

## Tenant Background Checks—*Why They are Important and What You Should Know*

Prospective tenant background checks are required by City Ordinances. The guest presenter for this month's A.R.M. meeting will be Carol Bruche, Vice-President and C.E.O. of Twin Cities Tenant Check.

Tenant Check has been in business since 1990, specializing in background screening reports. They primarily provide service to rental properties in the Twin City

area. In addition to large companies, Tenant Check provides services to independent owners with portfolios of less than 100 units. Carol has been a proud member of the MN Multi Housing Association for 24 years and has also been a member of the National Association of Professional Background Screeners since 2004.

She will be discussing information about the laws regarding background checks including State



Statutes, fees, release forms, and the storage of documents. Carol will also discuss what information is considered public and non-public, as well as the types of reports and how to read them.

Attendees will learn the background information about background checks at this month's A.R.M. meeting.

### 2015 A.R.M. Meeting Information

#### 2015 Meeting Dates

January 8  
March 12  
May 14  
July 9  
September 10  
November 12

**Where:** Brooklyn Center  
City Hall—Council  
Chambers

**When:** Second Thursday  
every other month starting  
in January

**Time:** 10-11 am (unless  
otherwise noted)

### Certificate of Rent Paid *Send to Renters by January 31*



It is that time of the year again; time to send out Certificate of Rent Paid (C.R.P.) to renters. C.R.P.'s are required to be sent to renters by January 31, 2015 if property tax was payable in 2014 on the property, or if you were not required to pay property tax but you made "payments in lieu of property taxes".

The purpose of a C.R.P. is to show how much rent a tenant paid during the previous year, and the amount of property taxes paid through rent. Each unmarried renter living in a unit is required to receive a

separate C.R.P. showing that each roommate paid an equal portion of the rent, regardless of the portion actually paid or whose names are on the lease. Renters will need this document when applying for the Renter Property Tax Refund.

There are software options that can be used when generating C.R.P.'s if you have multiple renters. Information about the software and guidelines regarding C.R.P.'s can be found on the Minnesota Department of Revenue's website at [www.revenue.state.mn.us](http://www.revenue.state.mn.us).

## Clearing The Path For Emergencies

### Remove Snow Around Fire Hydrants for Faster Response

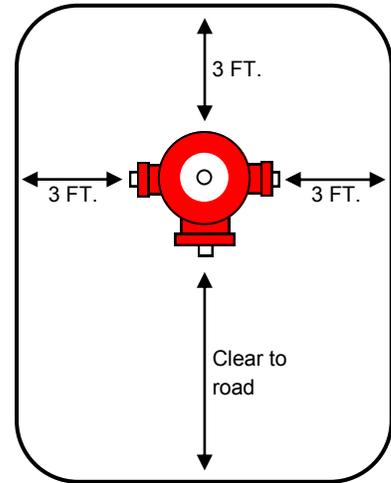
In Minnesota, snow can bury a very vital and often overlooked emergency aide—fire hydrants.

Every second counts when responding to an emergency. If emergency crews need to shovel out a fire hydrant, this could result in serious delays. For that reason, the fire department is asking for your help in keeping the hydrants at your property clear of snow this winter.

If your tenants are responsible for

snow removal, it is important to remind them to do this and make sure they know where all hydrants are located. If you have rental management staff responsible for snow removal, be sure to make them aware of this information. Finally, you should check that hydrants are being cleared by driving by the property.

It is recommended that at least three-feet around the fire hydrant and to the road is clear of snow.



This improves visibility and access to hydrants for emergency responders.

## More Than Code Violations—How Police Calls Can Affect Your Rental License

One of the most commonly asked questions by rental owners and managers is how the license categories are determined. The number of property code violations found during the initial inspection for the new/renewal license process has a large impact on the license category. However, the number of validated police calls for nuisance/disorderly violations can also affect your rental license category.

In March 2010, the City implemented its performance-based rental program, that factors in the condition of properties and costs of services provided by the City.

The criteria for police calls is based upon the number of validated calls per unit per year.

If at any time during the Rental License period the property conditions or validated police calls change, the Rental License category can be reevaluated.

Validated police calls include disorderly activities and nuisances such as noise complaints, drug related offences, public disturbances, unlawful use/procession of weapons, illegal gambling, prostitution, fights, and unlawful assembly. Part 1 crimes

such as homicide, rape, robbery, aggravated assault, burglary, theft, auto theft, and arson are also considered a validated call.

Calls where the victim and suspect are “family or household members” as defined by the MN Domestic Abuse Act are not counted as police calls.

This information and more is provided in the license application packet, and on the City website at [www.cityofbrooklyncenter.org](http://www.cityofbrooklyncenter.org).

The below chart shows the impact on a Rental License Category based on the number of validated police nuisance/disorderly calls per unit per year.

Number of units	No license category impact	Decrease license by 1 category	Decrease license by 2 categories
1-2	0-1 calls	More than 1-3 calls	More than 3 calls
3-4	0-0.25 calls	More than 0.25-1 calls	More than 1 call
5 or more	0-0.35 calls	More than 0.35-0.5 calls	More than 0.5 calls