

**LOS ANGELES HOUSING DEPARTMENT  
TIPS FOR COMPLETING  
The Property Management Plan (PMP)**

- **READ** through the entire packet before filling out the PMP.
- **REFERENCE** the Covenant/Regulatory Agreement from your loan document to ascertain some of the information you need to complete your PMP.
- **COMPLETE** each item of the PMP in order. The PMP uses a check-off system to make it easy to complete. Mark with an “x” all choices that apply. In responding to the “OTHER” category, attach a separate sheet of paper as needed. **Pre-checked Items are mandatory.**

For projects with four units or less: You may skip Items 6 through 9 in the PMP

For projects with five units or more: Complete the entire PMP as well as all affirmative marketing supplemental documentation.

- **REFER** to the Table of Contents to locate supplemental and supporting documents.
- **SUBMIT** a draft of the flyer and the newspaper advertisement that you will use to market affordable units to LAHD for approval prior to lease-up. You may also submit a draft of your completed plan by mail or fax to LAHD for review.
- **ATTACH** the Owner Reply Form as the cover sheet when you submit your PMP.
- **SUBMIT** the original, final, signed and dated copy of the Management Plan to LAHD once all changes are completed and approved along with all supplemental documents required and requested in the PMP and listed on the Owner reply Form.
- **KEEP** a file copy of the PMP and all supplemental forms and documents you submit. Unless the Plan is replaced or amended with the City’s approval, your Plan will govern the management of the property for the full term of the Covenant/Regulatory Agreement. Keep the PMP and the loan document, including the Covenant/Regulatory Agreement, available for easy reference.
- **PROVIDE** both the on-site manager and/or management company, if any, with a copy of the PMP, and make sure they understand how to implement it. Whenever you change management entities, make sure they receive a copy of the PMP.
- **REMEMBER**, you, the owner, are ultimately responsible for compliance with all applicable requirements and regulations.
- **CALL** (213) 808-8943 or (213) 808-8929 if you have any questions or if we can be of assistance.