

# 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/](http://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



**Housing Inspection Services**  
250 S. 4<sup>th</sup> St. – Room 300  
Minneapolis, MN 55415

**(612) 673-5858**

[www.ci.minneapolis.mn.us](http://www.ci.minneapolis.mn.us)