

## **Property Management Plan for Owners and Managers Of City-Assisted Rental Properties**

### **OUTLINE**

Property/asset manager plans for and monitors the financial and physical health of the property. This is important to on-going compliance because the long-term financial and physical viability of the property affects the owners' ability to comply with applicable long-term requirements to keep the property affordable.

#### **Key components of the management plan should address the following:**

- How will the property be marketed? Be sure to include the Fair Housing and non-discrimination language in all advertisements, applications and lease agreements.
- How will the applicant be screened?
- How will you determine and document tenant income eligibility?
- How will you determine appropriate rental and utility allowance amounts?
- How/what method is used to collect rents?
- How will you enforce lease agreements? Violations and terminations?
- How will you manage waiting lists?
- How/what methods will be used to maintain the property? The grounds?
- How often will you inspect the property? Will there be a check list of items to review? Will the results be provided to the tenant?
- How will you comply with Lead Based Paint in the Home ruling?
- How will the property financials be managed? Funds from City-assisted rentals cannot be comingled with other funds.
- How will you manage/maintain the record keeping process as required by HUD?
- How will annual reports be prepared and submitted to the City?
- Where and by whom will the Operating and Capital Reserve Account be managed? This account must be available for review upon request by the City.
- How will you recertify tenants? Required annually.

- How will you respond to property emergencies? Remedy must occur within 72 hours, otherwise you must assist tenant in locating temporary residence if necessary.

\*\*\*Please note: the owner/manager must maintain all documents relating to the property and tenants. All applications and lease agreements must be retained. All rent and income calculation worksheets must be retained. All forms of proof of income must be maintained. The compliance officer will request to review these documents each time the project is monitored.

The City will provide you with HUD approved sample documents for your use; such as tenant applications, lease agreements, and security deposit installment agreements (if needed).

All lease agreements must be reviewed by the City, since there are required lease provisions and prohibited lease provisions, as mandated by HUD.