LIENHOLDER CHECKLIST

Individual

1. Original Title showing individual as listed lienholder

2. Valid driver license.

3. Notarized hold harmless form. This form can be completed at the Impound Yard on weekdays, prior to 4:00 PM. Otherwise, it is the lienholder’s responsibility to complete the form and have it notarized.

4. Notarized repossession order showing where the owner is in default.

5. If the lienholder wants to DRIVE the vehicle from the lot, he/she must register the vehicle in his/her name. Additionally, he/she must have valid insurance on the vehicle in his/her name. Otherwise, it is the lienholder’s responsibility to have the vehicle towed from the Impound Yard.

6. Tow companies must provide:
   a. Valid driver license for the driver
   b. Current registration for the tow truck
   c. Current insurance on the tow truck
   d. Verification that the driver is associated with the authorized tow company