



UNAUTHORIZED USE OF A MOTOR VEHICLE

Demand Letter Instruction Sheet:

If you wish to file a charge of Unauthorized Use of a Motor Vehicle against an individual, the Pasadena Police Department mandates that you follow these instructions prior to further investigation or the filing of criminal charges.

You are required to send a letter to the person in possession of your vehicle and the letter must include the following information:

1. An accurate and complete description of the circumstances in which the property was obtained from you.
2. An accurate and complete description of the property that you own and desire returned.
3. An affirmative demand that either you be allowed to take possession of the property at the place where it is presently located, the property be returned from the location it was taken, or that you be compensated for the full present market value of the property; and
4. That if one of those demands is not satisfied within **ten (10) days** of receipt of the demand letter, the matter will be forwarded to the Harris County District Attorney's office for criminal charges deemed appropriate.

The attached form can be completed in full and will satisfy the above requirements. The letter must be sent certified mail and a return receipt requested. At the appropriate time, the following items are needed in order to file Unauthorized Use of a Motor Vehicle:

1. A copy of the certified letter, and
2. The green return receipt from the post office showing that the letter was delivered to the appropriate person; or
3. The unopened letter returned to you and deemed undeliverable by the post office for any reason.

The original incident will be documented by the reporting officer and once you have completed the ascribed actions, please bring the required information to our office (**1201 Davis, Pasadena, TX 77506 713-475-7840**) so that a supplement report and investigative action can be completed.



UNAUTHORIZED USE OF A MOTOR VEHICLE NOTIFICATION

DATE: _____

TO: _____
NAME

ADDRESS

CITY, STATE, ZIP

Dear Mr./Ms. _____,

You are hereby notified that a motor vehicle in your possession, described as followed is owned by _____.

YEAR MAKE MODEL STYLE COLOR

LICENSE PLATE NO./STATE VEHICLE IDENTIFICATION NUMBER (V.I.N.)

Detailed Description of the Circumstances:

I am the lawful owner of the vehicle described above. You are instructed to return the motor vehicle to me in the same condition you received it including all contents, or pay me for the full present market value of the vehicle, within **ten (10) days** of your receipt of this notice.

**FELONY CHARGES WILL BE FILED IF YOU FAIL TO
RETURN THE VEHICLE AS INSTRUCTED.**

Return the vehicle to:

ADDRESS

CITY, STATE, ZIP

Sincerely,

SIGNATURE