

# Item 2

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## LICENSING OF RENTAL PROPERTY Criminal Background Investigation Form

City Code 12-904 Requires a criminal background investigation be conducted on the Property Owner listed on the Rental License Application. If the property is owned by more than one individual the City may request additional information from the license applicant regarding all Property Owners.

Rental Property Address(es): \_\_\_\_\_

\_\_\_\_\_  
 First                      Middle                      Last Name                      Date of Birth

\_\_\_\_\_  
 Home Address                      City                      State                      Zip Code

\_\_\_\_\_ Daytime Phone Number

Have you ever been convicted of a crime; Felony, Gross Misdemeanor or Misdemeanor? Yes  
No

If yes, list the location, nature of the offense, and the disposition: \_\_\_\_\_

\_\_\_\_\_

I understand that the City has the need to investigate my background and history in order to better evaluate my rental license application. I authorize any law enforcement official and any other person to furnish information regarding my criminal background to the City, and to permit the City to inspect and make copies of any such information. I further authorize any such persons to answer any questions concerning my criminal background. I fully understand that the information so obtained by the City may be used in the evaluation of my rental license application.

I hereby release any person who complies with this authorization and provides information from any and all liability for having done so.

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

<b>For office use only:</b>	Date Received _____
<b>Make and attach a photocopy of the government issued ID shown by the applicant.</b>	
The \$45.00 Background Investigation fee has been paid:	
<input type="checkbox"/> Cash	<input type="checkbox"/> Check
<input type="checkbox"/> Credit Card	

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**LICENSING OF RENTAL PROPERTY**  
***Minnesota Bureau of Criminal Apprehension***  
**Computerized Criminal History (CCH) Data Request**

The following information is necessary for the Police Department to properly identify the applicant for the required criminal background investigation. This information will be retained only by the Police Department, as required by law, and will not be included in any investigative report submitted to the City Council or representatives, and will not become a part of the public record or released to the public except as required by law.

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**First**

**Middle**

**Last**

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**Date of birth**

**Male**

**Female**

**Race:** \_\_\_\_\_

Note that "Race" cannot be left blank by the applicant. We are required to collect race data, as provided by the applicant, to perform a Computerized Criminal History.