



# NOTICE OF AGENCY OFFICIAL NOTICE

DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

Name of Business (if applicable): \_\_\_\_\_

Name of property owner, lessee,  
or person-in-charge of the business  
or private property: \_\_\_\_\_

(Please Print)

Address of private property or  
Business premises: \_\_\_\_\_

I, \_\_\_\_\_, am the actual owner of the property,  
lessee, or person in charge of the private property or business premises. I hereby authorize the below  
described person or organization to act as my Agent for the sole purpose of serving the Notice of  
Trespass pursuant to Sacramento City Code section 9.16.140 and California Penal Code section 602(k).

Downtown Sacramento Partnership

\_\_\_\_\_  
(Name of person or organization authorized to act as my Agent)

980 9th Street, Suite 200, Sacramento, CA 95814

\_\_\_\_\_  
(Address of person or organization authorized to act as my Agent)

916-442-2200 or 916-442-8575

\_\_\_\_\_  
(Phone number of person or organization authorized to act as my Agent)

I understand that I may be required to testify in a future criminal proceeding regarding charges brought  
against individuals who were served a Notice of Trespass by the Agent I have designated pursuant to this  
Notice of Agency. I further understand that at this proceeding I will be asked to testify as to how the  
actions of the individual violating the Notice of Trespass have injured my property or have interfered,  
obstructed, or have injured the lawful business carried on by the premises.

By signing below, I hereby certify that I understand the above, and that I am the actual owner of the  
property, lessee, or person-in-charge of the private property or business premises and am authorized to  
grant Agency to the above person or organization for the purposes of serving the Notice of Trespass  
pursuant to Sacramento City Code section 9.16.140 and California Penal Code section 602(k).

Date this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_, at

\_\_\_\_\_, \_\_\_\_\_  
(City) (State)

\_\_\_\_\_  
(Print Name) Signature)