



Instructions for issuing a no trespass order:

According to Massachusetts General Laws as property owner you have the right to forbid unwanted person(s) from entering and remaining on your property directly or by notice posted on your property. Those who violate the said request / order / posting may be criminally prosecuted at the local district court.

If you wish to directly notify a person that they are not welcome on your property the following steps should be taken:

- 1. Format a letter / notice to include the following:
 - Your name, address and the date the letter is sent.
 - The name and address of the person you wish no trespassed from your property.
 - The location / property address you wish they be forbidden from entering; include the language: <u>(this notice is to formally notify you that you are not to</u><u>enter or remain on my property)</u>. You should also include the language: <u>(if you</u><u>violate this notice I will seek a criminal complaint against you for</u><u>trespassing)</u>.
 - Your signature.

2. Make a copy of the letter and submit one copy to the Holland Police Department if you wish to do so. (The Police Department will hold a copy of your letter on file).

3. Mail the original copy to the person you wish no trespassed from your property via certified mail. (Keep the signed return receipt on file).

If you remove a no trespass that has been submitted to the Police Department please send us a letter so we can update our files.

(The Holland Police Department will only issue a no trespass order on behalf of a citizen in cases in which the address of the person is not known to the requestor, provided the following section is filled out.) I formally request the Holland Police Department issue a no trespass order on my behalf to ______ for the property I own or

have lawful control of located at _____

Printed name: ______ Signature: _____

Please note that this section of the law shall not apply to tenants or occupants of residential premises who, having rightfully entered said premises at the commencement of the tenancy or occupancy, remain therein after such tenancy or occupancy has been or is alleged to have been terminated. The owner or landlord of said premises may recover possession thereof only through appropriate civil proceedings.

27 Sturbridge Rd - Holland Massachusetts 01521