

# OFFICE OF THE COUNTY ATTORNEY

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**Perry Sandlin**

**Joel Gibson**

*Criminal Investigator*

## THEFT OF SERVICE INFORMATION SHEET

Today's Date: \_\_\_\_\_

### ACTOR INFORMATION:

1. Name: \_\_\_\_\_
2. Address: \_\_\_\_\_
3. City, State, Zip: \_\_\_\_\_
4. Drivers License: \_\_\_\_\_
5. Social Security Number: \_\_\_\_\_
6. Phone: \_\_\_\_\_
7. Date of Birth: \_\_\_\_\_
8. Race: \_\_\_\_\_ Sex: **M** **F**

### VENDOR INFORMATION:

1. Business Name: \_\_\_\_\_
2. Business Owner: \_\_\_\_\_
3. Business Address: \_\_\_\_\_
4. Business Telephone: \_\_\_\_\_
5. Type of Business: \_\_\_\_\_
6. Employee who authorized service/rental: \_\_\_\_\_
7. Employee's position (example: Clerk, Asst. Mgr.): \_\_\_\_\_
8. Location where service was authorized: (example: In store, at residence): \_\_\_\_\_
9. How was identity of actor verified? \_\_\_\_\_

**DESCRIPTION OF SERVICE USED/RENTAL ITEM:**

- 1. Item/Service: \_\_\_\_\_
- 2. Was item returned? Circle one: **YES**      **NO**      **N/A**
- 3. Value of rental/service lost: \_\_\_\_\_
- 4. Value of item: \_\_\_\_\_
- 5. Date service began: \_\_\_\_\_
- 6. Date service ended (if item returned/moved out): \_\_\_\_\_
- 7. Did you notify actor in writing, certified return receipt, they have ten (10) days to return property or pay for service?  
Circle one: **YES**      **NO**
- 8. Did the actor return the property or pay you within ten (10) days of demand letter? Circle one: **YES**      **NO**

**OTHER INFORMATION:**

**Do you have any other information that may aid in the investigation and prosecution of this alleged THEFT OF SERVICE case?**

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\_\_\_\_\_  
**Signature** of person completing form

\_\_\_\_\_  
**Printed** name of person completing form

\_\_\_\_\_  
**DATE**



Date: \_\_\_\_\_

To: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

This letter is your official notice under the Texas Penal Code 31.04 that services were provided to you on, \_\_\_\_\_ through \_\_\_\_\_ by \_\_\_\_\_, and compensation was not made.

31.04

(a) A person commits theft of service if, with intent to avoid payment for service that he knows is provided only for compensation:

(a4) He intentionally or knowingly secures the performance of the service by agreeing to provide compensation and, after the service is rendered, fails to make payment after receiving notice demanding payment.

(b4) the actor failed to return the property held under a rental agreement:

(A) within five days after receiving notice demanding return, if the property is valued at less than \$1500.00

This is a demand for payment in full for services rendered, as mentioned above. If you fail to make payment in full within 10 days after the date of receipt of this notice (and fail to return rental property), the failure to pay creates a presumption for committing an offense, and this matter may be referred for criminal prosecution.

TOTAL AMOUNT DUE: \$ \_\_\_\_\_ (= rental/service lost)

Sincerely,

\_\_\_\_\_

Mail restitution to:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_