



Moreno Valley Sheriff's Station

Special Enforcement Team

22850 Calle San Juan de Los Lagos

P.O. Box 88005

Moreno Valley, Ca. 92552-0805

Telephone: 951 486 6700

FAX: 951 486 6750

Dear Property Owner or Manager,

In order to better serve the citizens and property owners of our city, the Moreno Valley Sheriff maintains a file of no trespassing letters. By signing this letter, you are giving us authorization to arrest those who are illegally on your property, without contacting you prior to the arrest. This will allow us to better protect you and your property. If you desire to have your properties included in our files, please complete the enclosed **Letter of Authority**.

Please type or print legibly in ink. Put the primary address of your property on the letter. We request that you use one letter per lot or complex. If your complex has a name and gate code, please include that information on the letter. If your property has numerous buildings on it, all with separate addresses, please list each address separately. For example, list addresses as 21800, 21802, 21804, & 21806, as opposed to 21800 to 21806 (we do not know the addresses in between). If the units on the property have all the same address but each has a unit number or letter, they can be listed on the same letter. Please remember that the property **must be posted** with "No Trespassing" signs. All letters must contain a California notary seal in order for it to be validated and enforced.

Mail or fax the completed letter to the Moreno Valley Sheriff, Attn: SET TEAM. Our direct fax number is (951) 486-6750. If we do not receive your letter within two weeks, we will assume that you do not desire to have a letter on file. Remember that it is to your advantage to have a letter on file. Trespassing and loitering on your property should not be tolerated. If you have any questions regarding this letter, feel free to call (951) 486-6700.

It is your responsibility to notify us whenever you no longer own/manage the property, or if you no longer desire the letter to be enforced. The **Letter of Authority** is valid for one year from the date submitted and must be renewed.

Thank You,

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**Letter of Authority
602 PC**

Date: _____

To: Sheriff's Captain

I am the owner or owner's agent in lawful possession of certain real property located in the City of Moreno Valley. Specify full name address(s).

PROPERTY NAME: STREET NUMBER(s) AND NAME(s)

We have seen an influx of undesirable trespassers in this neighborhood. I am concerned about possible theft, vandalism, drug dealing and/or drug usage caused by trespassers on the property. I have posted all entrances on the property, in plain view with no trespassing signs as well as all carports and common areas associated with the property. I/We therefore request you and your staff enforce the trespass provisions of the California Penal Code and/or Moreno Valley Municipal Code in respect to the listed property. I expressly authorize your officers to arrest and/or issue citations to trespassers during the following **one year period** starting on:

(Date)_____,2_____. I understand it is my responsibility to renew this authorization in one year from the above date. I will notify you, if sometime in the future, I am no longer the owner or agent of the property.

The following information provides your department with the ability to contact me or persons with authority to respond in my absence.

***** Notarization Required *****

Property Owner:_____ Owners Address:_____

Owners Phone:_____

Manager/Requester:_____

Print Full Name

Signature

Address

A.M. Phone

P.M. Phone

E Mail

FAX Phone Number

Authorized Contact(s):1 _____

Print Full Name

2 _____

Print Full Name

A.M. Phone

P.M. Phone

A.M. Phone

P.M. Phone

ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California

County of _____)

On _____ before me, _____
(insert name and title of the officer)

personally appeared _____,
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are
subscribed to the within instrument and acknowledged to me that he/she/they executed the same in
his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the
person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing
paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____ (Seal)