

Tenant Screening Procedures

The City of Dubuque wants landlords to be successful. For this reason, a task force of city staff has put together a system for tenant screening to conduct local and national criminal background checks. City Law 6-6-7: Licenses and Inspections requires, "property owners, managers, or licensed real estate professionals to conduct background checks for all prospective tenants whose tenancy commences on or after July 1, 2011. A background check may be performed using the city's free service or by another background check service approved by the City Manager."

Landlords wishing to use the City's free service must fill out a "Prospective Tenant Background Check Consent Form" and submit it:

- In person
- Via Fax
- Via E-mail
- Via Mail

Forms can be obtained:

- In person at the Police Department
- In person at City Hall, Clerk's Office
- At the City of Dubuque website under Police "Quick Links"
- Via Fax if a number is provided
- Via E-mail if an address is provided
- Via Mail if an address is provided.

Background checks may take up to seventy-two hours (72) to complete.

After the report has been received, landlords will be provided with a synopsis of the results.



Form Submission Information

Submit in Person

Dubuque Police Department
855 Central Ave.
Dubuque, IA. 52001

Submit via Fax

(563) 587-3849

Submit via E-mail

DLECRrecords@cityofdubuque.org

Submit via Mail

Dubuque Police Department
C/O Records Department
770 Iowa Street
Dubuque, IA. 52001

Because signatures are required, forms cannot be submitted over the phone.

The City of Dubuque reserves the right to require additional information be provided with all submitted forms.

Contact Information

For questions regarding this information please contact:

Dubuque Police Administration
(563) 589-4410

Captain of Community Oriented Policing
(563) 587-3807

Lieutenant of Crime Prevention
(563) 589-4473

Dubuque Police Records Department
(563) 589-4443



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Masterpiece on the Mississippi

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Service Goal

The goal of the Dubuque Police Department is to create a safe and secure environment for the citizens they serve. As an accredited agency, the Dubuque Police Department recognizes the fundamental value of human life and dignity, and is committed to providing community service and protection.

Screening applications is a proven way to stabilize rental properties, increase occupancies, and reduce complaints. For this reason, the City has committed funds to provide FREE LOCAL AND NATIONAL CRIMINAL BACKGROUND CHECKS of all prospective tenants age eighteen (18) and over to all landlords holding rental property in Dubuque City limits.

Benefits of Tenant Screening

- Avoid costs of collections, evictions, legal fees, repairs, re-renting;
- Objective, third-party evaluations;
- Protection from bad debt;
- Social Security number fraud screening;
- Verification of application information;
- Reduce landlord liability;
- Lower tenant turn-over; and
- Increased rent revenues



Tips for Landlords

- Get all consent forms and lease agreements in writing
- Handle security deposits properly
- Make repairs
- Provide secure premises
- Provide notice before entering
- Disclose environmental hazards
- Obtain insurance
- Resolve disputes
- Establish an agreement outlining tenant behavior and expectations requiring written tenant agreement
- Establish an eviction policy and procedure for tenants who have become involved in criminal activity
- Establish a written screening, evaluation, and selection policy

Community Oriented Policing

Community Oriented Policing is both a philosophy and organizational strategy that allows law enforcement agencies and community residents to work closely together in creative ways to solve the problems of crime in the community. The COP unit is involved in several neighborhood associations as well as the Dubuque Landlord Association. To learn more about services that may be available to you, please contact:

Captain of Community Oriented Policing
(563) 587-3807

Successful Rental Property Management

As a landlord or property manager, do you sometimes ask yourself...

- "What are appropriate questions to ask when I screen a tenant?"
- "What should my rental agreement include?"
- "What if I am faced with evicting a tenant? Where do I start?"
- "What roles can mediation or Police services play in reducing crime or the potential for crime in my building?"

... If you do, the Successful Rental Property Management Program is for you!

This training program provides comprehensive information on all aspects of managing property.

Issues addressed include:

- Identifying quality tenants
- Writing rental agreements
- Handling evictions
- Property security and fire safety
- Police services

Presenters include local attorneys and individuals from the following departments:

- Legal Services
- Housing Services
- Police
- Fire
- Human Rights

For more information on these services, please contact:

Housing & Community Development Department
(563) 589-4150