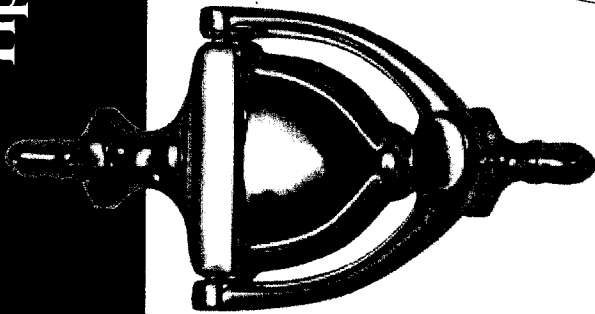


Property Management Tips



Some rental property owners are still practicing the old way of doing things. They take a social security number, make one phone call, and rent to the person.



Think Win—Win

Good property management practices benefit the property owner, the neighborhood and tenants and reduce the cost of City Services. The following is a very short outline of recommended professional property management tips. **KEEP YOUR PROPERTY MAINTAINED AND SAFE FOR TENANTS AND NEIGHBORING PROPERTIES**

- Make repairs before being cited by the Housing Inspector
- Make your property appealing to good applicants
- Contact your Community Crime Prevention/SAFE team—arrange a free premise survey for recommendations on how to make your property more secure and less likely to be trespassed or burglarized. Ask your CCP/SAFE officer to alert you to any problems or other concerns. Get to know that officer.
- Request a current police call report for your property on a monthly basis
- Exchange names and telephone numbers with the neighbors of your rental property—ask them to alert you if there are problems or other issues that you should be aware of

New tenants?

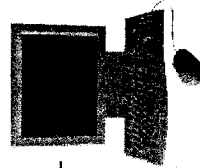
Did you call Solid Waste for a special pick-up of discarded items from previous tenants? Call 673-2917 for details.

Ongoing Management

- Property condition inspection form should be completed with the new tenant on the first day of tenancy
- Perform regular inspections of the property to insure property is in good condition
- Participate in your neighborhood organizations and block club meetings
- Take advantage of continuing educational activities
- Join a local rental property owner or property management group
- Periodically ask tenants if everything is working. It is best to find any trouble early.
- The Lead Disclosure Rule requires owners to give tenants a brochure and to provide any lead test results if available. This must be done before a new tenant signs a lease and before an existing tenant renews a lease for properties built before 1978. Call 1-800-424-LEAD for free copies of the brochure, the standard warning language and other information about the Lead Disclosure Rule.
- Tell your tenants to report peeling paint and respond quickly when they do.
- Check for peeling paint and repair it every time you or your workers come on the property.

Screen your Applicants

- Use a written screening criteria document for all applicants
- Run credit checks on all prospective applicants
- Run criminal background checks on all prospective applicants
- Verify rental history for the past 3 years
- Obtain references from at least the present and one previous rental property owner
- Require identification



Benefits of Active Management

- A stable, more satisfied tenant base
- Increased demand for rental units, particularly for multifamily units that have developed a reputation for active management
- Lower maintenance and repair costs
- Improved property values
- Improved safety for tenants, landlords, managers and neighboring properties
- Appreciative neighbors
- The peace of mind that comes from spending more time on routine management and less on crisis control

Visit our Web site at www.ci.minneapolis.mn.us/inspections/ to review other need-to-know topics:

- Rental license standards
- Reinspection fee
- Rental property management—best practices
- Healthy home & lead hazard control
- Smoke detectors
- Boarded building and vacant building registration
- Property checklist of possible code violations
- Rental license application
- 4BB—tax classification
- "Graffiti"
- Citizens Inspections Program
- Forms, fees and applications



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