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**KASSON**  
*Police*



Dear Rental Property Owners:

This letter is to remind you of the Kasson City Ordinance requiring you to register your rental property. A copy of the current ordinance can be found on our website at [www.cityofkasson.com](http://www.cityofkasson.com) under the Crime Free Multi Housing tab.

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 taken is only the first of the three phases. Listed below are the three phases that must be completed prior to getting a Gold Certificate:

The three required phases include:

**Green Certificate – Phase One:** Property owner and/or manager **MUST** attend the full one-day class. 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.

**Red Certificate – Phase Two:** Requires a C.P.T.E.D (Crime Prevention Through Environmental Design) inspection of the rental property (security, 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 discount/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 renters 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.

Feel free to contact me with any questions that you may have. If you have completed phase one and would like to set up an appointment to do phase two or three, please contact me as well. Again, thank you in advance for your cooperation.

Sincerely,

*Bou Gazley #3352*

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