

MODEL LETTER

Give Trespasser Written Warning

Here is a letter, based on one drafted by the Texas Housing Association, that you can adapt and use at your site. Give this letter to trespassers to warn them that you may file trespass charges against them if they are found trespassing on the property again. Keep a copy of the letter for your records, and send a copy to the local police department. Show this letter to your attorney before using it, to make sure it complies with your state and local trespass laws.

For a more detailed notice, see the Written Notice of Trespassing, issued by the Alabama Association of Housing and Redevelopment Authorities, at www.aahra.org.

Dear *[insert name of trespasser]*:

The Rules of Occupancy for the *[insert name of site or housing authority]* state that the site owner has the right to control and prevent access into the building and grounds of all persons it considers undesirable.

Your recent behavior at *[insert name of site]*, *[insert if applicable: directed toward Unit [insert #]]*, is not satisfactory in maintaining the site in a decent and safe condition.

The management of *[insert name of site]* hereby informs you that you are no longer allowed on its property located at *[insert site address]*. This letter will serve as notification to you that if you are found or have witnessed to have been on site property in the next *[insert applicable time period, e.g., six months]*, criminal trespass charges will be filed against you.

Thank you for your cooperation in this matter.

Sincerely,
John Manager

xc: Police Department