



John McGinness
Sheriff

GUIDELINES FOR COMPLETING THE REAL ESTATE FRAUD COMPLAINT FORM

Before filling out the attached complaint form, please take the time to read these guidelines; they will help you understand our function, and will assist us in evaluating your complaint.

WHAT WE CAN DO:

The Sacramento County Sheriff's Department, **Real Estate Fraud Unit**, can investigate real estate fraud related cases occurring in Sacramento County. The types of cases which may be considered are: home equity fraud, foreclosure consultant fraud, and recordation of fraudulent real estate documents. If you believe you have been a victim of a real estate fraud, or you have suffered a loss involving your home or the purchase of a home due to fraud, please complete this complaint form.

WHAT WE CAN NOT DO:

- a) We cannot act as a court of law, so we cannot order that monies be refunded, contracts be cancelled, damages be awarded, etc. If you have this type of problem, you should consult an attorney.
- b) We cannot give legal advice or act as your attorney.
- c) We cannot file a criminal case to help strengthen or pressure settlement in a present or future civil case.

HOW YOU CAN HELP US:

- a) Summarize your complaint using these guidelines:
 - 1) Tell us **WHAT** happened. Start from the beginning. Be specific as to what was said and who said it.
 - 2) Tell us **WHO** was present during these conversations or acts.

- 3) Tell us **WHEN** and **WHERE** these conversations/acts took place.
 - 4) Tell us **WHEN** and **WHERE** the money and agreements changed hands.
 - 5) Tell us **HOW** you know the representations were false or **HOW** you know your money was misused.
 - 6) Tell us **WHEN** and **HOW** you first became aware that you might have been defrauded by the individual(s) or company named in your complaint. If someone else made you aware of a potential crime, list that person's name, address and telephone number.
- b) Documentary evidence is especially important, therefore, you should **photocopy all documents** such as contracts, agreements, certificates, notes, deeds, correspondence, legible copies of involved checks (front and back), escrow and/or loan documents, etc. **Please do not send originals;** we cannot be responsible for their safekeeping.
 - c) Type or print clearly in ink.
 - d) If you have any questions concerning this form, you may call the Real Estate Fraud Unit at (916) 874-3018 during regular business hours.
 - e) Upon completion of all sections of the complaint form, please mail the form along with copies of your supporting documents to:

**Sacramento County Sheriff's Department
Real Estate Fraud Unit
4510 Orange Grove Avenue
Sacramento, CA. 95841**

HI-TECH CRIMES TASK FORCE
REAL ESTATE FRAUD
COMPLAINT FORM

YOUR FULL NAME (PRINT) (IDENTIFIES YOU AS THE COMPLAINT	DATE OF BIRTH	RESIDENCE PHONE NO.	RESIDENCE ADDRESS (Street, City, State and Zip Code)
OCCUPATION	BUSINESS ADDRESS (Street, City, State and Zip Code)		BUSINESS PHONE NO.

I declare I have a complaint against:

FULL NAME OF BUSINESS, COMPANY, FIRM, PERSON	FULL NAME OF BUSINESS, COMPANY, FIRM, PERSON	BUSINESS PHONE NO.
FULL NAME OF BUSINESS, COMPANY, FIRM, PERSON		EMPLOYED BY:

Have you had a previous business or personal relationship with the person/firm or any of its partners, officers, Directors or controlling person?

No
 Yes
 Business
 Personal
 How Long? _____

If yes, and the relationship was a business relationship, please provide exact name or entity and indicate the nature, dates and duration of he relationship. If the relationship was personal, please indicate the nature, dates and duration of the relationship and with whom it was with.

DATE(S) OF TRANSACTION	HOW AND WHEN DID YOU FIRST HEAR OF THE PERSON, FIRM, BUSINESS OR COMPANY?	
PLACE(S) WHERE TRANSACTION(S) OCCURRED	ADDRESS OF REAL PROPERTY IN QUESTION	AMOUNT(S) STOLEN

Have you contacted the business or person regarding your complaint? No Yes

Results of the contact:

Have you filed your complaint with another law enforcement or consumer protection agency? No Yes
 If yes, provide name and address of agency, and the person handling it.

Have you or any other victims filed a civil action (lawsuit) in any court? No Yes If yes, provide name of county, case number, date and name and telephone number of your attorney. **Provide copy of court documents.**

Are you willing to appear as a witness, be sworn, testify and be cross examined concerning the allegations made in this complaint? Yes No If No, give reason.

Copies of the following documents (*as checked below*) are attached to, incorporated and made a part of this complaint.

ATTACHED	NOT AVAILABLE	TYPE OF DOCUMENT
<input type="checkbox"/>	<input type="checkbox"/>	Advertising Materials
<input type="checkbox"/>	<input type="checkbox"/>	Agreement/Contract
<input type="checkbox"/>	<input type="checkbox"/>	Promissory note, Deeds and Deeds of Trust (<i>if any</i>)
<input type="checkbox"/>	<input type="checkbox"/>	Cash receipt(s)
<input type="checkbox"/>	<input type="checkbox"/>	Cancelled check(s) (<i>front and back</i>)
<input type="checkbox"/>	<input type="checkbox"/>	Escrow instructions, loan documents, amendments & closing statements (<i>if any</i>)
<input type="checkbox"/>	<input type="checkbox"/>	Copies of all documents which relate to your complaint and which are not listed above.
<input type="checkbox"/>	<input type="checkbox"/>	Copies of any civil complaints on behalf of you or others

List names, addresses and phone numbers of other individuals who may have further knowledge of this matter. Have you contacted them? When?

If your complaint involves a real estate loan (mortgage), provide the name and address of the mortgage company, lender, escrow company and title company.
