

For Internal Use Only:	
Agreement No.:	
Effective Date:	
Expiration Date:	

Physical Address:
500 South Greene Street
Greenville, North Carolina 27834



Telephone: (252) 329-4315
Facsimile: (252) 329-4792

Mailing Address:
Post Office Box 7207
Greenville, North Carolina 27835-7207

GREENVILLE POLICE DEPARTMENT

Trespass Agreement
Authorization to Act as Agent

The Greenville Police Department (“GPD”) created this Trespass Agreement/Authorization to Act as Agent (“Authorization”) to assist with the problem of trespassers on certain privately owned and specifically designated property within the City of Greenville. Specifically, this Authorization is a tool for GPD officers to use to act on your behalf to notify persons not to enter or remain on your property if the persons have no authorization to be on your property and to charge violators who enter your property unlawfully or who may remain on your property after being notified to leave. This Authorization is valid even when you the owner, or a person in charge of the premises, or a lawful occupant of the premises may not be present to notify the trespasser not to enter or remain on your premises.

In order for the Authorization to be enforced, your property **MUST be posted with a “No Trespassing” sign or “No Trespassing” signs clearly stating the prohibition.** The sign(s) shall be placed in a position where it/they is/are clearly visible and shall contain, at a minimum, the following language:

NO TRESPASSING
VIOLATORS WILL BE PROSECUTED

Signs may be obtained from the City of Greenville Public Works Department or shall meet the specifications for those signs as directed by the City’s Director of Public Works. **Please note: Sign(s) must be posted properly and approved by the Chief of Police or his designee before this Authorization will be approved by GPD.** For private parking lots, under City Code 12-1-11, the signs must indicate the times for which no one is to be on the property, parked or otherwise. To assist with the application and approval process, please include photographs of the “No Trespassing” sign(s) as posted upon your property. **Inclusion of photographs with this application is mandatory.**

This Authorization and the agency status created herein will begin on the date approved by GPD and will remain in effect for **one (1) year**, unless terminated by either GPD or you prior to that date. Accordingly, to remain valid and current, a new Authorization must be completed each year. Additionally, a new Authorization must be completed if ownership of the property changes.

This form must be executed in the presence of a notary public and returned to the GPD at 500 South Greene Street, Greenville, NC 27834.

PROPERTY OWNER'S INFORMATION

Property Owner's Name: _____
If the above Owner is a business entity, please identify the name of the officer of the entity who is authorized to enter into this agreement with GPD: _____
Title of Officer (If Owner is a Business Entity): _____
Property Owner's Address: _____
Email: _____ Facsimile: _____
Telephone (day): _____ Telephone (night): _____

I have read and agree to this document and understand that all previous Authorizations are revoked. If any other authorized person is identified herein below, said authorized person has complete authority to act on my behalf as owner as it relates to trespass upon my property and this Authorization.

Signature: _____ Date: _____
Printed Name: _____
Title (if applicable): _____
Name of Other Authorized Person (if applicable): _____
Title of Authorized Person: _____
Authorized Person's Address: _____
Authorized Person's Email: _____ Facsimile: _____
Authorized Person's Telephone (day): _____ Telephone (night): _____

STATE OF _____
COUNTY OF _____

I, _____ a Notary Public for said County and State do hereby certify that _____ personally appeared before me this date and acknowledged the due execution of the above instrument.

Witness my hand and notarial seal this _____ day of _____, 20_____.

(SEAL)
Notary Public

My Commission Expires: _____

FOR INTERNAL USE ONLY

Received By: _____ Date Received: _____
Have/Has "No Trespassing" sign(s) been properly posted: YES NO
Proper Posting Confirmed By: In-person inspection Submitted photographs
Proper Posting Confirmed By: _____ Date: _____
Approved By: _____ **Date Approved:** _____

NOTES: _____

