



CITY OF HOUSTON

Houston Police Department

1200 Travis Houston, Texas 77002-6000

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Chief of Police



THEFT OF SERVICE UNDER RENTAL CAR AGREEMENT DEMAND LETTER NOTICE PROCEDURES

The District Attorney requires that you write a demand letter to the person in possession of your vehicle. The demand letter must include the following six paragraphs:

1. An accurate and complete description of the vehicle (license plate, VIN number, year, make, model and color) that you own and are requesting to be returned.
2. A clear and complete description of the circumstances explaining how the other person came into possession of your vehicle.
3. A direct demand that the person in possession of your vehicle return it to you.
4. Demand that the vehicle be returned according to the following timeline based on the value of the vehicle:
 - Within five (5) business days after receiving the notice demanding return, if the property is valued at less than \$2,500;
 - Within three (3) business days after receiving the notice demanding return, if the property is valued at \$2,500 or more but less than \$10,000; or
 - Within two (2) business days after receiving the notice demanding return, if the property is valued at \$10,000 or more.
5. Calculate and include the monetary value of the service stolen based on the actual number of days you have been deprived of the vehicle without payment, using the formula below:

(Rental Rate x Days = Monetary Value of Service Stolen).

6. Based on the value of the vehicle and the appropriate timeline listed above, include the following statement: **“If you do not respond within ___ business days, the case will be turned over to the District Attorney for further prosecution.”**



Mail the demand letter using a commercial delivery service (for example: FedEx, UPS, etc.). It is presumed that the demand letter was received no later than two (2) business days after the notice was sent if the value of the vehicle is \$10,000 or more. If the value of the vehicle is less than \$10,000, it is presumed that the notice was received no later than three (3) business days after being sent.

Based on the above timeline and the vehicle's value, the recipient has the specified number of business days to comply. If they fail to comply, bring the following four (4) documents: (1) a copy of the demand letter, (2) the rental agreement, (3) vehicle ownership documents (title, registration, bill of sale, payment coupons, etc.), and (4) a copy (front and back) of the envelope used to mail the demand letter; or detailed tracking information from the commercial carrier (FedEx or UPS) showing the sender's name and address, the recipient's name and mailing address, and the Houston Police Department case number, to the Auto Theft Division as soon as possible or via e-mail.

If you have any questions, please contact the Auto Theft Division at 713-308-3500.