



CITY OF HANFORD
LETTER OF AGENCY
(Trespass Arrest Authorization)
12 Month Period

Official use only
Incident Number _____

Start Date

Expiration Date

Last Name First Name M.I.

I am the (Select one) ☐ Owner ☐ Owners Agent ☐ Person in lawful possession of the property

Business/Property Located

at: Address (Street)

City/State Zip Code

Home Phone Business Phone

The property is
(select one): ☐ Apartment ☐ Business ☐ Private Home ☐ Vacant Lot

I authorize the Hanford Police Department (HPD) to act as my agent for the purposes of enforcing all laws against any person found on the property without my consent or without lawful purpose.

I certify that the property listed above is (Select applicable sections):

Fire hazard or owner, owner's agent, or person in lawful possession is absent from the property.

Closed to public and posted "CLOSED" or "NO TRESPASSING."

Open to the public, between the hours of _____ and _____ and posted as closed to public during other hours.

I authorize the HPD to ask unauthorized persons to leave the property. If they refuse to do so, or return thereafter, I authorize the HPD to act as my agent for the purposes of enforcing any law violations on the property. My agent or I will cooperate in the prosecution of persons for these offenses. I understand this letter is valid for a maximum of ONE YEAR and it is my responsibility to renew the letter at the time if the need exists.

Emergency Contact,
Not Owner or Agents

Home Phone
Cell Phone

SIGN THIS LETTER OF AGENCY IN THE PRESENCE OF A NOTARY PUBLIC. THIS LETTER OF AGENCY MUST BE NOTARIZED TO BE EFFECTIVE. HPD WILL NOT ACT UPON AN UNNOTARIZED LETTER OF AGENCY. THE CITY OF HANFORD COMMUNITY DEVELOPMENT DEPARTMENT PROVIDES NOTARY SERVICES FOR LETTERS OF AGENCY AT 317 N. DOUTY STREET, HANFORD. PLEASE EMAIL LOANotary@hanfordca.gov to set up a notary appointment.

I CERTIFY UNDER THE PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE INFORMATION CONTAINED IN THIS LETTER OF AGENCY IS TRUE AND CORRECT AND THAT I WILL IMMEDIATELY FILE AN UPDATED LETTER OF AGENCY WITH THE CITY OF HANFORD IF ANY OF THE INFORMATION SET FORTH ABOVE CHANGES.

Signature/Print _____ **Date** _____

This Form allows the Hanford Police Department to act as the agent for the owner of private property for the purposes of enforcing laws against any person(s) found on the property without the owner's consent or without lawful purpose. This is an extremely useful tool and is strongly recommended for vacant properties, vacant lots, businesses, or any properties upon which public nuisance activity and/or crime problems, including transient activity, drug activity, prostitution, graffiti, or general trespass are occurring. This form must be renewed every **YEAR** in order to be effective per Penal Code section 602. Please submit the completed form to the City of Hanford's Community Development Department, 317 N. Douty Street, Hanford CA 93230.

In conjunction with this form, it is strongly suggested, although not required, that the property be posted with a sign indicating:

- A Letter of Agency has been filed with the City of Hanford;
- The address of the property;
- The words "No Trespassing"; and
- Who the property is managed by and/or who to call to report problems of concerns.

The sign should be no less than 18" X 24", ideally have a font legible from the nearest public street and not be readily accessible to vandals. Signs should be evenly spaced throughout the surrounding property boundaries covered by the Letter of Agency.

A Notary Public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF CALIFORNIA)
) SS
COUNTY OF _____)

On _____, 20____, before me, _____,
Notary Public, personally appeared _____, who proved to
me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to
the within instrument and acknowledged to me that he/she/they executed the same in
his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the
person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

(SEAL)

NOTARY PUBLIC