

# San Diego Police Department

Embezzled Vehicle Reporting Requirements

The following documents are <u>**REQUIRED</u>** before a stolen / embezzled report can betaken:</u>

A legible copy of the original <u>SIGNED</u> 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 bedisclosed;

A <u>Copy</u> of the <u>returned</u> sealed certified envelope or <u>signed receipt of delivery</u>;

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 thesuspect.

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)

#### San Diego Police Department Vehicle Embezzlement Addendum

Renting Agency:     Case Number:																									
Renting address, City, State:																									
Daytime Phone Number: Night time Phone Number:																									
Name of Person Completing this Form:							Email Ac	ddress:		<u> </u>							Driver's License Number & State:								
Embezzled Vehicle Information																									
License Number One State: Registration Expir							es:		le	Vehicle Identification															
Year: Make: Model: Body Type:									Number (VIN)     Approximate Value:																
CURRENT / REGISTERED OWNER								LEGAL OWNER																	
As Shown on the Registration Card Name (Last, First, Middle):								١	As Shown on the Registration Card Name (Last, First, Middle):																
Street Address:						/	Apt / Sui	te #	s	Street Address:								Apt						/ Sui	te #
City: State:						Zip:				City:										Sta	te:	Zip:			
	Rental / Renter Information																								
Renter's Name (Last, First, Middle):     Driver's License Number and State:											2:														
Street Address:							Apt / Suite								iite #	#									
City: Zip:																									
Cell Number: Work Phone Number:									Home Phone Number:																
Rental Date: Scheduled Return Date: Any Contract Extension						Extensions:	Contract Extended by Whom: Agreed Upon Return Date:												2:						
How Was the Rental Paid For? If By Credit Card, Which					h One?		Credit Car	d Nur	Number: In the Name							me Of:									
When Was the Last Time Funds were Accepted For The Rental? When Was the Last Time the Credit Card was Accessed What was the Result?																									
Renting Agent's Name (Last, First, Middle):							Home Addr	ress:	55:						City, State, Zip:										
Renting Agent's Driver's License # State:						Cell or Home Phone #										Date of Birth:									
					Additi	iona	al Dri	ivers o	on t	the Re	enta		on	ntra	act										
Additional Renter's Name (Last, First, Middle):							Home Add	dress:	iss:									City	, State, Zip:						
Cell Number: Work Phone					ne Num	ber:	1		Home Phone Number						:										
							Addi	itional	In	forma	ation	n													
Demand Letter Sent? Date Sent : Sent to Whom? Address:																									
Demand Le Sigr	tter Was? ned for, Receij	otReceive	ed 🗌	No	thing Retur	rned Fro	om the P	ostOffice		Retur	ned Unc	opene	ed, M	larked											
	formatio		•							•															e
	. If any i duled. B				•			•	-	-									•••						n
		the originals. Call (619) 531-2000 to schedule an appointment.									edul	le a	n a	ppo	oint	tm	ent	•							

List all attempts to contact the renter, and the results of those attempts. The documentation must include the time and date of the attempt, who made the attempt (First and last name, and date of birth) and the result of the contact, ie "The renter agreed to return the call on Monday" or "Left voice mail
message".