

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.

*This form is designed to make it easier to write your management plan. It can be done electronically on your computer. **To type in the fields following each question, click in the field and start typing or use the "TAB" key to tab through the fields.***

Your Name:

Danielle Jones-Glaser

Contact Address (not the rental property address):

1043 Grand Ave #375 St Paul, MN 5511

Contact Phone: 773-230-1534

Email Address: djonesglaser@gmail.com

Rental Property Address:

3128 Fifth Ave South Minneapolis, MN 55408

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What tenant screening company are you using?

National Association of Independent Landlords

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

bankruptcies, outstanding collections, criminal history, evictions,

What criteria do you use when accepting tenants with a criminal history?

No recent convictions for violent or drug-related crimes or any history of sexual assault.

What rental agreement/lease form do you use?

See attached for the most recent copy. This form is currently under review by my attorney for the next tenants who will be moving in.

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

How do you address lease and tenant conduct violations?

Verbal and written notice for the first two violations. Eviction for the third.

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

Yes

How often do you visit your rental property?

6x/month

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

If the additional person will be there for an extended period of time, then a background check is required for that person as well and they have to pay the search fee.

If you have a building manager, have you done the required background check required under Minnesota Statute 299C.68 (Kari Koskinen Background Check Law)? n/a

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

No

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

Yes x NO If so on what date? 10/14/2010

If not will you attend one?

Do you have a valid rental license for this property?

I believe so. The check for the license has been cashed by the city but a copy of the license has never been mailed to me.

Are you aware of Mpls Ordinance 244.1910 Tenant Screening Application Fees?

Yes X NO

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

Yes Will be using it for future tenants but did not have it in place when the current lease agreement was signed. NO

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

Yes NO x

What steps will you be taking to prevent further Conduct Violations by your tenants ? Be specific

I have only one set of tenants whose conduct is concerning to me. Their lease is being terminated effective 3/31/2011. The other set of tenants has been made aware that their lease is also subject to termination if they violate the lease agreement.

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

YES X NO

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.

Your Name *Danielle Jones-Glaser*

Date *3/27/2011*

Your Title *Owner*

(owner or authorized property manager)

Management Plan Accepted on
CPS

(Date)