



CITY OF VALLEJO  
POLICE DEPARTMENT

111 AMADOR STREET • VALLEJO • CALIFORNIA • 94590 • (707) 648-4545

**NO TRESPASS LETTER (VACANT PROPERTY)  
RESIDENTIAL OR COMMERCIAL (CIRCLE ONE)**

CRITERIA TO SUBMIT THIS FORM (Failure to adhere to requirements may result in the removal of trespass letter from the file):

1. Property will remain vacant for the next six (6) months
2. Property owner/agent/representative will be monitoring property weekly for trespassers – any vandalism **MUST** be addressed within 24 hours or the trespass letter will be removed
3. Property will **NOT** be listed for rent/sale within the next six (6) months
4. Property will **NOT** be under construction or rehabilitation in the next six (6) months
5. Owner is encouraged to register the property with Code Enforcement’s Vacant Real Property Registration Program (Email: [code.enforcement@cityofvallejo.net](mailto:code.enforcement@cityofvallejo.net) or call 707-648-4469)

Date: \_\_\_/\_\_\_/\_\_\_\_\_

Effective Dates: \_\_\_/\_\_\_/\_\_\_\_\_ until \_\_\_/\_\_\_/\_\_\_\_\_ (expires six months from effective date)

To: Vallejo Police Department  
111 Amador St.  
Vallejo, CA 94590  
707-553-7218

From: \_\_\_\_\_  
(Please Print: Last Name, First Name, Middle Initial)

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Night Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_

I am the Owner/Owner’s Agent/Owner’s Representative (circle one) of the property located at:

\_\_\_\_\_

The Property is a(n)  Apartment  
 Single Family Residence  
 Commercial Property  
 Land not open to the general public and posted as being closed

There are no person(s) currently authorized to occupy the property. \_\_\_\_\_ [initial]

I authorize the Vallejo Police Department to ask unauthorized person(s) to leave the Property. If they refuse to do so or return thereafter, I authorize the Vallejo Police Department to effectuate a citizen’s arrest on my behalf on any person(s) trespassing on my property (California Penal code § 602).

I or my agent will cooperate in the prosecution of any person(s) arrested for this offense. I understand that this letter is valid for a maximum period of six-months and it is my responsibility to renew the letter at that time, if the need still exists.

Dated: \_\_\_\_\_ Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

**FOR INTERNAL USE ONLY:**

ID VERIFICATION COMPLETED: \_\_\_\_\_ DATE: \_\_\_\_\_

PROPERTY OWNER VERIFICATION COMPLETED: \_\_\_\_\_ DATE: \_\_\_\_\_