13th AVE S MPLS, MN 55407*

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

What tenant screening company are you using (see **244.1910 (16)**)? **Include full street address, phone #, and email for this company:**

What specific things are you having them screen for with prospective tenants?

What criteria do you use when accepting tenants with a criminal history? Specify types of crimes, time-frame where convictions for same are unacceptable:

What rental agreement/lease form do you use?

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

How do you address lease and tenant conduct violations (see **244.2020 (a) 1-7** for incidents which qualify for conduct violation notices)?

Are you subscribed to the Minneapolis Police Departments "MPD Action Alerts"?

Yes **NO** *If your plan is required due to official notice, this is mandatory.*

How often do you visit your rental property?

Every week

If you discover that someone has moved in with a tenant without your permission, how do you deal with it? *Discuss the situation; then work something out.*

Do you use the Minneapolis Police Department's standard written **Trespass Notice Form*** when ejecting persons who are not tenants from the property?

Yes **NO**

Have you submitted a No Trespassing sign **Affidavit*** to your Crime Prevention Specialist with the Minneapolis Police Department's 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 **NO**

Are you a part of a rental property owner/manager group?

Yes **NO**

Have you attended a Minneapolis City Sponsored Rental Property Owners Workshop?

Yes **NO** If so on what date?

If not will you attend one?

Do you have a valid rental license for this property?

Yes **NO** - *Not yet, waiting on it.*

Are you aware of Mpls Ordinance 244.1910 Tenant Screening Application Fees (see **Rental Application Denial Form*** following this questionnaire)?

Yes **NO**

Are using a **Crime Free Lease Addendum*** that the tenant must read and sign before moving in?

Yes **NO**

Do you use **Resident Conduct Rules*** and **House/Apartment Rules*** that the tenant must read and sign before moving in?

Yes **NO**

What steps will you be taking to prevent further Conduct Violations by your tenants? Be specific *Give them 3 warnings, then they will be kicked out.*

Are you willing to attend block club or neighborhood association meetings?

YES **NO**

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 (21) days of being accepted.

YES *This is required for an acceptable plan.*

Additional comments or questions you might have:

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

Your Name *Miguel Morales* Date *12-23-2013*

Your Title *Miguel Morales*
(owner or authorized property manager)

Management Plan Accepted on

(Date) *12-23-2013*