

GUIDELINES FOR MAKING A POLICE REPORT FOR THEFT OF RENTAL PROPERTY

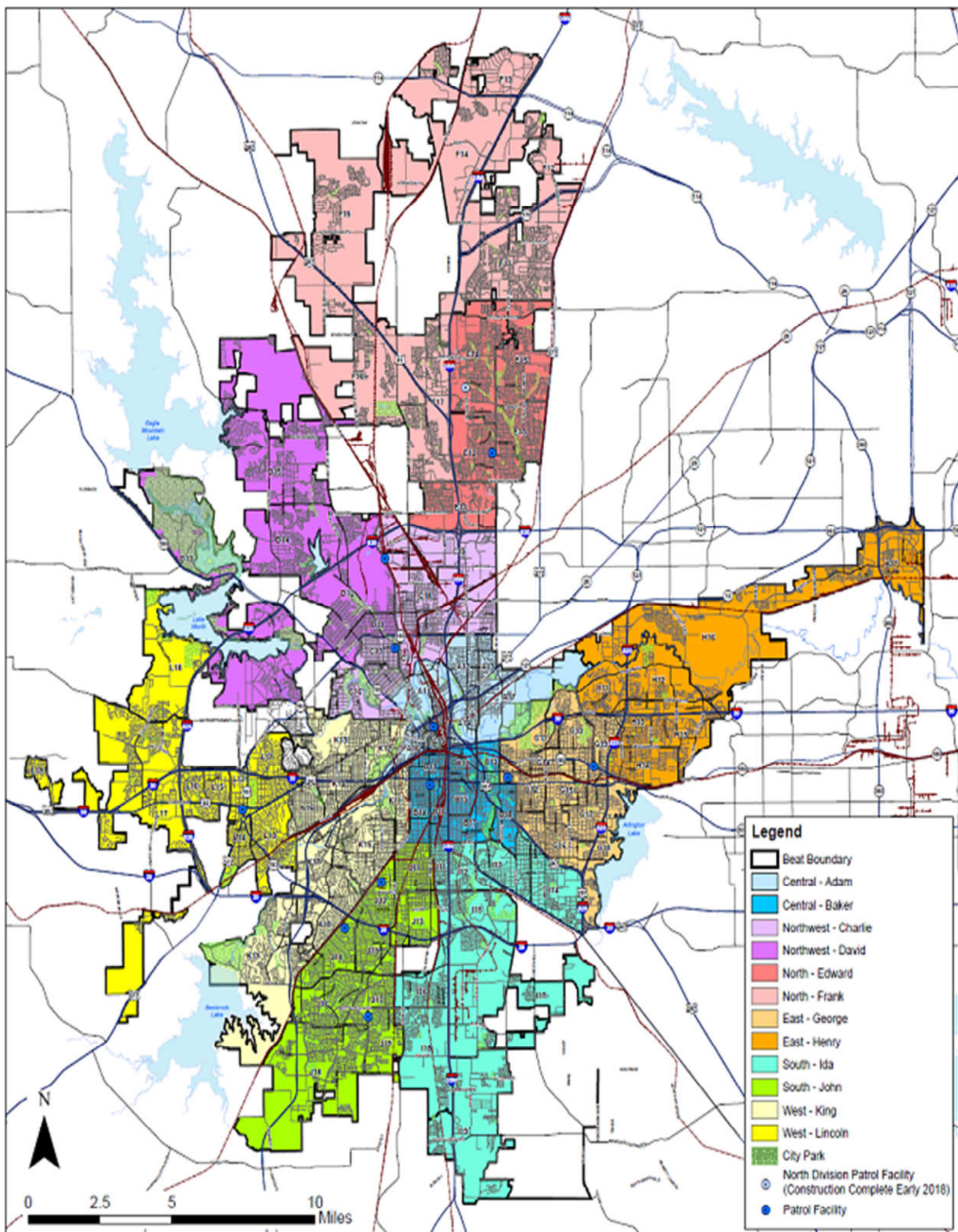
Upon Renter Violating Contract and Refusing to
Make Rental Payment and/or To Return Property:

1. Contact Renter to assure renter is aware of violation of contract.
2. Send registered/certified letter of demand that renter return property immediately. *(Include that you will pick up property if necessary).*
3. Obtain copy of contract and demand letter *(including an envelope).*
4. Bring all paperwork including the original contract to the division detective office in your area during normal business hours *(generally 8:00AM to 5:00PM)* Monday – Friday. Please call your respective division detective office before driving to the division to be sure a detective is available:

CENTRAL DIVISION	501 JONES	817 392-3905
EAST DIVISION	5650 E. LANCASTER	817 392-4832
SOUTH DIVISION	3128 W BOLT	817 392-3460
WEST DIVISION	3525 MARQUITA	817 392-4700
NORTHWEST DIVISION	2500 N HOUSTON	817 392-4600
NORTH DIVISION	8755 N RIVERSIDE	817 392-3150

The Tarrant County District Attorney's Office requires the contract to have a beginning date and an ending date printed on the contract. A list of payment dates over a period of time is not sufficient evidence of an ending date. If the renter has defaulted on a contract with your company in the past, the TCDA's Office will not accept any subsequent cases against them.

5. Please bring a copy of the payment schedule. Theft of rental property reports must be made within the following timeframe:
 - **Weekly Payment:** Theft report must not be made before 15 days nor later than 60 days from the first missed due date.
 - **Monthly payments:** Theft report must not be made before 30 days nor later than 90 days from the first missed due date.
 - **Semi-Monthly:** Are weekly in regards to the time limits.
6. Bring the completed information sheet to your respective division detective office. The reviewing detective will provide you with a case number assigned to your report if your packet has met all the requirements. Packets that are incomplete or that do not meet the requirements will not be accepted.
7. Call in your Theft of Rental Property Report to 817-392-4222 with your assigned case number. The report must be done within 24 hours.



REQUIREMENTS FOR ACCEPTANCE OF CASE FOR THEFT OF RENTAL PROPERTY

Date of Rental: _____

Company Making Rental: _____

Address of Company: _____

After hours contact phone number: _____

Name of employee making rental (*required*): _____

Address: _____

Phone number: _____

Other witnesses/employees that can identify renter:

Name: _____

Address: _____

Phone number: _____

Complete name of renter renting property and how identified:

Name: _____

Sex: Male Female

Last Known Address: _____

Driver's License #: _____

SS#: _____

Height: _____

Phone: _____

Weight: _____

Date of Birth: _____

Scars/Marks/Tattoos: _____

Race: _____

Other Identifiers: _____

Type of Contract: (daily, weekly, monthly) _____

Was Contract open ended? (*Could the renter pay by day, week, and month or at the renter's discretion?*):

Yes No

Cost of rental per day/week/month? _____

Amount of rent owed through today's date:

Amount: _____

Date: _____

Does the contract specifically state that the contract terminates if the rental agreement is broken? :

Yes No

Date of termination of contract: _____

Description of property:

Make: _____

Model: _____

Serial #: _____

Color: _____

Value: _____

Markings, size, and other description of property: _____

Are there any witnesses that can testify they have personally observed the rented property within the last three days? : Yes No

If so, where? : _____

Recent dates the renter was contacted to return rented property: _____

How contacted? : _____

Who contacted? : _____

What was the response of the renter? : _____

Has renter been told that a police report will be made and criminal prosecution will be pursued if property is not returned? : Yes No

THE ABOVE QUESTIONS MUST BE ANSWERED FOR ISSUANCE OF ARREST AND SEARCH WARRANTS. BY PROVIDING THE ABOVE INFORMATION, YOU HAVE ASSISTED THE INVESTIGATOR ASSIGNED TO YOUR CASE IN IDENTIFYING THE SUSPECT AND HAVE INCREASED YOUR CHANCES OF RECOVERING THE STOLEN RENTAL PROPERTY.

- THE INVESTIGATOR ASSIGNED TO YOUR CASE MAY BE CONTACTED AT THE RESPECTIVE DIVISION. (SEE PAGE 1 FOR CONTACT INFORMATION).
- IN REGARDS TO CASE FOLLOW-UP, PLEASE HAVE YOUR SERVICE/REPORT NUMBER AVAILABLE WHEN CONTACTING THE DETECTIVE/INVESTIGATOR ASSIGNED TO YOUR CASE.

PLEASE RECORD YOUR SERVICE/REPORT NUMBER HERE: _____

DETECTIVES ASSIGNED RENTAL CASES HAVE BEEN INSTRUCTED BY THE TARRANT COUNTY DISTRICT ATTORNEY'S OFFICE TO ENSURE THE BELOW LISTED GUIDELINES ARE FOLLOWED BEFORE A CASE WILL BE ACCEPTED.

1. ONLY ONE RENTER'S NAME ON THE CONTRACT; THIS INCLUDES MARRIED PEOPLE.
2. THE SAME PERSON THAT SIGNED THE CONTRACT MUST ACCEPT DELIVERY OF THE PROPERTY.
3. IT IS YOUR RESPONSIBILITY TO NOTIFY THE DETECTIVE ASSIGNED TO YOUR CASE IF A RENTER CONTACTS YOU TO MAKE A PAYMENT, RETURN THE PROPERTY, ETC. FAILURE TO DO SO MAY RESULT IN THE REJECTION OF FURTHER CASES SUBMITTED BY YOUR COMPANY, ALONG WITH POSSIBLE CIVIL LIABILITY FILED FOR A FALSE REPORT TO A POLICE OFFICER, OR CAUSING A DETECTIVE TO ISSUE AN ARREST WARRANT AFTER THE CUSTOMER HAS MADE ARRANGEMENTS WITH YOUR COMPANY. (FALSE ARREST).
4. WHEN MORE THAN ONE CONTRACT IS ENTERED INTO BY THE SAME PERSON, EACH CONTRACT IS A SEPARATE OFFENSE WITH SIMILAR BUT DISTINCT DIFFERENCES. THOSE CONTRACTS WILL BE HANDLED AS COMPLETELY SEPARATE OFFENSES AND SHOULD BE SUBMITTED LIKEWISE.

STATEMENT OF FACT

I _____ swear that the following information that I have provided to the Fort Worth Police Department for Theft of Rental Property, is true, accurate, and UN-altered in any manner. I understand that giving a false statement to a Police Officer and/or altering evidence is a punishable crime in the State of Texas under the Texas Penal Code 37.02, 37.08 and 37.09.

Name/Title

Date