

## Background Check/Release of Information Consent Form

All prospective tenants applying for occupancy of a property owned or managed by: \_\_\_\_\_, are asked to give authorization for the release of all information from previous landlords, management companies, and governmental agencies, (including police departments), or financial institutions, concerning rental, credit, and criminal history. Your signature below will constitute your authorization for the Buffalo Police Department or other appropriate agency to complete a check of your rental, credit and criminal history, and to provide this information to the requesting authority. This information will be disclosed only to the requesting authority and/or their agents for the purposes of determining your suitability for occupancy. In addition to authorizing the background check, your signature below also indicates your knowledge of and authorization for the Buffalo Police Department to release information to the appropriate management authority, any violations, or possible violations of the City of Buffalo Multi-Housing Ordinance, Section 10.11, related to your rental unit, tenants or guests. Criminal history information will be obtained from the BCA public criminal history website either by the Buffalo Police Department, the management company or their agent.

The criminal history information, and possibly other background information, which will be accessed by this search pursuant to your authorization, is considered Private Data. Minnesota State Statute 13.05, Subdivision 4, requires that the subject of Private Data give his/her informed consent prior to dissemination of this data to any person or agency. Your signature below shall be deemed to be an informed consent release for this information. You are not required to sign this form or to agree to the release of this information. However, if you do not agree to sign this form, you will not be eligible to be accepted into the apartment complex to which you are applying.

You also have the right to be informed.

- that a criminal background check is being conducted to determine if you have been convicted of certain criminal offenses;
- of the results of the criminal background check and to obtain a copy of those results from the agency who conducted the search;
- that you may obtain from the Bureau of Criminal Apprehension, any records that form the basis for the report obtained by the agency that conducted the search;
- that under section 13.04, Subdivision 4, you may challenge the accuracy and completeness of information contained in the report or record;
- if your application for acceptance into this rental property has been denied because of the results of any background check.

### Applicant Number 1

FIRST	MIDDLE	LAST	DATE OF BIRTH	
LAST ADDRESS		CITY	STATE	ZIP
PHONE NUMBER	SIGNATURE	SOCIAL SECURITY #		DATE

### Applicant Number 2

FIRST	MIDDLE	LAST	DATE OF BIRTH	
LAST ADDRESS		CITY	STATE	ZIP
PHONE NUMBER	SIGNATURE	SOCIAL SECURITY #		DATE

\*\*\*\*\*

### Management Use Only:

Property name and address: \_\_\_\_\_

Contact person and phone: \_\_\_\_\_

1. \_\_\_\_ Local Agency Data check only-FREE
2. \_\_\_\_ MN Public Criminal History, Public Court Access and Local Agency Data check-\$10
3. \_\_\_\_ MN Public Criminal History, Public Court Access, Local Agency Data and Credit check-\$15
4. \_\_\_\_ MN Public Criminal History, Nat'l Public Criminal History check, Public Court Access & Local Agency Data -\$20
5. \_\_\_\_ MN Public Criminal History, Nat'l Public Criminal History check, Public Court Access, Local Agency Data and Credit Check-\$25