

# Instructions for Completing the Trespass Enforcement Request Form

## The FROM section:

- **YOUR Name:** YOUR name should be listed here; not your business name, property management company name, HOA name or any other name. This name must be the person responsible for the property and the name must be consistent throughout the form.
- **Mailing Address:** The address you get your mail at.
- **Suite/Unit#:** If there is an apartment number, suite or unit number. If you are in a rental office and your mail comes to the office, please list "office" in this space.
- **City, State and Zip:** The city, state and zip that goes with the mailing address listed.
- **Phone:** The number that you can be best contacted at. This can be the same as your cell phone number.
- **Cell:** Your cell phone number, if you have one.
- **E-mail:** A valid e-mail address **MUST** be listed. Renewals notices are sent out via e-mail. This can be a business e-mail or personal e-mail. *Your e-mail address will not be shared with anyone.*

## The body of the form:

- **I am the:** Please check if you are the Owner, Manager, or Other for the property. If 'other,' please specify your title. This could be HOA board officer, security company representative, etc.
- **I:** The name of the person responsible for the property should be listed here. It should be the same as the name listed in the FROM section at the beginning of the form.
- **Located at:** List the physical street address of the property here. If there is no physical street address (i.e., 1234 E StreetName Ave.), then you may list the corner and street intersection where the property is located (i.e., northwest corner street 1/street2). Properties that do not have a physical street address are NOT entered into our dispatch computer. This does not mean that you cannot participate in the program. ***DO NOT list intersections in this field, unless the property does not have a physical street address.***

## Emergency phone contact numbers:

- **Phone after hours:** A valid after business hours phone number should be listed here.
- **Phone during normal business hours:** A valid day-time phone number should be listed here.

## Local Contact:

If you are an out-of-state owner or management company, we require that you have a local contact for the stickers to be mailed to for placement at the property. If you do not have a local contact, stickers for the property will not be mailed to you. Please list a local contact's name, full address and a contact phone number in this field.

**Signature:** This name should be the same as the name previously listed on the form. If you fill out the online form and submit via e-mail, you **DO NOT** need to physically sign the form; however, the form must have your digital signature. If you do not have a digital signature set up on your computer, you will have the option to do so when you click on the signature field. If you do not want to create a digital signature, print and physically sign the form

and send to the address listed. If you digitally sign the form, please DO NOT send a second copy via mail that you have physically signed.

**Date:** The date you completed the form.

*We do not accept faxed or e-mailed scanned copies of the Trespass Enforcement Request. Because this is a court document we need the original form with your signature mailed, OR the digital form filled out online with your digital signature. Please do not call and ask for our fax number. Please do not scan your form after filling out and signing it and e-mail it to us. We will contact you to have you send the original signed copy if we received a scanned or faxed form from you.*