

Larceny of Rental Property

INSTRUCTIONS:

1. Criminal complaints will not be accepted on property with a fair market value of less than \$200.
2. Criminal complaints will not be accepted on rental agreements breached more than 60 days before time of report.
3. This entire report must be completed legibly.
4. A notice of the breached agreement and letter of intent to recover property must be sent to the lessee by registered/certified mail.
5. Use one report form for each lease agreement filed.
6. **Submit with this form** the rental agreement, payment history, copy of any identification obtained from the lessee, copy of letter of intent to recover property, property inventory information (to include make, model, serial # and fair market value) and the Post Office certified mail receipt showing delivery or non-delivery.
7. This form must be signed by a person in a position of responsibility.
8. Return this form and required documents to:

Kalamazoo Public Safety
150 E Crosstown Pkwy, Ste A
Kalamazoo, MI 49001

Business Information

Business name _____ Phone # _____

Business address _____

Reportee Information

Full name of reporting person _____ Date of Birth _____

Address _____ Phone# _____

Employment title _____

Suspect Information

Name of lessee _____ Date of birth _____

Sex ___ Race ___ Ht ___ Wt ___ Hair ___ Eyes ___ Identification used _____

Address _____ Phone# _____

Employment _____

Rental Agreement

Date of rental agreement _____ Date of expected return _____

Explain breach of contract _____

Number of payments made by lessee _____ Date last payment made _____

Name of employee completing rental agreement _____

Can this employee identify the lessee if seen again? _____

Please explain how they are able to identify the lessee. _____

General description of property rented: _____

Make _____ Model _____ SN _____ Retail price _____

General description of property rented: _____

Make _____ Model _____ SN _____ Retail price _____

General description of property rented: _____

Make _____ Model _____ SN _____ Retail price _____

(if more items rented please use back side of sheet to list)

Please detail what steps you have taken to contact the lessee and recover your loss _____

Was the lessee contacted? Yes No By whom and when? _____
How was contact made? _____
How was the lessee identified during this contact? _____
Result _____

Has the lessee attempted to make restitution? Yes No If yes, please give details _____

Have you successfully served an intent to recover product notice on the lessee? Yes No
If yes, how? Certified mail Personal Service If not served, why? _____

Do you feel that you have exhausted your ability to collect the property? Yes No
Do you feel that the lessee intends to defraud you? Yes No Explain why _____

Is there reason to believe that the lessee is still in possession of the property? _____
Explain why _____

Have you retained an attorney or turned this matter over to a collection agency in an attempt to collect the money?
Yes No

NOTE
The decision whether or not to prosecute this individual will be made by a representative of the Kalamazoo County Prosecuting Attorney's Office who will take into account numerous factors. Criminal prosecution does not guarantee restitution as prosecution is designed to punish, not collect debts. If you agree to prosecute this defendant you cannot drop the charges if he/she offers to pay off the debt.

I hereby understand and agree that all the information contained in this document is to be used by and disseminated among all Law Enforcement Agencies, the office of the Prosecuting Attorney and the courts. I also understand and agree that this report is being submitted for criminal prosecution and that if criminal prosecution is instituted, it will be necessary for those persons having knowledge of the facts to appear and testify in court.

I hereby certify that no one has accepted full or partial restitution for this particular lease as of this date and I further agree **NOT TO ACCEPT RESTITUTION** without notifying the Kalamazoo Department of Public Safety.
I hereby certify that I have read and understand the directions for this form, and that all of the facts herein are to the best of my knowledge, true, accurate, and complete.

Signature of reporting person _____ Date _____

Printed name _____ Employee Title _____

Required Attachments

- Rental agreement/contract
- Lessee Payment History
- Copy of letter of intent to recover property sent to lessee
- Property inventory information (to include make, model, serial # and fair market/retail value)
- Post Office certified mail receipt showing delivery or non-delivery
- Copy of any identification obtained from the lessee.