

LOS ANGELES HOUSING DEPARTMENT

Property Management Plan

OWNER REPLY FORM

(Attach as the cover sheet to PMP)

I am submitting the original, signed and dated copy of the Property Management Plan for the following

PROPERTY: _____ City: _____ Zip: _____

Project Completion Date: _____ Est. Project Completion Date: _____

- I have reviewed the documents and everything is complete.
 I have enclosed the original, kept copies of all documents, and given tenants copies of their signed documents.
 Upon the lease-up of affordable units which were vacant at the time of loan execution, I will complete and send income and rent certification and verification documents, and all other required documents to LAHD.

THE FOLLOWING DOCUMENTS ARE INCLUDED (check each item that is included or write N/A if not applicable):

PROPERTY MANAGEMENT PLAN:

Affirmative Marketing Documentation - Mandatory for projects with 5 units or more

- Copy of final draft of proposed project flyer for staff approval
Copy of any proposed media ads
Social Service Agencies Owner's Contact List for flyer distribution (by area)
Vacancies Notification Log
Applicant Demographics Log

Management Company Information (if applicable):

- Current number of units managed
Years of experience in property management
Copy of agent's real estate license
Copy of Owner and Management Company Agreement
Current number and type of units managed in Los Angeles
Three examples of properties of comparative size in Los Angeles (property address, name and phone no. of contact)

LEASE-UP:

- Mandatory Addendum to the Lease or Rental Agreement
Lease Agreement or Lease Waiver
House Rules for the property (if applicable).
Other tenant/landlord agreements/forms used in managing the property (e.g., a pet agreement, if any): _____

Diagram of Building (e.g., layout of both restricted and non-restricted units with unit numbers, bedroom count and income restriction levels)

PROJECT AND TENANT CERTIFICATION INFORMATION:

- Tenant Income and Rent Certification Forms (for all restricted units currently occupied)
Income Source Documents (e.g., pay stubs, bank statements, award statements, etc.)
Occupancy Summary
Certificate of Continuing Program Compliance (if project has been completed/leased for a year)

Explanation for required items not included (if any): _____

Print Owner/Manager Name

Owner/Manager Signature

Date

Owner/Manager Daytime Phone Number