



December 5, 2023

Dear Apartment Manager/Owner:

The New Hope Police Department currently offers monthly apartment reports to apartment managers and/or owners who are interested in signing up for the program. The program is designed to provide you monthly updates on the calls for service at your property without you needing to call and request it each month.

The program will operate as follows:

- Cost per property will be \$65.12 for the 2024 calendar year.
- The police department will run reports following the end of each month.
- These reports will be reviewed and private or confidential information will be redacted.
- Reports will be e-mailed or mailed to the contact person(s) specified on the Registration form.

The report will contain basic calls for service information. (Date/time/location/call type/public summary).

To sign-up for the program complete the enclosed registration form and return it along with a check in the amount of \$65.12 per property to my attention at the address below no later than January 22nd to ensure you receive the January report. **Even if you have signed up in the past, please make sure to complete all information requested on the form.** Data entry may be done by someone unfamiliar with your property.

If you need additional information on a specific case found on your monthly report, you may request information using the "Data Request Form". Your request will be processed through our records division. The forms can be found online or at the police department and may be submitted via fax, email or in person. There is no charge for requests made in this way at this time.

I look forward to working with you in 2024!

Sincerely,

Tim Hoyt
Chief of Police

By: Jeana Allen-Hatcher
Office Supervisor
New Hope Police Department
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CITY OF NEW HOPE

4401 Xylon Avenue North • New Hope, Minnesota 55428-4898 • www.newhopemn.gov
City Hall: 763-531-5100 • Police (non-emergency): 763-531-5170 • Public Works: 763-592-6777
City Hall Fax: 763-531-5136 • Police Fax: 763-531-5174 • Public Works Fax: 763-592-6776