



Handwritten Action Plans will not be accepted. A fillable form can be found on the City’s website at www.cityofbrooklyncenter.org or call (763) 569-3330 to have an electronic copy sent to you via email.

Property Address:	<input type="text"/>	
Owner’s Name(s):	<input type="text"/>	Local Agent(s): <input type="text"/>
Owner’s Address:	<input type="text"/>	Agent’s Address: <input type="text"/>
Owner’s Phone:	<input type="text"/>	Agent’s Phone: <input type="text"/>
Owner’s Email:	<input type="text"/>	Agent’s Email: <input type="text"/>
Previous Expiration Date:	<input type="text"/>	Current Expiration Date: <input type="text"/>

Based on property conditions and/or validated police nuisance incidents, the above referenced property qualifies for a Type III-1 Year Rental License. A fully completed Action Plan must be completed immediately and approved by City staff in order to ensure timely completion of the license application process. The Action Plan should indicate the steps being taken to correct identified violations and the measures that will be taken to ensure ongoing compliance with City Ordinances and applicable codes. An Action Plan allows the owner and the City to review concerns and identify possible solutions to improve overall conditions of the property. If the Action Plan is not submitted, or all items are not completed within the license period, or the above property operates beyond the license expiration date, enforcement actions such as citation, formal complaint, or license review may result.

Before submitting, fill-out sections A, B, and C located on pages 2, 3, and 4.



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Sections A—Crime Free Housing Program Requirements

Phase I

- 1) Use a written lease agreement. The lease agreement shall include the Crime Free Housing Lease Addendum. **A copy of the lease agreement and Crime Free Housing Lease Addendum must be attached to the Action Plan when submitted.**
- 2) Agree to pursue the termination or lease agreement or eviction of tenants who violate the terms of the lease or any addendums.
- 3) Conduct criminal background check for all new prospective tenants. If it is a current tenant a new background check is not required. Must be able to provide documentation to City if requested.
- 4) Attend a City approved eight-hour Crime Free Housing training course. Information for approved courses can be found at www.mncpa.net under the *Training and Events* tab. **A copy of the Crime Free Housing Certificate must be attached to the Action Plan when submitted.**

Crime Free Housing training was completed on/is scheduled for: _____

Owner or agent attended/is planning to attend training at city of: _____

Phase II

- 1) Owner or agent will attend at minimum 25% (2) of the A.R.M. meetings. **The A.R.M. meetings must be completed within the rental license period and before the license expiration date.** Registration is not required, however you must sign-in during the meeting. Write two meeting dates an owner or agent plan to attend.
- 2) Complete a Security Assessment and implement improvements requested by the Brooklyn Center Police Department. To schedule an initial or follow-up Security Assessment, call (763) 569-3344. **A follow-up assessment must be completed before the license expiration date** to verify the security improvements have been implemented. If a Security Assessment has been previously completed, write the completion date.

Security Assessment was completed on/is scheduled for: _____

Security Assessment follow-up was completed on/is scheduled for: _____



Sections B—Long Term Capital Improvement Plan

Based on condition and age, estimated replacement dates need to be provided for common capital items. Funding should be considered accordingly. Items that are broken, worn, or otherwise in violation prior to the estimated replacement date need to be replaced sooner. All items must have a date for *Estimated Replacement Date*. **Dates such as: “unsure”, “don’t know”, or “when broken” will not be accepted.** If you are unsure of when an item will need to be replaced, you can make a prediction based on the age, appearance, condition, or manufacture/industry recommendations. Additional information on Expected Useful Life can be found at www.hud.gov.

Item	Date Last Replaced	Condition*	Expected Replacement Date
<i>Example: Water Heater</i>	<i>May 2010</i>	<i>F</i>	<i>May 2020</i>
Furnace	_____	_____	_____
Water Heater	_____	_____	_____
Kitchen Appliances	_____	_____	_____
Laundry Appliances	_____	_____	_____
Smoke Alarms/ Carbon Monoxide Alarms	_____	_____	_____
<u>Exterior Items</u>			
Paint/Siding	_____	_____	_____
Windows	_____	_____	_____
Roof	_____	_____	_____
Fence	_____	_____	_____
Shed	_____	_____	_____
Garage	_____	_____	_____
Driveway	_____	_____	_____
Sidewalks	_____	_____	_____
Other: _____	_____	_____	_____
_____	_____	_____	_____

*Condition Abbreviations: New=N Good=G Fair=F Needs Replacement=R

Sections C—Steps to Improve Management and Conditions of Property

The items in this section have been proven to assist with property management and property image.

The following actions are required:

- 1) Check-in with tenants every 30-days.
- 2) Drive by property to check for possible code violations.
- 3) Evict tenants in violation of the lease or any addendums.
- 4) Remain current on all utility fees, taxes, assessments, fines, penalties, and other financial claims/payments due to the City.
- 5) Other: _____

The following actions are optional unless required by the City.

- 1) Provide lawn/snow service.
- 2) Provide garbage service.
- 3) Install security system.
- 4) Provide maintenance service plan for appliances.
Name of service company: _____
- 5) Other: _____

If the Type III-1 Year Rental License is approved by the City Council, the licensee must comply with the approved Action Plan and all applicable City Codes. An Action Plan may be requested outside of the license review process to establish a plan for long-term property management solutions.

Please attach additional information if necessary.



Sign and Verify

I verify that all information provided is true and accurate. I understand that if I do not comply with the approved Action Plan, comply with all items within the license period, or operate beyond the license expiration date, enforcement actions such as citations, formal complaints, or license review may result.

Owner or Agent Name and Title (Please Print)

Owner or Agent Signature

Date

Additional Owner or Agent Name and Title (If Applicable, Please Print)

Additional Owner or Agent Signature (If Applicable)

Date

City Staff Only

Police Department

Date

Building and Community Standards Department

Date