

## 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 8:00 AM to 5:00PM) Monday – Friday. Please call your respective division detective office before coming to be sure a detective is available:

<b>CENTRAL DIVISION</b>	<b>501 JONES</b>	<b>817 392-3905</b>
<b>EAST DIVISION</b>	<b>5650 E. LANCASTER</b>	<b>817 392-4832</b>
<b>SOUTH DIVISION</b>	<b>3128 W BOLT</b>	<b>817 392-3460</b>
<b>WEST DIVISION</b>	<b>3525 MARQUITA</b>	<b>817 392-4710</b>
<b>NORTH DIVISION</b>	<b>2500 N HOUSTON</b>	<b>817 392-4610</b>
<b>NORTHWEST DIVISION</b>	<b>2500 N HOUSTON</b>	<b>817 392-4610</b>

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 info sheet to your respective division detective office. The reviewing detective will have 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 the 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 \_\_\_\_\_

OTHER WITNESSES/EMPLOYEES THAT CAN IDENTIFY RENTER. NAME/ADDRESS

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

COMPLETE NAME OF RENTER RENTING PROPERTY AND HOW IDENTIFIED

NAME \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_ RACE/SEX \_\_\_\_\_

DRIVERS LICENSE # \_\_\_\_\_ SS # \_\_\_\_\_

HEIGHT/WEIGHT'SCAR'S/MARKS/TATTOOS \_\_\_\_\_

OTHER IDENTIFIERS \_\_\_\_\_

LAST KNOWN HOME ADDRESS \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

TYPE OF CONTRACT (DAILY, WEEKLY MONTHLY) \_\_\_\_\_

WAS CONTRACT OPEN ENDED, I.E., COULD RENTER PAY BY DAY, WEEK, OR MONTH  
AT THE RENTERS DISCRETION? CIRCLE ONE:                      YES                      NO

COST OF RENTAL PER DAY/WEEK/MONTH \_\_\_\_\_

AMOUNT OF RENT OWED TO TODAY'S DATE. RENT \_\_\_\_\_ DATE \_\_\_\_\_

DOES CONTRACT SPECIFICALLY STATE THAT CONTRACT TERMINATES IF RENTAL  
AGREEMENT BROKEN? \_\_\_\_\_

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? \_\_\_\_\_

IF SO, WHERE \_\_\_\_\_

RECENT DATES RENTER WAS CONTACTED, HOW CONTACTED, AND BY WHOM, TO RETURN RENTED PROPERTY AND WHAT WAS STATED BY RENTER \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

HAS RENTER BEEN TOLD THAT A POLICE REPORT WILL BE MADE AND CRIMINAL PROSECUTION WILL BE PURSUED IF PROPERTY ISN'T RETURNED \_\_\_\_\_

THE ABOVE QUESTIONS MUST BE ANSWERED FOR ISSUANCE OF ARREST AND SEARCH WARRANTS. BY PROVIDING THE ABOVE INFORMATION, YOU HAVE ASSISTED THE INVESTIGATOR ASSIGNED 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 SOUTH DIVISION HEADQUARTERS, LOCATED AT 3128 W. BOLT STREET, 922-3460.

PLEASE HAVE YOUR SERVICE NUMBER AVAILABLE WHEN CONTACTING THE INVESTIGATOR ASSIGNED TO YOUR CASE. RECORD YOUR SERVICE (REPORT) NUMBER HERE. \_\_\_\_\_

⊗ DETECTIVES ASSIGNED RENTAL CASES HAVE BEEN INSTRUCTED BY THE TARRANT COUNTY DISTRICT ATTORNEYS OFFICE TO ENSURE THE BELOW LISTED GUIDES 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

IT IS YOUR RESPONSIBILITY TO NOTIFY THE DETECTIVE ASSIGNED YOUR CASE IF A RENTER CONTACTS YOU TO MAKE 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 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).

3. 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.

