

Rental Property Management Plan

RENTAL PROPERTY ADDRESS (INCLUDE ADDRESS #, STREET NAME, & DIRECTIONAL), Apt/Unit#
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OWNER INFORMATION			
OWNER OR SHAREHOLDER NATURAL NAME			
CORPORATION, LLC, OR ORGANIZATION (if applicable)			DATE OF BIRTH
ADDRESS (cannot be PO Box or commercial mailing service)	CITY	STATE	ZIP
COUNTY	MOBILE PHONE	EMAIL	

PROPERTY MANAGER INFORMATION <small>required if different from owner</small>			
NAME/COMPANY			
ADDRESS	CITY	STATE	ZIP
EMAIL		PHONE	

QUESTION 1
What practices do you have in place to comply with the renter protection ordinances regarding screening criteria?

QUESTION 2
What's your communication plan with renters?

QUESTION 3

What's your approach to dealing with conduct issues on a property, e.g. trash in yard, noise complaints, parking issues, etc?

QUESTION 4

What's your maintenance schedule and plan for the following—

- Interior (floors, walls, ceilings, heating, mechanical, etc)

- Exterior (roof, siding, paint, etc)

- Nuisance abatement/landscaping (if the renters are responsible for yard maintenance and/or snow removal, detail equipment)

QUESTION 5

What's your procedure for renter repair issues and needs, and what's your timeframe for resolving them?

QUESTION 6

Outline what your plan would be if a major utility (i.e. heat, water) went offline, including a timeline.

QUESTION 7

Are you familiar with and have you reviewed Department of Housing and Urban Development (HUD) guidelines?

HUD requirement for Lead Abatement Disclosure Yes No

Federal Fair Housing standards Yes No

QUESTION 8

How can City staff contact you 24 hours a day, seven days a week? How can your renters contact you 24 hours a day, seven days a week?

QUESTION 9

Please list other properties you own in the city of Minneapolis. (attach separately if necessary)

QUESTION 10

If you have a property manager, what training did they receive?

I, (print name) _____, an authorized property manager or owner, hereby acknowledge and agree to the following:

- The attached management plan addresses all items listed above, includes complete documentation, and is a true and correct reflection of the undersigned's intentions;
- Any material change in the business plan must be submitted to the Department of Regulatory Services;
- Violation of this management plan may result in enforcement actions, including adverse actions against the rental license, administrative citations, and other fines;
- All written and electronic records necessary to document the attached management plan's provisions will be maintained within twenty (20) days of the acceptance of the plan;
- The undersigned will respond to an electronic request to confirm the implementation of the management plan within thirty (30) days.

SIGNATURE _____ **TITLE** _____ **DATE** _____

- [Rental License Inspection Checklist](#)
- [Chapter 244 link](#)
- [311 poster and RLIC certificate posting](#)
- [Renter protections webpage](#)
- [Rental licensing webpage](#)
- [Rental property owners workshops](#)