



Background Check

Property Owners/Operators/Managers:

As part of the Short-Term Home Rental license process, the City of Stillwater has the authority to conduct background checks on all property owners, operators, cleaners, and managers.

The form attached is a requirement of the Short-Term Home Rental Licensing process.

Please complete the 'Kari Koskinen Manager Background Check Act' form for each property owner/operator/ manager, include a \$15 check payable to "MNBCA" for each background check form and submit it along with your STHR License application to begin the STHR licensing process.

If you have questions, feel free to contact the Community Development Department at 651-430-8820.

**Kari Koskinen Manager Background Check Act
299C.68.2**

Owner complete:

Owner or Company:

City of Stillwater
216 4th St N
Stillwater, MN 55082
Planning Division
651-430-8820

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We are requesting a federal check on this individual as well.

(Owner please check this box if requesting a federal check and attach fingerprint card.)

Manager applicant complete:

A search of the Minnesota State Criminal Records Repository and/or the Federal Bureau of Investigation's Criminal Justice Information Criminal Files will be performed on you pursuant to Minnesota Statutes 299C.67 to 299C.71. By signing this form you are allowing the above company/individual to access any criminal data maintained in these files, and understand that your fingerprints may be used to check the criminal history records of the FBI.

I authorize this check to be done.

Signature of Applicant: _____

Date: _____

The expiration of this authorization shall be one year from the date of my signature.

Last Name of Applicant (please print): _____

First Name (please print): _____

Middle (full) (please print): _____

Maiden, Alias or Former (please print): _____

Date of Birth: _____

(Month/Day/Year)

Sex (M or F): _____

Social Security Number (optional): _____

I understand that I have the following rights:

- 1) the right to be informed that the owner will request a background check on the manager to determine whether the manager has been convicted of a crime specified in section 299C.67, subdivision 2,
- 2) the right to be informed by the owner of the superintendents response to the background check and to obtain from the owner a copy of the background check report,
- 3) the right to obtain from the superintendent any record that forms the basis for the report,
- 4) the right to challenge the accuracy and completeness of information contained in the report or record (procedures are set forth in Minnesota Statutes §13.04 and Title 28 CFR Section 16.34),
- 5) the right to be informed by the owner if the manager's application to be employed by the owner or to continue as an employee has been denied because of the result of the background check