

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: 1422 Golden Valley Rd.

Owner Name (person-required): Morris Klock

Company Name:

Owner Full Street Address (not the rental property address): 2527 Girard Ave. N
Mpls MN 55411

Owner Phone: 612-876-6851

Owner Email: roses_n_spurs@yahoo.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:

List the names of all persons with an ownership interest in the property or registered corporation: Morris Klock

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.

Proceed to Page 2.

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: ASP Screening
Mailing Address: 6110 Blue Circle Rd Minnetonka MN 55343
Phone #: 1-800-825-9592
Web address: www.AspScreening.com
Email: Production@AspScreening.com

2. The following background information on applicants is provided by this company:
No actions, criminal history, legal judgements, rental history.

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 - murder, rape, drug dealing, Gross misdemeanor - free of repeat for 5 years, misdemeanor - repeated arrests not accepted

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: _____

8. I/we issue written warnings for the following conduct/lease violations by residents and/or their guests: *drug use, drunken behavior - by the tenant or guest, guests (no more than 2 at a time or 4 people), no guest can be on stairs, stoops, sidewalks or curb - loitering*

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**

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 deal with it? *warning notice, then eviction*

13. I will use the **Crime Free Lease Addendum*** (p. 11) 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 8) and **Building Rules*** (page 9-10), 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*** (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**

17. If you have a building manager, or anyone who works for you who has access to keys to occupied units, have you done the required background check required under **Minnesota Statute 299C.68** (Kari Koskinen Background Check Law)? **YES N/A**
I only have keys. I manage the properties myself.

18. I participate in the following local or regional rental property owner/manager group:
I am unaware if such a group is in my area.

19. I/my agents have attended a Minneapolis City Sponsored Rental Property Owners Workshop on Date: *March to April of 2013* 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: *Daily drive bys, Night surveillance periodically, no guests allowed in Apt without personal supervision by tenant, currently I and a resident in the building.*

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**

NOTE: Licensed rental property contact information is available to the public online (<http://apps.ci.minneapolis.mn.us/AddressPortalApp/>). The MPD routinely encourages block leaders and neighborhood watch participants to lookup the rental property contact information, connect with owners to share observations about their property, and work with owners to resolve problems.

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. **AGREED**

24. Additional comments or questions you might have:
I keep my cell phone with me 24/7 so I can be reached immediately at all times except Sunday morning when I am in church services, 612-876-6051

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

Owner Name: Morris Klock Date: July 22, 2014

Authorized Property Manager: myself

Date: July 22, 2014

Management Plan Accepted on (Date)

AFFIDAVIT

Name of Business			
Property Address 1422 Golden Valley Rd			Date July 22, 2014
Owner/Representative Morris Klock			
Subpoena Address 2527 Girard AVE. N	Street	City mpls	Phone 876-6851
		Zip Code 55411	612

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:

4 plex brick Apartment building, located at

Description of property or building

1422 Golden Valley Rd, Minneapolis, MN.

Address

This limited authority is granted to the Minneapolis Police Department by

Morris Klock

Name

who is the owner, Morris Klock of said property and/or business and who herein

requests the officers to enforce said statute and ordinance on said property, including the land surrounding the building or buildings. This limited authority does not obligate the Minneapolis Police Department to patrol the described premises for or at any specific hours or days. It is acknowledged that I will aid in the prosecution of those persons arrested.

[Signature]
Sworn and subscribed before me

This 25 day of July, 2014

[Signature]
Notary Public at Large, State of Minnesota

