

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



*The pages that follow may be used to file your proposed written management plan. If we already have your email address on record, we will email this to you; please return it in the original Word format. Samples of forms that we will require you to use are noted with * and are included in this document. Do not use any previous forms you've received for any other official notice from the City of Minneapolis.*

Rental Property Address: 1651/1653 Penn Ave N, Minneapolis MN 55411

Owner Name (person-required):

Company Name: Northside Home

Owner Full Street Address (not the rental property address): 1035 E FRANKLIN AVE

Owner Phone: 612-455-5100

Owner Email:

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): Urban Homeworks

Full Street Address (not the rental property address): 2015 Emerson Ave N, Minneapolis

Phone: 612-808-6501

Email: Anna.Decrans@urbanhomeworks.org

Names and contact information for all persons with an ownership interest in the property or registered corporation: Project for Pride and Urban Homeworks

*** This plan applies to ALL of my rental properties in Minneapolis. * Delete this paragraph if this is not true.**

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. Do not leave any question blank. An incomplete plan form will not be accepted.

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 the background check:**

Company: Multihousing Credit Control (MCC)

Mailing Address: 10125 Crosstown Circle Suite 100 Eden Prairie, MN 55344

Phone #: (952) 941-0552

Web address: www.mccgrp.com

Email: dalia@mccgrp.com

2. The following background information on applicants is provided by this company: Residential history with record of evictions, Credit history, Criminal history (including sex offender status), criminal history if lived outside of MN is also run, and legal judgments on record

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):
We automatically deny Level 3 sex offenders. We review patterns of behavior and are more cautious of individuals with a history of burglarizing properties, theft, and drug offenses. If we see more than three misdemeanors related to the three mentioned activities within the past three years that may constitute an automatic denial. A felony within the past year will result in an automatic denial. For previous felonies and/or misdemeanors related to drug-use/possession, burglary, possession of weapons, and harm to others we ask for "proof" of remediation. Examples of proof can include a reference from a probation/parole officer, support from a case worker or advocate.

4. I am aware of Mpls Ordinance 244.1910 Tenant Screening Application Fees, and **AGREE to charge all applicants a fee of \$_____.** **AGREED - Yes, Agreed. We charge \$25 per applicant that we house**

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 Yes, Agreed. We use a similar form.**

LEASE PROVISIONS

6. I use the lease available from
 Minnesota Association of Realtors (mnrealtor.com)
 Minnesota Bar Association (mnbar.org)
 Minnesota Multihousing Association (mmha.com)

X 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 all lease violations by residents and/or their guests.
AGREED- Agreed

9. I/we give notice to vacate to residents for the criminal conduct on the premises by residents and/or their guests (see **244.2020 (a) 1-7** below 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? **Detail all actions you take in this situation:** ? We call and send a letter to the authorized lease-holder informing them we are suspicious someone not on the lease agreement is residing at the home. They need to provide proof that the other person has a permanent place to live. Proof can include a signed and valid lease agreement or utility bill in said person's name at a different address. We monitor the residence weekly for one month after suspicion of an authorized guest. If they live at a building where we have security cameras, we will review the cameras more often.

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 Yes, 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- Yes**

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. I will run the background check required under **Minnesota Statute 299C.68** (Kari Koskinen Background Check Law) for any building manager, employee or contractor who works for me who has access to keys to occupied units. **AGREED**

18. I participate in the following local or regional rental property owner/manager group: None

19. I/my agents have attended a Minneapolis City Sponsored Rental Property Owners Workshop on Date: Everyone has attended on 3/14/2014 If not, I/my agents will attend the next workshop scheduled:

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

October 15 + November 19 + December 17 + No Wednesday workshop in September

Saturday monthly dates: 10am-1pm:

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:

We employ a "Three Strike" methodology. Document detailing process is attached. Specific to criminal activity, we enforce the Crime-Free Drug Free Housing Addendum in our lease agreement. Pertinent to Unauthorized Guests, this is our revised policy

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

(b). Please select one or both of the following:

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

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 owner and licensee's name, address and phone 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. I will respond to any request from the Minneapolis Police Department to confirm the implementation of my plan after 20 days from the date of my plan being filed as Satisfactory with the Minneapolis Police Department. I will respond to any such request within thirty (30) days. **AGREED**

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

25. Additional comments or questions you might have:

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

Owner Name:

Date:

Northside Home, LLC.

10/7/14

Authorized Property Manager:  Date:

Management Plan Accepted on

(Date) Anna DeCrans 10/7/14
Housing Services Manager
Urban HomeWorks, Inc.

[mnp/ln/2014-08-20r]