



VANCOUVER POLICE DEPARTMENT

THEFT OF RENTAL, LEASED, LEASED-PURCHASED OR LOANED PROPERTY

COMPLAINT FORM & INVESTIGATION REQUEST

CASE # _____

INSTRUCTIONS:

1. Complete this entire form.

NOTE: The term 'Owner' used in this form will generally refer to the property owner or complainant, and the term 'Person' will refer to the person who completed the written agreement for the property.

2. Use one form per separate written agreement, even when it is the same person.

3. Attach copies of supporting documentation. Keep and secure all original documents, you may need them for trial.

The first four items in the following checklist contain required documentation. Without these documents, criminal prosecution is highly unlikely.

Check the box and number of pages if attached:

- Copy of complete written agreement. Contains _____ pages.
- Copy of photo identification the person used (driver's license, ID card, etc). Contains _____ pages.
- Copy of demand letter and envelope or other record of certified or registered mail. Contains _____ pages.
- Property Information Form (attached VPD form). Contains _____ pages.

List and attached documents and any items that could assist the investigation (ie: contact logs, video, etc)

- _____ Contains _____ pages.
- _____ Contains _____ pages.
- _____ Contains _____ pages.

4. Determine the replacement value of the property.

RCW 9A.56.010(18)(a) states that "Value" means the **market value of the property at the time and in the approximate area of the criminal act**. The time of the criminal act means at the time they stole the property. For example, if the property were rented for several months and then the renter quit paying and left with the property, the value is based on the *used* value of the property at the time the person quit paying and stole it.

To determine value on new items use regular retail prices for new items as if the items were bought from a normal retail sales outlet. If your company has higher than typical retail sales prices, the typical prices in other stores will control. For used property, you should consider prices of similar used items sold in the local area, such as at second hand dealers, newspaper classified ads, or local internet sales to determine the value.

In most cases the time of the criminal act will be considered as the failure of the person to make acceptable arrangements for the return of the property within 72 hours after being served with proper notice to do so following the due date of the written agreement

5. Agree to prosecute.

This complaint may result in criminal charges. By filing a complaint and requesting investigation by law enforcement, you are agreeing to cooperate with the criminal prosecution of the case if criminal charges are filed. As a condition of seeking law enforcement assistance in this matter, if charges are filed, you must agree to assist with any prosecution and should not agree to a civil compromise or other agreement to dismiss the charges in exchange for payment or the return of the property.

If you believe that collection is preferable to prosecution, and wish to pursue those options, civil remedies (collection agencies, small claims court, etc) are a more appropriate choice than a request for criminal investigation and prosecution.

SECTION ONE – VICTIM INFORMATION

1. Name of property owner: _____

2. Name of store or business (if different than property owner): _____

3. Street address: _____, Vancouver, WA Zip Code: _____

4. Mailing address (if different)

5. Contact Name for Owner (Last, First, MI): _____

6. Contact Phone Number (Business): _____ Other: _____

Note: The contact person named must be the person requesting a criminal investigation and must have the authority to make the request. This person must be willing to testify in court if subpoenaed.

7. Date this form was completed: _____

SECTION TWO – PERSON INFORMATION

1. Name of Renter/Lessor who completed written agreement (Last, First MI):

_____ Date of Birth: _____

2. Street address of person:

_____ City: _____ State: _____ Zip: _____

3. Mailing address (if different):

_____ City: _____ State: _____ Zip: _____

4. Contact phone numbers:

Home: _____ Cell: _____ Work: _____

4. Employer information:

Name/address: _____ Phone: _____

SECTION THREE – COMPLAINT INFORMATION

1. What date was the written agreement completed for the renting, leasing, lease-purchase or loaning of property?

Date: _____

2. Is there video surveillance available showing the completion of the written agreement? () YES () NO

3. List the address where the written agreement was completed.

_____, Vancouver, WA Zip Code: _____

4. Was the person positively identified by government issued photo identification? () YES () NO

5. Name of employee / owner agent who verified the person's identification (Last, First MI):

_____ Contact phone number: _____

NOTE: This witness must be willing to testify in court if subpoenaed.

6. Name of employee / owner agent who witnessed completion of written agreement (Last, First MI):

_____ Contact phone number: _____

NOTE: This witness must be willing to testify in court if subpoenaed.

7. Did the person completing the written agreement provide false or fictitious information? () YES () NO

*NOTE: RCW 9A.56.096(2)(b) states the following: That the renter, lessee, or borrower presented identification to the owner or the owner's agent that was materially false, fictitious, or not current **with respect to name, address, place of employment, or other appropriate items.***

List false items: _____

If false information provided, explain how you know it to be false, *and* how you determined correct information:

8. What date did the person first fail to return the property or make scheduled payment? _____

9. What is the date of the last actual contact with the person? _____

Summarize the content of that contact (ie: in person by named employee; over telephone by named employee, etc)

10. How many total attempts have been made to recover the property? _____

11. Was the person notified in writing by **certified or registered mail** of the demand to return the property?
() YES () NO

12. Was the demand letter sent to the last known address of the person?
() YES () NO

13. List the address the notification in writing was mailed to:

14. On what date was the demand letter sent?: _____

15. Did the person make arrangements acceptable to the owner to return the listed property within 72 hrs after receipt of the written demand?
() YES () NO

16. What statements has the person made regarding the property during any previous recovery attempts or contacts?

List any comments, to whom and when they were made, and attach related documentation or logs. If this information is included in attached documentation, check here () and you do not need to list it below.

17. List the **total replacement value** of all listed property in this case: \$_____.

18. List the **total amount** the person has paid, to include all fees, payments, etc in this case: \$_____. Attach a complete copy of any records showing payments received on this account. If available, copies of any checks, cash receipts or other documents which may disclose the identity of the person paying on the account.

NOTE: If the amount paid is equal to or exceeds the replacement value, criminal prosecution is highly unlikely. Civil remedies may be more appropriate in those situations.

19 Signature block.

My company and I authorize and request an investigation of the named person for the crime of Theft of Rental, Leased, Lease-purchased, or Loaned Property under RCW 9A.56.096. By filing this report, my company and I agree to assist law enforcement and the prosecuting attorney with the investigation and any prosecution that may arise therefrom.

I certify under penalty of perjury, under the laws of the State of Washington, that the foregoing is true and correct.

SIGNED this _____ day of _____, 20_____, at (city/state) _____

Signature _____

Printed Name _____ Title / Position: _____



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CASE # _____

PROPERTY INFORMATION FORM

ITEM # _____ of _____ This item was: () rented () leased () leased-purchased () loaned

Type of item: _____

Manufacturer: _____

Model name/ number: _____

Serial number: _____

Replacement value of item (see instructions): \$ _____

Total amount person has already paid towards item in rental/lease/other payments: \$ _____

NOTE: If the amount paid is equal to or exceeds the replacement value, criminal prosecution is highly unlikely. Civil remedies may be more appropriate.

Resources used to determine the replacement value:

Comments about this item:

ITEM # _____ of _____ This item was: () rented () leased () leased-purchased () loaned

Type of item: _____

Manufacturer: _____

Model name/ number: _____

Serial number: _____

Replacement value of item (see instructions): \$ _____

Total amount person has already paid towards item in rental/lease/other payments: \$ _____

NOTE: If the amount paid is equal to or exceeds the replacement value, criminal prosecution is highly unlikely. Civil remedies may be more appropriate in those situations.

Resources used to determine the replacement value:

Comments about this item:
