

Instructions for:

NOTICE AGAINST TRESPASS

1. The notice of trespass may be served on any person(s) who is not welcome on property owned by you or on property that you are an agent of.
2. You must complete the notice of trespass in full. The notice of trespass may be hand delivered or mailed.

HAND DELIVERED:

You must read the notice to the recipient and ask him/her to sign the notice to acknowledge receipt. If the person refuses to sign, you must note that delivery was made but the acknowledgement of receipt was refused.

MAILED:

You are required to mail the notice of trespass to the last known address. The notice must be mailed by **certified return receipt requested** and **restricted delivery**. Once the receipt is returned to you by the postal service you'll need to release them to the police department upon request. A copy will be made for you.

3. Providing the instructions have been followed properly, the police department may then take immediate action against the violator/s. You will be required to supply the officer with a sworn written statement detailing the reasons for having to serve the notice.

NOTICE AGAINST TRESPASS

TO: - - - - -

This letter against trespass serves as official notice that you are hereby prohibited from entering upon or in/on any land or structure of property being located at: - - - - -

and being owned or under the direct care and control of: - - - - -

Any violation of criminal trespassing to which this notice is given, pursuant to the Vermont Statutes Annotated, Title 13, Section 3705 (a) (1) and punishable by a term of imprisonment of not more than 3 months or a fine of not more than \$500.00, the Hartford Police Department will be immediately notified and you will be subject to prosecution for Unlawful Trespass.

Owner/ Manager/ Agent

MAIL DELIVERY:

On _____, this notice was mailed to _____
by certified, return **receipt/restricted delivery**; receipt#: _ _ _ _ _

HAND DELIVERED:

Hand Delivered to: - - - - -

Served by:- - - - -

Date: _____