

**Qualified Rental Housing Administrators and Receivers
in the Twin Cities region**

Published by the Family Housing Fund

310 4th Avenue South, Suite 9000

Minneapolis MN 55415

Phone 612-375-9644

July 2018

Qualified Rental Housing Administrators and Receivers

In March 2018, the Family Housing Fund (FHFund) published a Request for Qualifications (RFQ) to identify qualified firms to act as Court-appointed administrator or receiver within the context of certain legal actions to protect and preserve low-cost rental housing and the occupancy by residents thereof in the Twin Cities metropolitan region. Through a review of applications and interviews with finalist applicants, an evaluation team (identified on page 3) determined that the following firms meet the Minimum Qualifications and are able to provide the Scope of Services as outlined on pages 3-4. This list may serve as a resource for the Courts, local governments, and other housing stakeholders in the Twin Cities region. Inclusion on the list in no way implies an endorsement of any firm. The firms are presented in alphabetical order.

1. **Epic Property Services** has served as a court-appointed administrator or receiver in over 40 prior engagements in the Twin Cities region and brings experience in multifamily, single family, scattered site, and distressed residential properties.
 - a. Contact Scott Simonett, President and CEO:
952-666-7410, scotts@epicpropertyervicesinc.com
2. **Guardian Property Management / Guardian Property Maintenance** manages over 700 housing units in the Twin Cities region and brings experience in multifamily, single family, scattered site, and distressed residential properties.
 - a. Contact Jennifer Spadine, President and CEO:
612-227-4321, jennifer.spadine@guardianprop.com
3. **Kingwood Management** has served as a court-appointed administrator or receiver in over 30 prior engagements in the Twin Cities region and brings experience in multifamily, single family, scattered site, and distressed residential properties.
 - a. Contact Jeff Skogen, President:
651-439-7812, jskogen@kingwoodmanagement.com
4. **Lighthouse Management Group** has served as a court-appointed administrator or receiver in over 100 prior engagements in the Twin Cities region and brings experience in multifamily, single family, scattered site, and distressed residential properties.
 - a. Contact James Bartholomew, Certified Turnaround Professional:
651-323-2257, jbartholomew@lighthousemanagement.com
5. **Premier Housing Management** manages over 2,000 housing units in the Twin Cities region and brings experience in multifamily, single family, scattered site, and distressed residential properties.
 - a. Contact Richard Hutsell, President and Managing Partner:
651-815-0665, rhutsell@phmdcorp.com
6. **Project for Pride in Living** manages over 1,300 housing units in the Twin Cities region and brings experience in multifamily, single family, scattered site, and distressed residential properties.
 - a. Contact Barbara McCormick, Senior Vice President of Housing with Services:
612-455-5206, barbara.mccormick@ppl-inc.org

Review Process and Evaluation Team

Each submission was reviewed by members of an ad hoc evaluation team comprised of:

1. A leader from the private owner-operator industry – Steven Schachtman, shareholder at Steven Scott Management, Inc.
2. An attorney who has represented both private owner-operators and tenants – Laura Busian, attorney and founder at Busian Law and Consulting.
3. A city attorney – Erik Nilsson, deputy city attorney, civil division, at the City of Minneapolis.
4. The Family Housing Fund – Colleen Ebinger, vice president at the Family Housing Fund.

The evaluation team reviewed each proposal, selected finalist applicants, conducted interviews with the finalists, and identified firms that meet the Minimum Qualifications as outlined on page 4. The process was coordinated by Eric Gustafson, program officer at the Family Housing Fund.

Scope of Services

Qualified administrators and receivers may be engaged by the Court or others on an as-needed basis. The scope of services to be provided, consistent with Minnesota Statutes 504B.445, 576.25 and 559.17, may include but not be limited to the following:

1. Operate and manage one or more real properties and provide services to residential tenants the landlord is obligated but refuses to provide in the ordinary operation and maintenance of a property.
2. Collect rents from residential tenants, evict residential tenants for nonpayment of rent or other cause, and enter into leases for vacant dwelling units.
3. Contract for the materials, labor, and services necessary to remedy violations found by the Court and to rehabilitate a property to maintain safe and habitable conditions, and to disburse money for these purposes from funds available.
4. Petition the Court as necessary for an order allowing the Administrator to encumber a property to secure funds to the extent necessary to cover costs of services to remedy violations found by the Court, make necessary repairs, and reasonable fees of the administrator.
5. Hire, employ and retain attorneys, accountants, appraisers, leasing agents, property inspectors, investigators, security guards, consultants, brokers, property management companies, and any other personnel or employees necessary to assist in the administrator's work.
6. Procure, renew, make payment on, or make a claim under any policy of insurance related to a property that is reasonably necessary to carry out the administrator's work.
7. Access property owner records relevant to the operation, ownership, and management of the property necessary to carry out the administrator's work.
8. Work with the Court, property owner, and local regulatory or municipal agency as needed to carry out the administrator's work.
9. Post bond as required by the Court.

Minimum Qualifications

The following minimum qualifications were required for an administrator / receiver candidate to be evaluated:

1. Business in good standing in the State of Minnesota holding all relevant licenses necessary to conduct the nature of its business.
2. Prior experience in performing housing administrator and/or receiver work as outlined herein.
3. Minimum 5 years' experience in property management or effective subcontracting for the property management of low-cost rental housing.
4. Understanding of typical code of ordinance and rental licensing policies and processes in Minneapolis, St. Paul, and/or municipalities within the Twin Cities region.
5. Understanding of relevant housing court and legal processes including Minnesota Statutes 504B, 559 and 576.
6. Maintain the ability to deliver real estate services and the capacity to perform and dedicate required resources to engagements as a building administrator for rental housing.
7. Ability to post bond to the extent necessary to correct violations as required by statute.
8. Demonstrated ability to work with diverse cultural communities for purposes of tenant outreach and communication.

Future Opportunities to Apply

Family Housing Fund will consider publishing a future Request for Qualifications to identify additional qualified firms to act as Court-appointed administrator or receiver. For more information please contact Eric Gustafson, program officer at the Family Housing Fund, eric@fhfund.org.

Family Housing Fund

Established in 1980, the Family Housing Fund vision is that all families will have a home they can afford and a place from which they can prosper and contribute to the larger community. The FHFund supports the Cities of Minneapolis and Saint Paul, the Metropolitan Council, and Minnesota Housing Finance Agency in their efforts to meet the region's affordable housing needs. Originally created by The McKnight Foundation and the Cities of Minneapolis and Saint Paul, the FHFund serves the entire Twin Cities seven-county metropolitan area.