



**BUILDING AND COMMUNITY STANDARDS**

**Mitigation Plan Monthly Update  
Type IV License**

**Return completed Monthly Update by the 10<sup>th</sup> day of each month to Xiong Thao.** Plans can be submitted by email: [xthao@ci.brooklyn-center.mn.us](mailto:xthao@ci.brooklyn-center.mn.us), mail, or fax: ATTN: Xiong Thao.

Reporting Month: \_\_\_\_\_

Property Address:

Owner/Agent Name(s):

Owner/Agent Phone:

Owner/Agent Email:

1) Two (2) property drive-bys were completed on: \_\_\_\_\_ and \_\_\_\_\_

2) The following was seen during the property drive-bys:

\_\_\_\_\_  
\_\_\_\_\_

3) Monthly tenant check-in was completed on: \_\_\_\_\_

4) Non-required trainings, classes, and/or courses were completed on: \_\_\_\_\_

5) The following items were repaired or replaced this month:

\_\_\_\_\_  
\_\_\_\_\_

6) Number of police calls to property this month: \_\_\_\_\_

7) Police calls were followed up on: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_

8) Other reporting:

\_\_\_\_\_  
\_\_\_\_\_

**The following actions are required for properties with four (4) or more units.**

1) Annual Meeting to discuss crime prevention was completed on/is scheduled for: \_\_\_\_\_

Number of residents that attended the meeting: \_\_\_\_\_

1) Resident meeting was completed on: \_\_\_\_\_

Number of residents that attended the meeting: \_\_\_\_\_