

# Management Plan

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Rental Property Address: 3253 Bloomington Ave S, Minneapolis, MN 55407

**Owner Name (person-required): Ying Z. Que**

Company Name: Serendipity Investment, LLC

Owner Full Street Address: 2600 26<sup>th</sup> Ave S, Suite 100, MPLS, MN 55406

Owner Phone: 612-423-4723

**Owner Email: yzque@aol.com**

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

**All same as above**

Full Street Address (not the rental property address):

Phone: **Email:**

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

**All same as above**

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: Serendipity Investment, LLC**

**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).

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## **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: Rental Research Services, Inc.**

**Mailing Address: 7525 Mitchell Road, # 301 Eden Prairie, MN 55344**

**Phone #: 952-935-5700**

**Web address: www.rentalresearch.com**

**Email: info@ rentalresearch.com**

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

**Criminal convictions \*and\* arrests, credit history, previous legal judgments, previous residential history, and history of evictions.**

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):

**Any crimes within last 10 years are unacceptable.**

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

The Minnesota Multihousing Association

The Minnesota Bar Association

Minnesota Association of Realtors

Section 8/HUD

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: **any violation of lease terms, city of Minneapolis rules, code of ordinances and regulation**

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?

**If the landlord or manager found out that a guest that the tenant has allowed in without**

the owner's knowledge or permission, a notice of lease term violation will be given to the tenants. If the guest commits the crimes the tenant will be warned about this as a lease violation, and that the unauthorized resident must move out immediately. If the tenant does not move the guest out, notice to vacate and ultimately eviction will be followed.

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**

18. I participate in the following local or regional rental property owner/manager group:  
Not in any group now, but I will look into it. I am a licensed realtor in MN.

19. I/my agents have attended a Minneapolis City Sponsored Rental Property Owners Workshop on Date: **Nov, 2013** If not, I/my agents will attend the next workshop scheduled:

Wednesday monthly dates: all times are 6-9pm:

June 18 + July 16 + August 20 + October 15 + November 19 + December 17  
+ No Wednesday workshop in September

Saturday monthly dates: 10am-1pm:

May 24 + June 28 + July 26 + August 23 + September 27 + October 25 + November 22  
+ No Saturday workshop in December

All workshops take place at our 5th Precinct, 3101 Nicollet Av. S., in the community room opposite the front desk.

**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. Please select one or more of the following:

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

I am willing and will schedule time to doorknock the block where this property is situated, with myself or my Crime Prevention Specialist, to introduce yourself to the neighbors within a line of sight of your property. **AGREED**

I will allow the Minneapolis Police Department to share our email address(es) with the neighbors, block club and/or neighborhood association. **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 (20) days of being accepted. You may receive an emailed request to confirm the implementation of your plan after 20 days from the date of your plan being filed as Satisfactory with the Minneapolis Police Department. **AGREED**

24. Please list your contacts with all charities, social service agencies or advocate groups from whom you have accepted referrals for housing:

**Section 8, Lutheran Social Service, Arrival Ministries**

25. 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: Serendipity Investment, LLC*

*Date: 6-26-14*

*Authorized Property Manager: Ying Que*

*Date: 6-26-14*

***Management Plan Accepted on*** (Date)