LIENHOLDER CHECKLIST

CAR LOTS

- **Original Title** showing business listed as lienholder

- **Bill of Sale**

- **Notarized** authorization from the manager/assistant manager giving permission for the representative or tow company to pick up the vehicle on business letterhead. A copy of the manager/assistant manager’s driver license must be included. The representative picking up the vehicle must have a valid driver license.

- **Business License** a copy of the lienholder’s business license.

- **Notarized** Hold Harmless form

- **Notarized** Repossession order showing where the owner is in default.

- If the vehicle is being **DRIVEN** from the Impound Yard
  a. Current dealer tag
  b. Current registration for the tag
  c. Proof of insurance

- If the vehicle is being **TOWED** from the Impound Yard
  a. Valid driver license
  b. Current registration for the tow truck
  c. Current insurance on the tow truck
  d. Proof the driver is from the authorized tow company