LIENHOLDER CHECKLIST

1. Notarized copy of the front and back of the title, showing lienholder

2. 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.

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

4. Notarized release authorization for a representative or tow company to pick up the vehicle.

5. The representative driving the vehicle out of the Impound Yard must present:
   a. Valid driver license
   b. Current insurance on the vehicle

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