

INSTRUCTION FOR SENDING A TRESPASSING NOTICE

1. AT THE TOP OF THE FORM WHERE IT SAYS TO: Write the person's name and mailing address.
2. ON THE LINE WHERE IT SAYS PROPERTY THAT I OWN, LEASE, OR RENT: Put your 9-1-1 address.
3. SIGN YOUR NAME AT THE BOTTOM WHERE IT SAYS SIGNATURE.
4. PUT YOUR ADDRESS ON THE LINE WHERE IT SAYS ADDRESS.
5. PUT THE DATE THAT YOU ARE SENDING THIS NOTICE ON THE LINE WHERE ITS SAYS DATE.
6. FILL OUT BOTH COPIES JUST ALIKE.
7. PUT ONE COPY INTO ANY ENVELOPE WITH THE NAME AND ADDRESS OF THE PERSON THAT YOU WANT TO RECEIVE THIS NOTICE.
8. TAKE IT TO THE POST OFFICE AND SEND IT BY CERTIFIED MAIL. RETURN RECEIPT REQUESTED. MARK RESTRICTED BOX ONLY.
9. TAKE THE RECEIPT THAT THE POSTMASTER GIVES YOU AND ATTACH IT TO THE COPY YOU KEEP. WHEN YOU GET THE SIGNATURE CARD FROM THE POST OFFICE, ATTACH IT ALSO.
10. IF THE PERSON COMES ON YOUR PROPERTY AFTER THEY RECEIVE THE NOTICE, THEN YOU CAN GO TO THE MAGISTRATE'S OFFICE AND GET A WARRANT AGAINST THEM FOR TRESPASSING. At that time we need to see a copy of the notice you sent them and Post Office receipt and signature card.

NOTICE NOT TO TRESPASS

To:

Address:

YOU are hereby notified not to trespass on any property owned, rented, or leased by me, especially _____ which is located _____ in Accomack County, Virginia.

YOUR failure to comply with the terms of this notice will result in further legal action against you.

Print Name _____
Signature _____
Address _____

Date: _____

NOTICE NOT TO TRESPASS

To:

Address:

YOU are hereby notified not to trespass on any property owned, rented, or leased by me, especially _____ which is located _____ in Accomack County, Virginia.

YOUR failure to comply with the terms of this notice will result in further legal action against you.

Print Name _____

Signature _____

Address _____

Date: _____