

MINIMUM REQUIREMENTS FOR MANAGEMENT PLANS

The following questions are an attempt to evaluate your overall method of management and maintenance. If contracting these services to another management entity, please state the name of the entity and supply the information requested based on their experience. If you do not feel this fully or adequately covers your management plan, feel free to submit additional materials (your application will be judged, in part, on the adequacy of your management plan). The management plan submitted here will become a part of the compliance and management agreement of the HOME program.

1. Type of Management Entity:

- Resident Manager Management Firm Self

a. Name of Management Entity: _____

- Qualifications (Note- Minimum requirement is the completion of a Certified Occupancy Specialist training)

b. _____

c. If Management Firm:

Monthly Management Cost: \$ _____

or Monthly Management Percentage: _____ %

d. Other Properties Managed:

Address	Dates

2. Staffing:

a. Days/hours staff is available for general tenant questions:

b. What days/hours is someone available for maintenance:

- c. Do tenants have someone to contact 24 hours a day for emergencies?

Yes No

If yes, note name, address and phone number:

3. Maintenance and Repair Plan:

- a. Qualifications of the repair/maintenance person:

- b. Average response time to emergencies:

- c. Average response time to normal maintenance and repair:

- d. Maintenance and Replacement Schedule:

Interior Painting: _____

Exterior Painting: _____

Replacement of Appliances: _____

Replacement of Equipment: _____

Maintenance of Common Areas: _____

Maintenance of Grounds: _____

(i.e. lawn, flowerbeds, shrubs, trees)

- e. What is the policy regarding tenants doing their own normal repairs:

Forbid Discourage
 Allow Encourage Expect

- f. Briefly describe your method of handling routine maintenance requests:

- g. Briefly describe your method of handling preventative maintenance:

- h. What repairs and maintenance do you normally contract out?

4. Tenant Selection and Rent Collection

- a. Briefly describe your screening process for prospective tenants (i.e. application, references):

b. Briefly describe your normal method of rent collection:

c. Number of tenants currently delinquent in their rent: _____
Current total amount of rent in arrears: \$ _____

d. Briefly describe what you do when a tenant falls behind in rent:

5. Cleaning and Moving Expenses

a. What cleaning do you expect tenants to do before moving (i.e. carpets, drapes, walls):

b. What cleaning do you expect to have to do before re-renting a unit:

c. What is your ratio of deposits refunded to those retained:

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