



# San Diego Police Department

## Embezzled Vehicle Reporting Requirements

The following documents are **REQUIRED** before a stolen / embezzled report can be taken:

A legible copy of the original **SIGNED** rental contract that includes the renter's full name, address, telephone number, driver's license number and state, rental scheduled return date, total amount paid at the time of rental and how original payment was made;

A legible copy of the demand letter requiring the exact location of the vehicle be disclosed;

A **Copy** of the **returned** sealed certified envelope or **signed receipt of delivery**;

Renting agent's name, home address, SSN or driver's license number and state, date of birth, cell, home and work phone numbers;

Written documentation indicating what your company has done to recover the vehicle. Include each involved employee's name, home address, SSN or driver's license number and state, date of birth, cell, home and work phone numbers;

Document any and all extensions to the original contract whether made verbally or in writing. All documentation must include the date the extension was requested and/or granted, along with the date the vehicle was to be returned, the person requesting the extension, the person granting the extension and the reason given for the extension (if any). Document all conversations with the suspect.

**Do not make any offers to extend the contract if additional fees are paid.**

**All notes will be typed, dated and organized.**

Document all payments applied to the contract and indicate whether the payment was in cash, credit or debit card, electronic transfer or check.

Complete a two page Vehicle Embezzlement Addendum Report.

**\*\*NOTE\*\***

**Providing information during a police investigation that is false or misleading is a crime under California Penal Code sections 148.5 and 148(a)(1)**



