

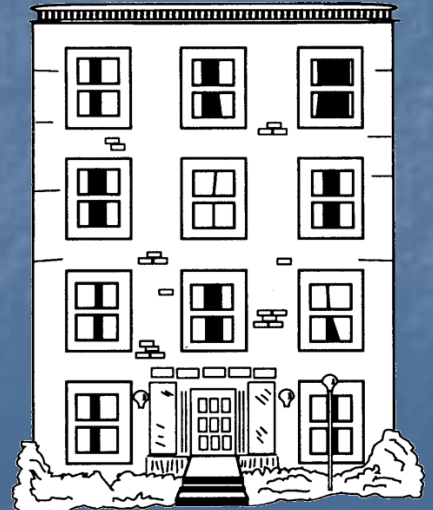
William E Bryant



Certified Public Accountant - CPA
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Chartered Merger & Acquisition Professional
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Broker Associate – Coldwell Banker Burnet
Real Estate Developer & Consultant
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Volunteer Speaker - MPD
Block Club Member – 11th Avenue Block Club

Neighborhood Specialist – almost 30 years experience

Please Visit: <http://bryant-cpa.com/realtor/>
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MPD Rental Property Owners Workshop

THANKS FOR ATTENDING! Initial your attendance! Don't forget the video!

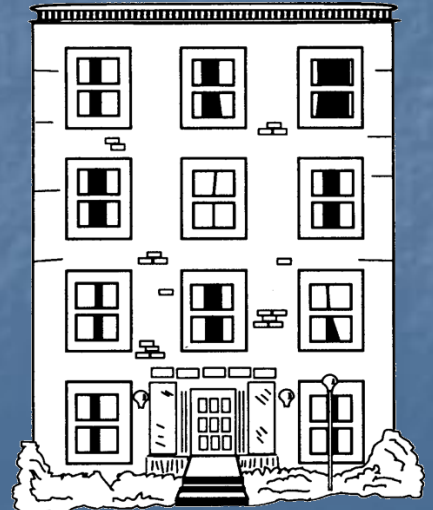
(No initials, or no video, you didn't attend!)

FAVOR TO ASK: Please move chairs to outside walls at the end of the workshop, stacked in pairs. Thanks! :)

NOTE: Please turn cell phone ringers off!

Agenda--

- ABC's of Property Management
- Resources for Rental Property Owners
- Rental License Standards
- Criminal Conduct Notices
- Working with the MPD



ABC's of Property Management

Our thanks to all presenters who have contributed over the past several years (listed in alphabetical order):

Bill Bryant, Network Investments Inc.

Toni Crockett, Crockett Property Management

Curt Fluegel, Trikin Properties

Steven Frenz, JAS Properties

Kristin Kvalsten, Dominion Apartments

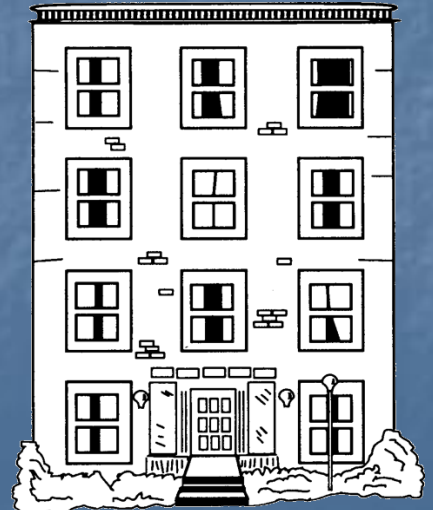
Jason Moore, Edina Realty

Minnesota Multihousing Assoc.

Steve Schachtman, Steven-Scott Mgmt.

Jennifer Spadine, Guardian Property Management

Joann Velde, Minneapolis Rental Licensing



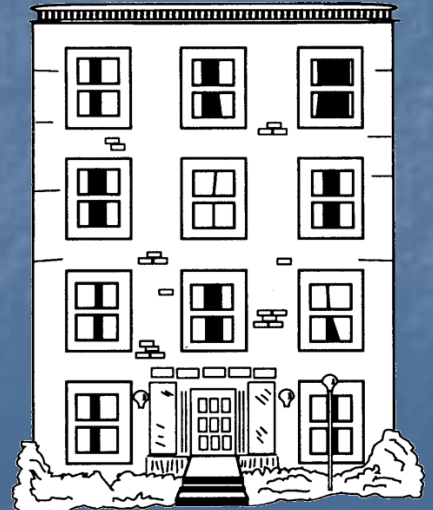
Rental License for your property: Get one!

With few exceptions, for property you intend to rent out, you are required to have a license by the City of Minneapolis

Rental License Information 311 or 612-673-3000

http://www.minneapolismn.gov/inspections/rental/inspections_rentlicenseapp

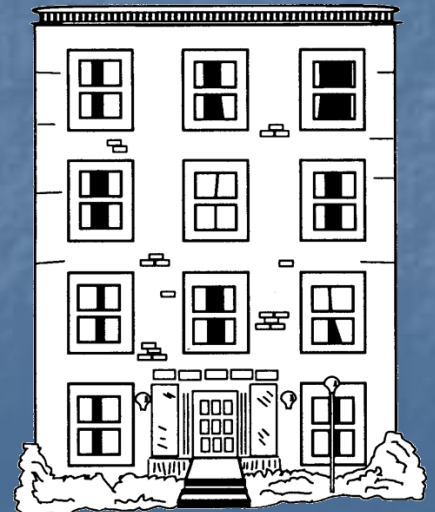
There is a \$500 fine for failing to license a rental property.



Finding Residents

Advertising

- Print advertising
- Sign in yard/on building
- Online
- Personal referrals
- Network with other owners



Background Checks

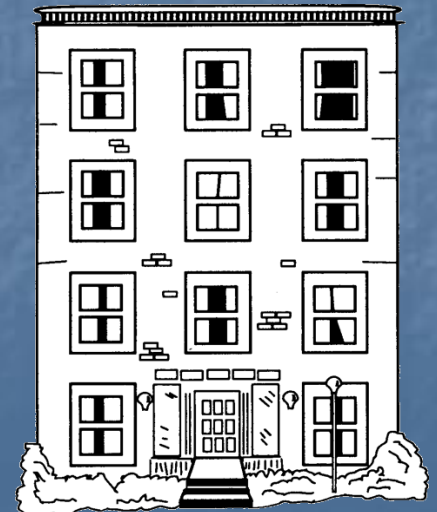
Hire a professional
screening company



Interview process

All prospective tenants must be asked
the same questions - don't run afoul
of Fair Housing laws!

Rental Application
Denial / Adverse
Action Form

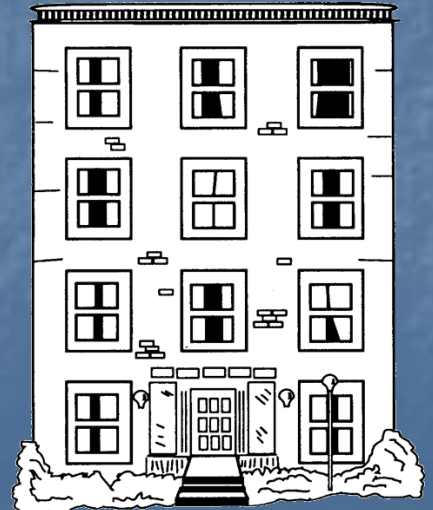


Background Checks

Rental Lease Application Form: "Must haves"

- Full name and DOB of all who will be living there
- Any former or maiden name, alias or "stage name"
- Residential history with references/past landlord contacts
- Source(s) of Income
- Bank and credit history
- Legal history
- Unlawful detainer history
- Emergency contacts

Note that you will check Criminal History--
Arrests or Convictions



Fair Housing/Protected Classes

Federal:

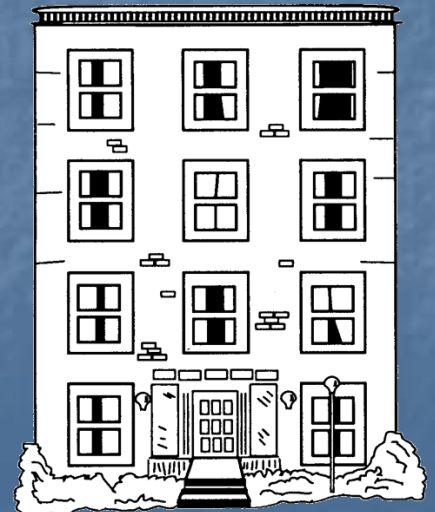
- Race
- Color
- Religion
- Sex
- Handicap/Disability
- Familial Status
- National Origin

Minnesota:

- Marital Status
- Sexual Orientation
- Receipt of Public Assistance
- Creed

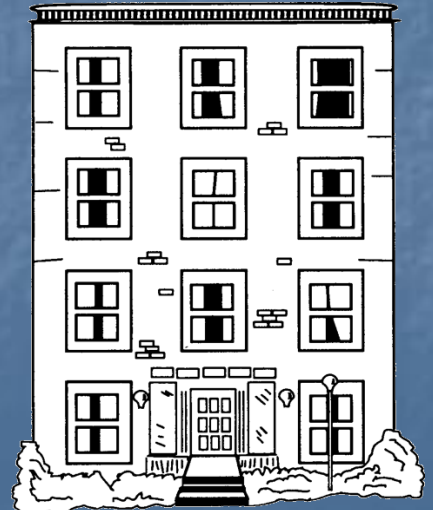
Cities:

- Minneapolis: Ancestry
- Saint Paul: Age
- Mankato: Student Status



Terms of Lease and other documents

- 30-day/month-to-month? 6 mos.? 1 year? The length may depend on your situation.
- Disclosure of lead based paint
- Crime free lease addendum
- Resident conduct rules
- Apartment rules



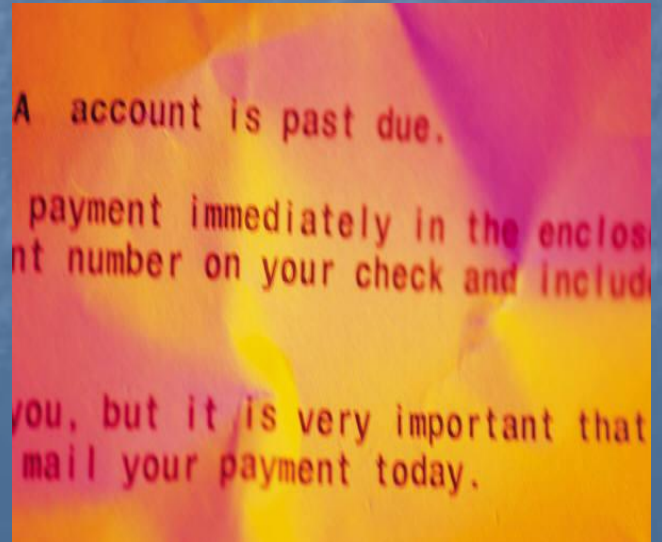
Conduct Violation Notice

- Always put it in writing
- For every lease violation
- Documentation for Rental license



Past Due Rent Letter

- Notify **in writing** on ??
- Eviction on ??



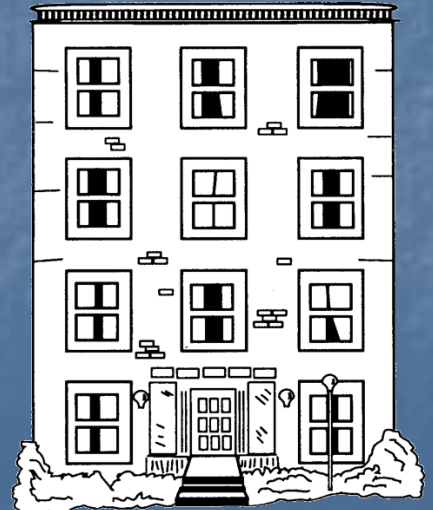
Notice to Terminate Tenancy

Landlord Termination

or Resident Gives Notice

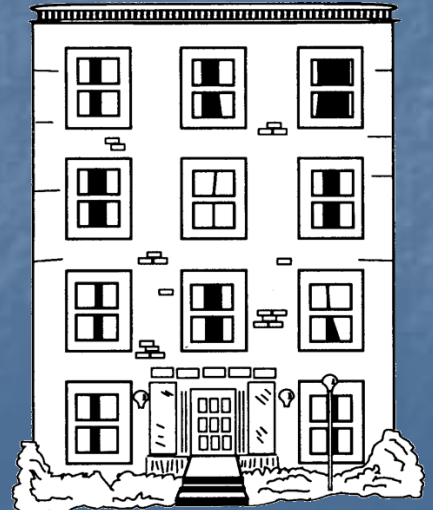
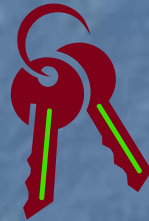


- Acknowledge with written notice regarding apartment clean-up
- Include expectations and the cost that will come out of security deposit



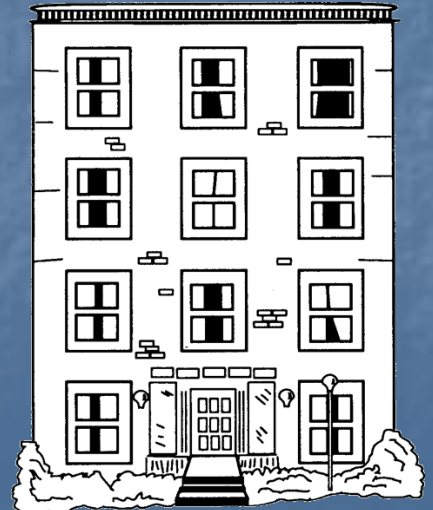
Vacate Premises

- Understand rules about security deposits
- Physical walk-through
- Take pictures/video
- Forwarding address for deposit
- Key collection
- Change locks
- Store abandoned property
28 days (was 60)



Landlords and Tenants: Rights and Responsibilities

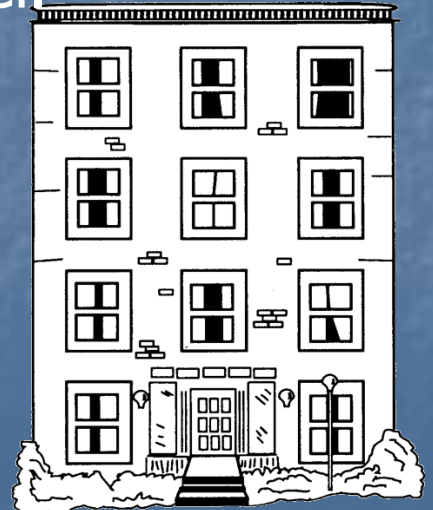
- Get the book from the Minnesota State Attorney General's Office. Examples:
- Owner can charge reasonable screening fees
- Entering a resident's unit for a "reasonable business purpose"



■ Kari Koskinen Law

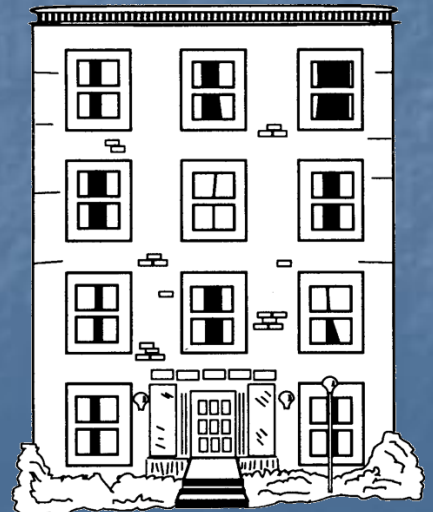
Minnesota Statutes Section 299C.67 to 299C.71 require that owners of rental property run background checks on prospective building managers. If the manager has been convicted of a serious crime (murder, rape, stalking, etc.) the owner may not hire the manager or must discharge the manager if the manager has already been hired. The law was named after Kari Koskinen, a woman murdered by her building manager. The manager had a previous criminal record that was not disclosed to her.

Think: Who works for you and has access to keys to your resident's homes? You must run this specific background check on them.



Working with the Neighbors

- Introduce yourself and leave a business card with neighbors



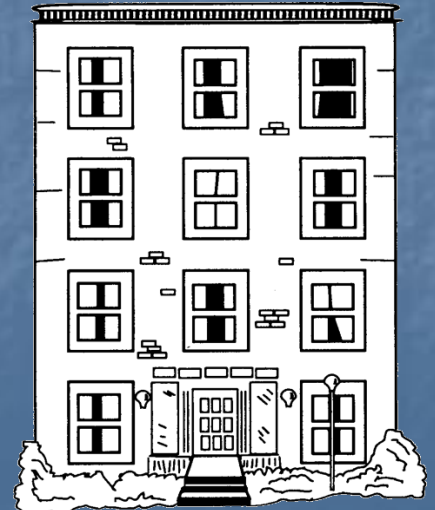
Questions ?



Reminder: Be sure to view the online video provided in the email invitation--If you don't log in to view it by noon on the next business day, you will NOT get full credit for the workshop:

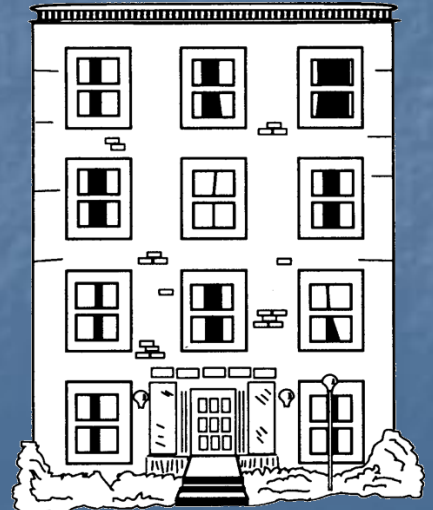
<http://shows.implex.tv/Qwikcast/Root/minneapolis/3795/register.htm>

If you view it after noon on the next business day, we will send you a **quiz which will serve in lieu of viewing the video. You will need to respond correctly to 7 of 13 questions.**

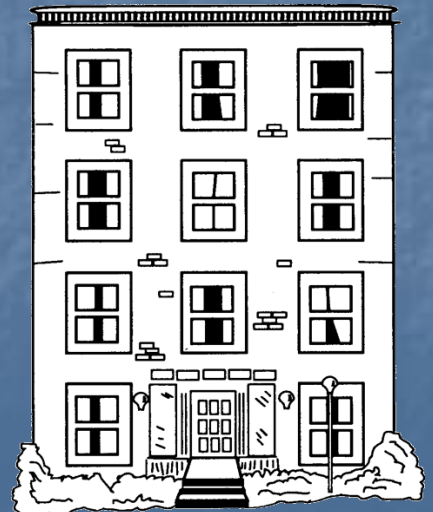


HOUSING COURT VIDEO QUIZ

1. How many copies of documents do you need to copy for the court?
2. How long does the video state that you need to store a residents abandoned property? (How long did we state was required during the workshop?)
3. What is the best way to document the condition of a unit before a resident moves in and for assessing how much to deduct from a damage deposit on move-out?
4. What agency can physically remove an evicted resident who has not moved out by the posted date?
5. What is the most common reason for filing eviction action in Housing Court?



6. Serve a summons how many days before the court date?
7. List at least two ways that a summons for housing court may be served to the defendant.
8. True or false: Post and mail summons should be sent by Certified Postal Mail.
9. True or false: For evictions based on government documents such as police reports, you need to only present a photocopy of the document.
10. Cases are sorted into what 3 categories of status prior to court hearings beginning?
11. What do you need to do to assure witnesses for your case are present at the trial?
12. True or false: If a tenant shows up with all past due rent, you can accept it and still expect the resident to move.
13. True or false: You need to use a licensed/bonded mover to remove a resident's abandoned property to have it stored.



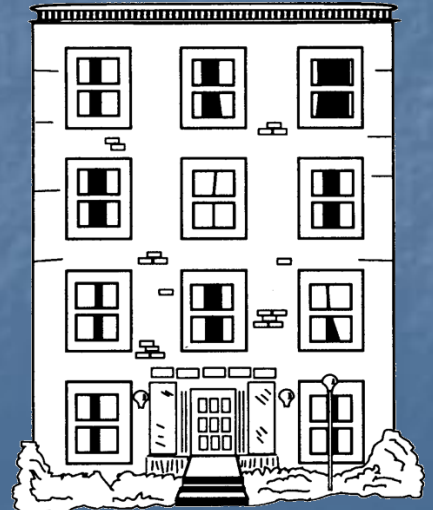
Most Common Rental License Standard Violations

LS #2-Rental dwelling units shall not exceed maximum number permitted by zoning code.

LS #3-No unit shall be over occupied or illegally occupied in violation of Zoning or Housing Maintenance Code.

LS #6-Dwelling or any unit therein shall not be in substandard condition.

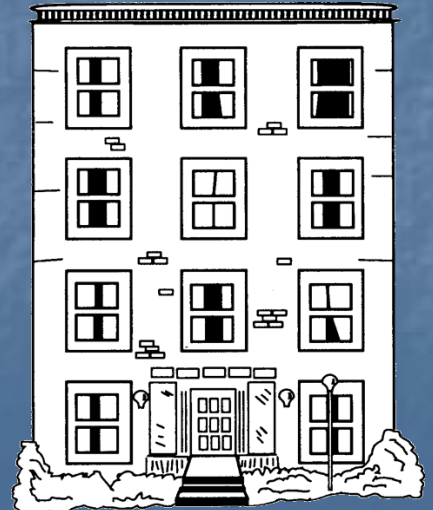
LS #7-Paid the required re-inspection fees.



LS #8- Allow inspections to perform a rental license review inspection.

LS #11(a)-No delinquent property taxes or assessments on the rental dwelling, no delinquent financial obligations owing to the city re: Administrative Enforcement and Hearing Process

LS #13. a. Owners with two or more licenses revoked or cancelled pursuant to 244.1925 shall be ineligible to hold or have an interest in a rental dwelling license for 5 years

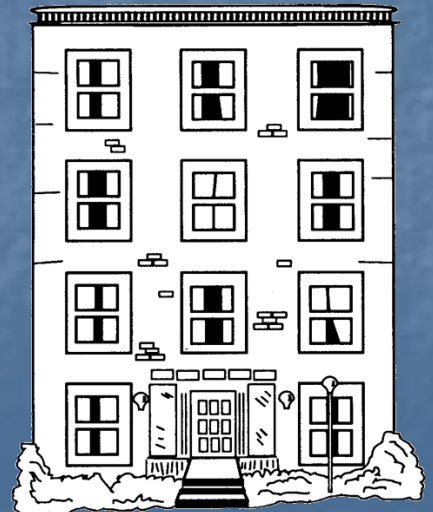


LS #17. No violations related to required permits for any dwelling owned

LS #18. Where the owner pays the water bill, the owner shall not allow the water to be shut off for non-payment...

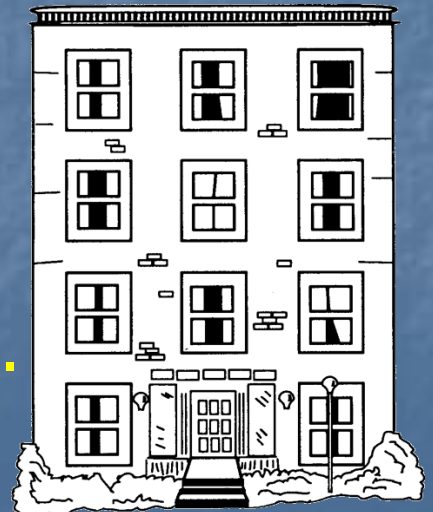
LS #21. Second violation of 244.1810 (allowing unit to be occupied... without having first obtained a license) owner shall be ineligible to have a rental dwelling license or provisional license for 2 years.

LS #23. The licensee or applicant shall not have any unpaid fines or fees owing to the City of Minneapolis related to their rental property.



244.1925. - Condemned and boarded buildings.

When a building is condemned as hazardous or unfit for human habitation due to defects in its structure or its electrical, plumbing, or mechanical systems, or boarded under Minnesota Statutes, Section 463.251, requiring a code compliance inspection prior to re-occupancy, the rental dwelling license shall be cancelled on the effective date of the condemnation or boarding. The dwelling shall be eligible to hold a rental dwelling license upon issuance of a code compliance certificate.



Consequences of Rental License Revocation

- ❑ If you have one license revoked, you will not be allowed to license another property for 3 years.
- ❑ If you lose two licenses, all others will be revoked, and you will not be allowed to have licensed rental property for 5 years.

The City of Minneapolis wants to encourage all rental property owners & their agents to read and understand all rental licensing standards & requirements under 244.1800-244.2020

City Ordinances are located on the City Webpage:
Title 12 Chapter 244 Article XVI Rental Dwelling
Licenses



**More
questions?**

