

Towing Company Abandonment Procedures Checklist

****Must provide the following to the County Tax Collector's office to apply for a title and registration:**

First Certified Letter(s):

Certified letter on company letterhead mailed to the last registered owner ten (10) days from initial tow to include cost of storage and towing and the time, date and place of public sale.

Certified letter on company letterhead mailed to the last registered lien holder, if applicable, ten (10) days from initial tow to include cost of storage and towing and the time, date and place of public sale.

Second Certified Letter(s):

Certified letter on company letterhead mailed to the last registered owner thirty (30) days from initial tow to include cost, time, date and place of public sale.

Certified letter on company letterhead mailed to the last registered lien holder thirty (30) days from initial tow to include cost, time, date and place of public sale.

Certified Letter Signatures/Green Cards:

Electronic Signature documents or Green Cards. If the certified letter is returned unopened, then it must be included in the abandonment package.

Newspaper Ad:

Newspaper Ad must be ran in the local newspaper for one day a week for two consecutive weeks and must include the **VIN** number listed correctly cost of storage and towing and the time, date, and place of the public sale.

Affidavit of Abandonment:

Affidavit of Abandonment must be completed and notarized

Towing Bill:

Copy of towing bill from towing company