



**SHASTA COUNTY  
OFFICE OF THE DISTRICT ATTORNEY**

**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 to understand our function, and we will be better able to understand and act on your complaint.

**What We Can Do:**

The Shasta County District Attorney's Office (SCDA) Real Estate Fraud Unit investigates real estate fraud related cases occurring in Shasta County. The types of cases which will be considered for investigation by the SCDA Real Estate Fraud Unit are frauds that result from various fraudulent real estate transactions and/or schemes such as, submission of forged loan application; fraudulent transfers of title or real property; recordation of fraudulent real estate documents; home equity sale contract fraud, and mortgage foreclosure consultant fraud.

When we receive a consumer complaint, we review all the information and the supporting documentation that is included. If the complaint does not meet the above described criteria to open a case, we will do our best to refer you to an agency that will appropriately handle the type of matter involved. Many real estate consumer disputes are not appropriate for government action, but are altogether proper for private legal action. It is generally a good idea to consult with private counsel to explore private legal remedies that might be available.

This office is not legally permitted to represent individuals in civil matters, take action in order to obtain money owed a consumer, help cancel any debt due on a contract that was signed, resolve or mediate individual consumer complaints, or obtain any other personal relief. Those functions are performed by a number of other government agencies established for that purpose.

***If you believe you have been a victim of real estate fraud, or you have suffered a loss involving your home or purchase of a home due to fraud, please complete this complaint form.***

## **How You Can Help Us:**

**A.** Print clearly in ink or type a summary of your complaint and attach the summary to the complaint form. Please include the following information:

1. Tell us **what** happened in chronological detail and be specific.
2. Tell us **who** you think the person(s) or company that is responsible for the loss, conversion(s) or fraudulent act.
3. Tell us **where** (address, city and state) the incident, conversation(s) or act(s) took place.
4. Tell us **when** and **how** you first became aware that you may have been defrauded. If individual(s) or a company is named in your complaint please list exact date of contact. If someone else made you aware of the potential crime, please include the person's name(s), address(s) and telephone number(s).
5. Tell **how** you know the representations were false or how you know money was misused.
6. Tell us what your actual financial loss is, if known. Do not include lost interest, unrealized profits or missed opportunities.

**B.** Documentary evidence is especially important; therefore, please only include photocopies of all documents and materials (*contracts, agreement, certificate, notes, deeds, correspondences, legible copies of involved checks, front and back, escrow and/or loan documents, etc.*) you wish us to review. **Please retain the originals for your records.**

**C.** If you have any questions concerning this form, you may call the Shasta County District Attorney's Office at (530) 245-6350 during regular business hours, Monday through Friday 8:00 a.m. to 5:00 p.m.

**D.** Upon completion of all sections of the complaint document form, please mail the form along with an attached narrative and copies of your supporting documentation to:

**Office of the District Attorney  
Bureau of Investigation  
Real Estate Fraud Unit  
1355 West Street  
Redding, CA 96001-1632**

*All complaints must have the attached complaint form completely filled out, signed and dated by the complaining party (not by their attorney) before a case can be opened.*

We sincerely hope this information will be of assistance to you.