# INSTRUCTIONS TO RESIDENTS
# EXECUTING TRESPASS AFFIDAVITS

The following are instructions to persons who wish to execute a Trespass Affidavit to authorize the Houston Police Department to enter the premises to enforce all applicable trespass laws on their behalf for a property located in the city of Houston. The attached Trespass Affidavit may be executed by only the owner or the authorized agent of the owner for the concerned property.

1. Complete all sections of the attached Trespass Affidavit form and Complainant Data Sheet. The complainant is the owner or agent of the owner executing the Trespass Affidavit and the person who would be subpoenaed for court in the event of a trial regarding a trespass violation.

2. Have the Trespass Affidavit notarized.

3. Post a "No Trespassing" sign at all places reasonably anticipated to be used as an entrance to the premises.

4. Keep copies of the Trespass Affidavit and Complainant Data Sheet for your records.

5. Submit the original Trespass Affidavit and Complainant Data Sheet to the nearest Houston Police Station or Police Storefront having jurisdiction over the concerned property.

6. If there are any changes in the information listed in the Trespass Affidavit and/or the Complainant Data Sheet, a new Trespass Affidavit and Complainant Data Sheet must be submitted to the Houston Police Department.

# TRESPASS AFFIDAVIT

(FOR RESIDENTIAL PROPERTY)

My name is _____. I am the _____
(Printed Name) (Owner / Agent of the Owner)

of the property located at _____, Houston, Texas _____.
(Street Address) (Zip Code)

I hereby request and authorize the HOUSTON POLICE DEPARTMENT to enter the premises at said location and, in my absence, to enforce all applicable trespass laws on my behalf in regard to the above referenced property. I further request that on my behalf, the HOUSTON POLICE DEPARTMENT request all persons who are not residents, or invited guests of residents, to immediately leave the property or be arrested pursuant to Section 30.05 of the Texas Penal Code. "NO TRESPASSING" signs have been posted throughout the property.

In addition, I, or my designee, will cooperate fully in the prosecution of anyone who is arrested for a violation of any local or state law.

My business address is _____.

My business telephone number is _____.

_____
(Signature)

**Subscribed and sworn to before me** on this the _____ day of _____, 20____, to certify which witness my hand and seal of office.

_____
NOTARY PUBLIC IN AND FOR
THE STATE OF TEXAS

# COMPLAINANT DATA SHEET

(For use in filing charges on suspects arrested for criminal trespass)

**Date:** _____

**Business Name:** _____

**Complainant's Last Name:** _____

**Complainant's First Name:** _____

**Complainant's Race:** _____

**Complainant's Sex:** _____

**Complainant's Date of Birth:** _____

**Complainant's ID/TDL #:** _____

**Complainant's Address:** _____

**Complainant's Telephone Numbers:** _____

**Complainant's Email Address:** _____

_____

The complainant will be the person subpoenaed for court in the case of a trial.

Complainants may use a business address and telephone number to satisfy the District Attorney's Office requirement for this information.

Attach this form to the signed and notarized copy of the Trespass Affidavit.

This form will not be released to anyone except the District Attorney's Office and will be protected from release to the extent possible under state and federal law. This form will be kept on file with the Trespass Affidavit at the division responsible for the concerned location.