



City of West St. Paul Rental Licensing Program

APPLICATION INSTRUCTIONS

BACKGROUND INVESTIGATIONS (CHECKS)

1. BACKGROUND CHECKS

The City of West St. Paul conducts a background investigation on all businesses and owners that are licensed within the City. This includes all applicants who apply for a Rental License.

1. WHO RECEIVES A BACKGROUND CHECK (INVESTIGATION)?

For all **new** Rental Property License applicants, a **background investigation is required** pursuant to City Code Section 1005.05 subd. 5 and the appropriate fee must be paid.

The West St. Paul Police Department and other City Officials will conduct an **INITIAL** background investigation of the **property owner, partner or Corporate Officer** listed on the application when the owner first applies for a rental license.

For **renewal** applications, background investigations are not required and there shall be no fee. However, the Police Department or other City Staff may conduct an additional background investigation at its sole discretion or when new information is provided that may change the license status.

New owners, or when the property owner, partner or Corporate Officer changes, will need to apply for a new Rental License, submit to a background check and pay the appropriate fees.

2. WHAT IS THE CRITERIA FOR CONDUCTING THE BACKGROUND CHECKS?

The West St. Paul Police Department and other City Officials will conduct a background investigation according to the following criteria:

Criminal convictions that occurred in Minnesota as follows (see page 2 for more detail):

- Crimes Concerning Dishonesty,
- Crimes Concerning Public Safety,
- Crimes Concerning Privacy, and
- Other Areas of Concern.

Criminal convictions of code enforcement noncompliance issues as follows:

- Building Code (City Code §400),
- Housing Code (City Code §425),
- Parked or Stored Motor Vehicles (City Code §2005.21)
- Inoperative or Abandoned Vehicles (City Code §2007.11).
- Unsheltered Storage (City Code §2007.03).

For more information on Background Checks, please contact 651-552-4235.



City of West St. Paul

Rental Licensing Program

Rental Licensing – Police Criminal Background Check

2. Crimes Concerning Dishonesty

- 609.05 Aiding and Abetting in the commission of a crime
- 609.52 Theft, including by check or swindle, felony
- 609.611 Defrauding and insurer
- 609.63 Destruction of evidence, felony
- 609.505 Falsely reporting a crime
- 609.506 Give a false name of another
- 609.527 Identity theft
- 609.495 Intentionally dissuading a criminal investigation
- 609.53 Receiving stolen property
- 609.24 Robbery

Crimes Concerning Public Safety

- 609.561 Arson, felony
- 609.224 Assault, felony
- 609.713 Bomb threats
- 152 Drugs, manufacture and sale, felony
- 609.595 Criminal damage to property, felony
- 609.576 Dangerous smoking
- 609.33 Disorderly house
- 609.668 Explosive, negligent discharge, possess w/o permit
- 609.686 Tampering with a fire alarm
- 609.495 Harboring a fugitive
- 624.732 Harmful substance release
- 609.776 Interfere with emergency communications/911 call
- 609.322 Prostitution related incidents
- 609.185 Homicide
- 609.576 Negligent fires
- 609.713 Terroristic threats
- 609.233 Vulnerable adult crimes

Crimes Concerning Privacy

- 609.582 Burglary
- 609.746 Interfere with privacy
- 609.746 Window peeping
- 609.795 Tampering with mail

Areas of Concern

- 609.337 Child abuse
- 609.342 CSC crimes