



Kasson Police Department
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Dear Rental Property Owner:

This letter is to remind you of the Kasson City Ordinance (KCO 96.20) requiring you to register your rental property. A copy of the current ordinance can be found on our website at www.cityofkasson.com under How Do I > Learn About > Rental Housing.

The Kasson Police Department (KPD) strongly recommends that the property owners/management perform a criminal background check, as well as a credit check, on potential tenants. Property owners/management decide who they rent to, not the police or the city. KPD will perform criminal background checks for a \$15.00 fee per tenant. Please submit the Criminal History Check form to complete this.

To clarify what it means to be an active participant in the Crime Free Multi-Housing program, as the city ordinance states, a Gold Certificate is needed to prove your participation in the program. In order to get a Gold Certificate, you must complete all three (3) phases of the process. The eight (8) hour class, that you may have already taken, is only the first of the three phases. Listed below are the three required phases that must be completed prior to getting a Gold Certificate:

Green Certificate - Phase One: Property owner(s) and/or manager **MUST** attend the full one-day class. The certificate is good **ONLY** for the person attending. Only the person, not the property, is certified. If you sell the property or obtain a different manager/management company, the new person must become certified to maintain the Phase One Certification requirement. Landlords may attend this course in Kasson, or in another jurisdiction, to complete this phase.

Red Certificate - Phase Two: Requires a C.P.T.E.D. (Crime Prevention Through Environmental Design) inspection of the rental property (security and safety requirements). This certificate **MUST** be renewed every year prior to rental unit registration. Contact the Crime Prevention Unit to schedule the inspection(s). This certificate is good **ONLY** for the specific rental property listed. If more than one property is owned, every property must be inspected. There is **NO** cost for the inspection.

Blue Certificate - Phase Three: Tenants from your rental unit(s) must actively participate in a Neighborhood Watch Program. This requires your tenants to have an annual gathering including a social event and an informational event with a member of the Kasson Police Department present. The police department personnel will provide information on how to make their housing a safer place to live. This phase must be completed annually to keep current with the program.

GOLD CERTIFICATE is issued **AFTER** the above three phases have been completed. The Gold Certificate expires each year, and must be renewed prior to registering your rental units if you wish to receive the discounts/benefits of the program. To renew, you must maintain compliance with all three phases above.

I would also like to add that there are some insurance companies that may provide you with a discount on your renter's insurance if you have a Gold Certificate. Check with your insurance company to see if they provide this discount. Also, this training may help you if you are involved in litigation over a safety issue on your property in the future. More information will be provided during the phase one training. Notices will be sent out at a later date and time regarding this course.

Sincerely,

Officer Paul Lindgren #3360
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