

## Management Plan Example

John Doe Realty Company  
123 Anywhere Street  
Town, MA 00000  
(617) 000-0000  
Email@email.com

TO: 5 Year Alternative Inspection Plan  
Boston Inspectional Services  
Housing Inspection Division  
1010 Massachusetts Avenue, 5th floor  
Boston, MA 02118  
5year@boston.gov

FROM: [Owner] or [Agent]

DATE: mm/dd/yyyy

RE: Management Plan for 123 Main Street, Roxbury, MA 00001. Rent-123456

### **I. OVERVIEW**

Property Address:

Age of Building/Complex:

Number of Units in the building/Complex:

Housing Type (condominium, 1-3 family, apartment building, etc):

Historical Information (whether the building was used for other purposes in the past, whether it has had substantial renovations, when the current owners acquired it):

## **II. Management Information**

Names of All Owners of the Building:

Addresses/contact information for all owners:

All other rental properties in Boston owned by the same owner (attach additional sheets if necessary):

## **III. Staffing Information**

Number of staff support for the property, and their titles:

Do you have an in-house maintenance staff?

If yes, how many staff?

If no, who is responsible for property maintenance?

If this is a vendor or contractor, how many staff do they devote to your property?

#### **IV. Plan for Occupant Responsiveness**

What is the owner's procedure for responding to routine occupant maintenance requests at this property? Provide a step-by-step guide.

How long does it take the maintenance staff to address a common, non-emergency occupant request?

#### **V. Plan for Emergency Maintenance**

What is the owner's procedure for responding to emergency maintenance requests at this property?

During what days and hours is emergency maintenance staff available?

How do occupants contact emergency maintenance staff?

## **VI. Plan for Preventative Maintenance**

Describe the owner's overall maintenance plan for the property, including any necessary long-term repair or replacement projects.

What preventative maintenance does the maintenance staff perform annually on the property?

## **VII. Enforcement History**

Provide any additional description of any enforcement history against the owner(s) or agent(s) at this property if necessary.

## **SWORN STATEMENTS**

Provide the following:

- Signed, dated and notarized statement attesting that the building or complex is being used in a manner consistent with the issued Certificate of Occupancy
- Signed, dated and notarized statement attesting that the owner does not have an outstanding arrearage of debt owed to the City of Boston for a period of more than 12 months.

## **CONCLUSION**

Provide final overview of property with final reasons why your approval should be granted.