

PROSPECTIVE TENANT CRIMINAL HISTORY REQUEST FORM

Dodge County Sheriff's Office
22 East 6 Street, Dept. 201
Mantorville, MN. 55955

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|---|-------------------------|------------------------|
| ICR Number: | | |
| Property Name Address / City / State / Zip: | | |
| Person Requesting History First/Middle/Last | Driver's License Number | Position with Property |
| | | |

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|--|-----|--------------|------------|
| Prospective Tenant's Name First/Middle/Last | DL# | DOB | Gender M/F |
| | | | |
| Maiden Name / Alias Names : | | Race: | |
| Social Security Number : | | Day Phone: | |
| Current Address (Street /Apt # / City / State / Zip) : | | Night Phone: | |

Have you lived in Minnesota for at least the past 5 years? Yes No If no, list complete:

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|--|
| Prior Address (Street /Apt # / City / State / Zip) : |
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A search of the Minnesota State Criminal Records Repository, the Minnesota Bureau of Criminal Apprehension Criminal Justice Information Files, and the Dodge County Sheriff's Office files will be performed on you pursuant with the lease agreement of the apartment complex to which you are applying. If you do not agree to sign this form, you will not be eligible to be accepted into the apartment complex which you are applying. By signing this form, you are allowing the property listed above access to any criminal data maintained in those files which applies under statues.

1. You have the right to be informed that the above property is requesting a criminal background check to determine if you have been convicted of a crime specified in section 299.67 sub 2.
2. You have the right to be informed by the above property of the results of a criminal background check and to obtain a copy of the results from them.
3. You have the right to obtain from the Bureau of Criminal Apprehension, any records that forms that basis for the report obtained by the above property.
4. You have the right to challenge the accuracy and completeness of the information contained in the report or record under section 13.04 sub 4.
5. You have the right to be informed by the property if your application for acceptance has been denied because of the results of this background check.

I authorize the Dodge County Sheriff's Office to disclose all criminal history record information (both local and B.C.A.) to the above landlord for the purpose of a rental application. The expiration of this authorization shall be for a period no longer than one year from the date of my signature.

Prospective Tenant Signature

Date

(A copy of the Tenant's ID and rental application must accompany this request form.)

A search of the Minnesota State Criminal Repository and the local arrest record for Dodge County produced the following:

Signature of Person Requesting History

Request Date

Signature of Person Releasing Information

Release Date

NOTE: The Prospective Tenant information must be completed in full and signed before any information will be released by this department. A photocopy of the Prospective Tenant's picture ID and Rental Application must accompany this request form. A copy of the RENTAL PROPERTY REGISTRATION FORM must be on file for the above property before any prospective tenant backgrounds will be completed by the Dodge County Sheriff's Office. Any fees related to this request must be paid in full before this request will be processed and released. This records check will not include any Juvenile arrests. FEES - \$5.00 per background check / \$15.00 maximum per unit for each application.