



COUNTY OF SAN BERNARDINO  
**Office of the District Attorney**  
JASON ANDERSON  
**District Attorney**  
Real Estate Fraud Prosecution

**Vance E. Welch**  
Lead Deputy District Attorney

**Jonathan Hinson**  
Deputy District Attorney

**Mary Ashley**  
Deputy District Attorney

Dear Sir or Madam:

**Re: REAL ESTATE FRAUD INFORMATION REQUEST**

The District Attorney's Office investigates and prosecutes crimes occurring in San Bernardino County that involve real estate. Information that you provide will assist us in deciding whether an investigation and prosecution should be initiated. Enclosed is a Real Estate Fraud Complaint form. Guidelines for completing and returning the form is provided on the following page.

An attorney will review the Complaint form and any documents you submit within 90 days of receipt. An attorney will then notify you of whether any further action is planned or if the case will be closed.

The District Attorney's Office is a public agency. It does not represent individual members of the public and does not offer legal advice. Consequently, we cannot assist you in completing the Complaint form.

If you are currently involved in a civil proceeding, such as a foreclosure or eviction, you should immediately get help from a civil attorney. The District Attorney's Office cannot assist you with civil proceedings. Your legal rights may be damaged if you delay seeking an attorney's help. Your local bar association may be able to assist you in finding an attorney.

Sincerely,

Office of the District Attorney  
County of San Bernardino  
Real Estate Fraud Unit

## **GUIDELINES FOR COMPLETING THE REAL ESTATE FRAUD COMPLAINT FORM**

The Real Estate Fraud Complaint form asks questions that require specific answers. Please answer those questions carefully and precisely. The form also allows for a narrative answer so that you can describe the suspected fraud in your own words. In the narrative portion, it is important to specify “what” happened, “when” it happened, and “where” it happened.

When you return the Complaint form, please attach **copies** of any documents that support your Complaint. For example, if you are a victim of forgery, provide a copy of the document showing the forgery (including the envelope in which the paper was mailed). **Do not send original documents.** It is your responsibility to keep original documents and safeguard them against damage, loss and tampering.

Sometimes it is hard to know what documents to submit with the Complaint form. **If you are uncertain, send copies of all the documents that you think might be helpful.** Some examples of documents that are often important and helpful include:

1. Loan applications, promissory notes and deeds of trust (collectively known as “Loan Documents”);
2. Grant deeds, quitclaim deeds, and declarations of homestead;
3. Escrow instructions;
4. Title Insurance policies;
5. Purchase agreements;
6. Business flyers;
7. Court documents as to real property, such as marital settlement agreements, stipulated judgments, attorney letters, and civil lawsuit papers;
8. Foreclosure documents including default letters from the lender, notices of default or notices of sale; and
9. Bankruptcy papers.

**You must sign and date the completed form.** Forms that are not signed will be returned for signature. The signed, completed form and supporting documents should be mailed to:

**San Bernardino County District Attorney’s Office  
Real Estate Fraud Unit  
303 W. Third Street, 4<sup>th</sup> Floor  
San Bernardino, CA 92415-0511**

Here are some helpful hints to consider when completing the Real Estate Fraud Complaint form:

1. Describe events in chronological order of their occurrence, separating one event from another.
2. Please type your answers or print clearly and legibly in blue or black ink.
3. Please provide legible copies of any documents. Keep all originals in a secure place. The originals may be needed in the future for use in court.
4. Copy both sides of a double-sided document.