

*The Plainville Camp Grounds Association, Inc.*  
*320 Camp Street, Plainville, Connecticut 06062*

**Background Investigation Guidelines**  
(Adopted by the Board on August 24, 2015)

Revision 5 September 11, 2023

The following charge has been approved by the Board

- Background Investigation Charge – \$25

No person shall be admitted as a Member of the Association or allowed to rent a cottage if the applicant's or proposed renter's background investigation shows that the applicant(s)-or proposed renter(s):

1. Has been convicted of a felony
2. Is a registered sex offender
3. Within the last 10 years, has been evicted from a residence for failure to pay rent or make mortgage payments
4. Is the subject of a terrorist alert
5. Is not residing at the address given as the applicant's current address

A background investigation is not required if:

- If the Applicant(s) for membership or proposed renter(s) have been recommended by an existing Member (in good standing for at least one year) who has known the Applicant(s) or proposed renter(s) for at least five years, OR
- the Applicant(s) for membership or proposed renter(s) includes a close family member (parent, sibling, or child) of an existing Member (in good standing for at least one year)

The background investigation on the Applicant(s) for membership or proposed renter(s) will be conducted through SafeRent at a cost of per person for the Background Investigation Charge as approved by the Board of Directors annually.

To conduct the Background Investigation, the Applicant(s) for membership or proposed renter(s) are required to send the Secretary the Information in Support of Proposed Members or Cottage Rental Background Check form below.

*Revision 1 June 8, 2020 - Added proposed renter(s) to requirement. Added when a background check is required.*

*Revision 2 June 28, 2021 – added that a background investigation is not required for a close family member.*

*Revision 3 July 26, 2021 - added the Information in Support of Proposed Member(s) or Cottage Rental Background Investigation form*

*Revision 4 July 25, 2022 – clarified wording for when a background investigation is not required*

*Revision 5 – September 11, 2023 – removed dollar amount for Background Investigation Charge, revised cost to be as approved by the Board of Directors annually*

## Information in Support of Applicant(s) or Cottage Rental Background Investigation

If a background investigation required, please include the following information that will be held in confidence by the Association and will be shared only with SafeRent, the firm conducting the background investigation:

Full Legal Name (S): \_\_\_\_\_

Address (Including Zip Code): \_\_\_\_\_

\_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone(s): \_\_\_\_\_

Email Addresses: \_\_\_\_\_

Age(s): \_\_\_\_\_ Marital Status: \_\_\_\_\_

Spouse's Name: \_\_\_\_\_

How Long at Present Address: \_\_\_\_\_ Rent or Own: \_\_\_\_\_

Previous Address: \_\_\_\_\_

Employer: \_\_\_\_\_ Position: \_\_\_\_\_ How Long: \_\_\_\_\_

Previous Employer: \_\_\_\_\_

Spouse's Employer: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Spouse's Social Security Number (If Applicable) \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Spouse's Date of Birth: \_\_\_\_\_

Applicant(s) or Renter(s) represent that all the above statements are true and correct, and authorize verification of the above items. Applicant(s) or Renter(s) authorize the Association to obtain the following reports from SafeRent: (1) EvictionHistory; (2) Multi-State Criminal Search; (3) Registered Sex Offender Search; (4) Previous Address Search; and (5) Terrorist Alert Search. Applicant(s) or Renter(s) understand that the information from the Background Check will be used solely to confirm that Applicant(s) or Renter(s) are suitable to become member(s) or rent a cottage.