

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

Mark R. Holtzman, Chief of Police

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.** In accordance with City Code § 12-1-11, 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 PARKING OR TRESPASSING BETWEEN  
\_\_\_\_\_ A.M. and \_\_\_\_\_ P.M.  
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.** 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.**

Additionally, GPD must be advised of specific hours during which **absolutely no one** is permitted on your property. **You must indicate these hours on this Authorization.** 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: \_\_\_\_\_

**Hours during which ABSOLUTELY NO ONE is permitted to be on the property.**

- Hours of Enforcement: \_\_\_\_\_  A.M.  P.M. until \_\_\_\_\_  A.M.  P.M.
- 24-Hours

**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: \_\_\_\_\_  
\_\_\_\_\_