



## **PMP Preparation Tips for Developers and Property Management Companies**

*This list represents LAHD's recommendations for proactively addressing common problems in draft Property Management Plans (PMPs) that result in corrections being issued. Addressing these items upfront will result in a shorter and more efficient PMP approval process. For questions, please contact [lahd-achp-policy@lacity.org](mailto:lahd-achp-policy@lacity.org) or [lahd.occmonitor@lacity.org](mailto:lahd.occmonitor@lacity.org).*

- Submission of the PMP due to LAHD a minimum of 120 days prior to the date the property is initially marketed for lease-up.
- Use of a sans serif font like Calibri or Arial in size 12+ throughout the PMP.
- Utilizing the most recent Property Management Plan Packet (September 2023).
- Completing the Property Listing on the [accesshousingla.org](http://accesshousingla.org) website prior to submitting the PMP.
- Complete Owner and/or Legal Entity information (this information must match what is on the Regulatory Agreement).
- Complete Property Manager contact information.
- Table 1 - Affordability Levels of Units by Bedroom Size - Ensure Project Information is complete and the number of units is tallied on the right side and the bottom of the table.
- Table 5 - Identify populations least likely to apply; outreach must include Council District Office.
- Include attachments in the order and titled as they're referenced in the PMP.
- Ensure use of the [updated Fair Housing Language](#).
- Grievance Policy must align with the LAHD Owner's Handbook.
- Tenant Selection Plan must include all ACHP requirements (two methods for how applications will be made available/submitted, etc.)
- Tenant applications must contain a section where an applicant can indicate a request for an Accessible Unit with Mobility or Hearing/Vision features.

