

# **ABANDONED PROPERTY MANUAL**



**February 2020**

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## GENERAL INFORMATION

### ***INTRODUCTION***

This manual outlines the requirements that a towing company, landowner, or municipality/county must follow in order to remove, title and/or sell abandoned property (ABV).

### ***DEFINITIONS***

**Abandoned property (ABV)** is defined as any unattended motor vehicle, trailer, ATV, outboard motor, or vessel, whether or not operational, that is removed (or subject to removal) from public or private property.

**Abandoned Manufactured Home (MFGHM)** is a MFGHM which is placed on real property owned by another person under a rental agreement and is considered abandoned if the property owner has reasonable belief that the homeowner has vacated the premises and intends not to return; rent is due and has not been paid for 30 days; or the homeowner has ignored the property owner's notice of lien and abandonment.

A **towing company** is defined as any entity which tows, removes, or stores abandoned property.

An **out-of-state ABV** that is sold to a Missouri resident and is sold in accordance with that state's abandoned motor vehicle procedures must have a *Vehicle Examination Certificate* ([Form 551](#)) completed by the Missouri State Highway Patrol (MSHP) or St. Louis City/County Auto Theft Unit.

All out-of-state ABVs will be issued Missouri titles with a "Prior Salvage" brand regardless of condition unless the inspection shows the vehicle in a junk condition, and then a junking certificate will be issued.

## TOW COMPANIES

Any person who knowingly violates any provision of [Sections 304.154 to 304.158](#), RSMo, will be guilty of a “Class A” misdemeanor. Any violation of [Section 304.158](#), RSMo, will constitute a violation of the provision of [Section 407.020](#), RSMo, which may result in the revocation or suspension of the registration or license of the towing company.



### ***AUTHORIZATION AND REMOVAL WITH LAW ENFORCEMENT: PUBLIC PROPERTY***

Law enforcement may authorize a towing company to remove an ABV when:

- ✓ Left on the right-of-way of any interstate/state highway or freeway in:
  - An urbanized area, left unattended for ten hours or after four hours if law enforcement determines the ABV is a serious hazard to other motorists; or
  - Outside an urbanized area, left unattended for 24 hours or after four hours if law enforcement determines the ABV is a serious hazard to other motorists.
- ✓ Left on any highway or bridge that obstructs the normal movement of traffic, and there is no indication immediate removal of the ABV is being arranged;
- ✓ Reported stolen or taken without consent of the owner;
- ✓ The person operating the ABV is arrested, taken into custody, and/or unable to arrange for timely removal;
- ✓ The owner has outstanding traffic/parking violations related to any other state law or local ordinance;
- ✓ Left unattended and is violating state law or local ordinance, at which signs are posted giving notice of the law or where the violation causes a safety hazard;
- ✓ Left on Missouri waters where it is obstructing the normal movement/traffic, is unattended for more than ten hours, or floating loose on the water; or
- ✓ The person operating such property or vehicle eludes arrest for an alleged offense for which the officer would have taken the offender into custody.

The Missouri Department of Transportation (MoDOT) may immediately remove any ABV (or its cargo) that is creating a traffic hazard on any state highway (i.e. abandoned, unattended, wrecked, burned, or partially dismantled property, spilled cargo or other personal property).

Commercial motor vehicles (CMVs) not hauling waste designated as hazardous under [USC 49 5103\(a\)](#), may only be moved after the owner (or their representative) has had a reasonable opportunity to contact a towing company of their choosing.

### ***AUTHORIZATION AND REMOVAL WITH LAW ENFORCEMENT: PRIVATE PROPERTY***

ABVs may be removed at the request of the owner, lessee, or property/security manager of the private property when ABV is on his/her property without consent by

contacting any member of law enforcement within his or her jurisdiction. The law enforcement officer may authorize a towing company to remove the ABV when:

- ✓ Left unattended for more than 48 hours;
- ✓ After four hours a law enforcement officer determines that the ABV is a serious hazard to other motorists; or
- ✓ It is a safety hazard or interferes with the use of the private property as determined by a law enforcement officer.

Any local government agency may authorize the towing of motor vehicles from private property for vehicles that are junk, scrapped, disassembled, or otherwise harmful to the public health under local ordinance.

### ***TOWING/ REMOVAL REQUIREMENTS WITH LAW ENFORCEMENT***

1. A completed and signed *Crime Inquiry and Inspection Report/Authorization to Tow* ([Form 4569](#)), which must include:
  - ✓ The reason for the tow;
  - ✓ The site from which the vehicle was towed; and
  - ✓ Name of the authorizing agency.
    - If the tow was law enforcement authorized due to an accident, law enforcement must complete [Form 4569](#) **within five days of the accident** (if not completed at the time of the tow).
    - Local/state/federal government agencies (excluding law enforcement) must submit the completed [Form 4569](#) to the Missouri State Highway Patrol (MSHP) **within two hours of the tow**.
2. The law enforcement agency that authorizes the tow or was properly notified by a government agency of the tow must:
  - ✓ Inquire with the *National Crime Information Center* (NCIC) and the statewide law enforcement computer system to determine if the ABV was reported stolen;
  - ✓ Enter the ABV information in the *Missouri Uniform Law Enforcement System* (MULES); and
  - ✓ Send written notification of the tow to the registered owner and any lienholder on record, within five days of the tow, which includes:
    - A statement to indicate the property was towed;
    - Reason/grounds for removal/towing; and
    - The location at which the ABV is being stored.

**Note:** *If a government agency authorized the tow of the ABV, written notification must be sent by that government agency.*

  - ▲ A copy of the written notification must be given to the operator of the storage facility in which the ABV is stored.
3. Tow companies with online access to the Department's records must check for owner and lienholder information when an ABV has not been claimed within ten days of the tow.
  - ✓ If an owner or lienholder cannot be located using the online record lookup, the tow company must send a copy of the completed "**No Record**" **screen** from the search ([Exhibit B](#)) and a copy of the [Form 4569](#) to the Department.
  - ✓ Any towing company in possession of an ABV must notify the appropriate law

enforcement agency when the ABV remains unclaimed after ten days.

**Note:** *If the ABV is not claimed after ten days and the tow company does not have access to online records, the law enforcement agency must forward [Form 4569](#) to the Department.*

### **AUTHORIZATION AND REMOVAL WITHOUT LAW ENFORCEMENT: PRIVATE PROPERTY**

The owner, lessee, or property/security manager of the private property (must be a full-time employee of the business entity) may, when present, authorize an ABV be towed without law enforcement for the following reasons:

- ✓ A sign (not less than 17" X 22" in size) is displayed in plain view of all entrances to the property. The sign must:
  - Contain lettering not less than one inch in height;
  - Prohibit public parking and indicate that unauthorized ABVs will be removed at the owner's expense;
  - Disclose the maximum fee for all charges related to towing and storage; and
  - Contain the telephone number of the local law enforcement agency or a 24-hour emergency hotline, which the owner of the ABV may call to receive information regarding the location of the towed ABV.
- ✓ The ABV is left unattended on **owner-occupied residential property** with four residential units or less, the appropriate law enforcement agency has been notified, and **ten hours** have elapsed since that notification; or
- ✓ The ABV is left unattended on **private property**, the appropriate law enforcement agency has been notified, and **96 hours** has elapsed since that notification.

**NOTE:** A general agreement between a business/individual and a towing company to tow vehicles at their discretion is not acceptable, except in the case of an ABV parked within 15 feet of a fire hydrant or in a fire lane designated by a Fire Department or the State Fire Marshall.

Any city, town, or village may prohibit by ordinance, the storage of inoperable vehicles or other vehicles deemed to constitute a public safety hazard. This does not apply to a vehicle which is:

- ✓ Completely enclosed within a locked building/fenced area and not visible from adjacent public/private property; or
- ✓ On the property of a business licensed as salvage, swap, junk dealer, towing, or storage facility provided the business is operated in compliance with its business license and the property in compliance with applicable zoning ordinances.

## ***TOWING/ REMOVAL REQUIREMENTS WITHOUT LAW ENFORCEMENT***

1. The owner, lessee, or property/security manager of private property that requests an ABV be towed (without law enforcement authorization) must complete an *Abandoned Property Report* ([Form 4669](#)) **at the time of tow**.
2. The [Form 4669](#) will be considered a legal declaration subject to criminal penalty pursuant to [Section 575.060](#), RSMo.
3. A copy of [Form 4669](#) must be delivered to the jurisdictional law enforcement agency from which the ABV was towed within two hours if the tow was made from a location displaying a sign (or delivered within 24 hours of the tow if no sign is displayed). A towing company with online access may inquire to determine the owner and/or lienholder of an ABV, in order to send written notification of the tow to both the owner and lienholder within five working days of the tow.
4. The towing company must send written notification of the tow to the registered owner and any lienholder, which includes:
  - ✓ A statement to indicate the property was towed;
  - ✓ Reason/grounds for removal/towing; and
  - ✓ The location at which the ABV is being stored.
    - A copy of the written notification must be given to the operator of the storage facility in which the ABV is stored.
    - **Note:** *If the towing company does not have online access to the Department's records, they may obtain the name of the owner/lienholder from the law enforcement section of the [Form 4669](#).*
5. Any towing company in possession of an ABV must notify the appropriate law enforcement agency when the ABV remains unclaimed after ten days.
  - **Note:** *If the ABV is not claimed after ten days and the tow company does not have access to the Department's online records, the law enforcement agency must forward Form 4669 to the Department.*

Any towing company, without online access to Department records and in possession of an ABV after ten (10) days must forward [Form 4669](#) to the Department.

## ***TOW COMPANY REQUIREMENTS FOR TITLING ABVS***

1. Copy of the online record search listing the owner/lienholder or copy of the Department issued notification letter ([Exhibit A](#)), completed and signed. *Effective February 1, 2010, all owners and lienholders shown on the online record search or Department notification record must be notified by certified mail. The record search and notification letter may include owner and lienholder information from the title, reject, notice of lien (NOL), or notice of sale (NOS) system.*
2. Properly completed title application in the towing company's name and signed by an authorized tow company agent, with applicable title type checked:
  - ✓ *Application for Missouri Title and License* ([Form 108](#)); or
  - ✓ *Application for Missouri Watercraft or Outboard Motor Title and Registration* ([Form 93](#)); or
  - ✓ Current or estimated mileage is required for vehicles less than ten years old at the time of tow.

3. *Vehicle Examination Certificate* ([Form 551](#)) or *Boat/Vessel or Outboard Motor Affidavit of Inspection* ([Form 798](#)), if applicable (**when applying for “Original” title only**), which must be dated within six months of the application; or
- ✓ *Application For Vehicle/Trailer Identification Number Plate or Verification* (Form 5062) or *Boat, Vessel, or Outboard Motor Affidavit of Ownership and Inspection* (Form 798) may be completed for an original title for a **trailer** only in lieu of Form 551 by any law enforcement officer unless the purpose is for a new or replacement VIN in which case an authorized agent of the MSHP or St. Louis City/County Auto Theft Unit must complete the inspection.
4. **Notarized Abandoned Property Affidavit** ([Form 4576](#)).
5. A copy of the applicable tow report which includes:
- ✓ Year/Make/Model/VIN;
  - ✓ License plate number and state of issuance;
  - ✓ Storage location of the towed property;
  - ✓ Tow company’s name/address/telephone number;
  - ✓ Date and reason for the tow;
  - ✓ Location from which property was towed;
  - ✓ Description of any damage to the property;
  - ✓ Dated law enforcement computer inquiry verification;
  - ✓ Odometer reading\* (if available); and
  - ✓ Printed name and signature of the tow operator.
- \* If mileage cannot be obtained, note it is an estimate and include the reason for the estimation (i.e., fire, inoperable digital dash).*
6. **Private/Public Property Tows Authorized by Law Enforcement or a Government Agency** must submit a *Crime Inquiry and Inspection Report/Authorization to Tow* ([Form 4569](#)) or *Vehicle Record* (SHP-29F) ([Exhibit C](#)) completed by the MSHP/MSWP which also includes:
- ✓ The name of law enforcement agency authorizing the tow; and
  - ✓ The printed name and signature of the law enforcement officer authorizing the tow.
7. **Private Property Tows with Property Owner/Lessee Authorization (without law enforcement)** must provide an *Abandoned Property Report* ([Form 4669](#)) completed by the property owner/lessee or agent, towing company, and law enforcement, which also includes:
- The printed name and signature of the property owner/lessee, agent, or security manager;
  - The name/address/telephone number of the law enforcement agency notified of the tow;
  - Date and time law enforcement was notified of the tow; and
  - Printed name and signature of law enforcement officer completing [Form 4669](#).
8. A copy of the *Vehicle Owner/Lienholder Notification* ([Form 4577](#)) sent by certified mail to all owners/lienholders of the ABV. If returned, the towing company must certify that a good faith effort to locate the owner/lienholder was made.
- ✓ In order to comply with this requirement, [Form 4576](#) may be completed and submitted with the title application.



9. A legible copy of the certified mail receipt (green card) ([Exhibit D](#)), returned envelope, or *Track and Confirm Screen* from USPS website ([Exhibit E](#)) with postal receipts (*the screen print must show the letter was delivered or returned to the sender*).
10. No title/processing fee or sales tax is due.



## **Tow Company Abandoned Property Checklist**

- ☐ *Application for Missouri Title and License* ([Form 108](#)) in Towing Company's name marked original, salvage, or junk.
- ☐ Copy of the online record search or notice the Motor Vehicle Bureau issued to the tow company informing the tower of the latest owner/lienholder information.
- ☐ *Abandoned Property Affidavit* ([Form 4576](#)) completed, signed, and notarized.
- ☐ Proof of 30-day notification by certified mail to all owner(s) and lienholder(s). Proof of notification by certified mail includes one of the following:
  - ✓ Legible copy of signed certified card;
  - ✓ Legible copy of the envelope that was returned to sender; or
  - ✓ Legible copy of the postal receipt showing the addressee's name and address along with a printout from the United States Post Office's [USPS Tracking®](#) web page, indicating the certified letter was delivered or was returned to the sender.



Note: Submit legible **copies** of the proof of notification(s) listed above. **Keep the originals with your records.** Tow companies are required to keep a file on each abandoned vehicle for **three** years (see record retention requirements on [Page 7-4](#)).

- ☐ The *Vehicle Owner and Lienholder Notification Letter* ([Form 4577](#)) that was mailed by certified mail to all owner(s) and lienholder(s).
- ☐ A legible copy of the signed tow report authorizing the tow. The *Abandoned Property Report* ([Form 4669](#)), *Crime Inquiry & Inspection Report* ([Form 4569](#)), or Missouri State Highway Patrol officers may use tow report form SHP-29F ([Exhibit C](#)).
- ☐ Appropriate inspection, required only if applying for original title:
  - ✓ Motor vehicles, a *Vehicle Examination Certificate* ([Form 551](#)) signed by the tow company agent and completed by an authorized Missouri State Highway Patrol Inspector or St. Louis City/County Auto Theft Unit.
  - ✓ Boats and outboard motors, a *Boat, Vessel, or Outboard Motor Affidavit of Ownership and Inspection* ([Form 798](#)) completed by the Missouri State Highway Patrol (MSHP).
  - ✓ Trailers, including boat trailers, may use an *Application for Vehicle/Trailer Identification Number Plate or Verification* ([Form 5062](#)) or a *Boat, Vessel, or Outboard Motor Affidavit of Ownership and Inspection* ([Form 798](#)).
    - May be inspected by any law enforcement officer unless the purpose is for a new or replacement VIN in which case an authorized agent of the MSHP or St. Louis City/County Auto Theft Unit must complete the inspection.

## PRIVATE LANDOWNER(S)

### **PRIVATE LANDOWNER(S) AUTHORIZING REMOVAL OF ABVS**

ABVs may be towed at the request of the owner, lessee, or property/security manager of the private property. See Section 2 pages 3-4 for requirements.

### **PRIVATE LANDOWNER REQUIREMENTS/ FEES FOR TITLING ABVS**

Property owners may request a title for ABVs left on their property without their consent.

1. Properly completed title application in the landowner's name:
  - ✓ *Application for Missouri Title and License* ([Form 108](#)); or
  - ✓ *Application for Missouri Watercraft or Outboard Motor Title and Registration* ([Form 93](#)).
2. A signed statement or *General Affidavit* ([Form 768](#)) which contains the following:
  - ✓ The circumstances by which the ABV came into the landowner's possession;
  - ✓ The landowner's name;
  - ✓ Location of the ABV (physical street address and city);
  - ✓ Description of the ABV (include the year, make, and VIN/HIN); and
  - ✓ Retail/fair market value of the ABV.
3. The appropriate inspection:
  - ✓ **Original Title for a Vehicle/ATV/Trailer (including boat trailers)** - *Vehicle Examination Certificate* ([Form 551](#)) completed by an authorized inspector of the MSHP or St. Louis City/County Auto Theft Unit and dated within six months of application for title. For **trailers**, an *Application For Vehicle/Trailer Identification Number Plate or Verification* ([Form 5062](#)) or *Boat, Vessel, or Outboard Motor Affidavit of Ownership and Inspection* ([Form 798](#)) may be used in lieu of [Form 551](#) and may be completed for an original title by **any** law enforcement officer, unless the purpose is for a new or replacement VIN in which case an authorized agent of the MSHP or St. Louis City/County Auto Theft Unit must complete the inspection.
  - ✓ **Salvage Title on a Vehicle/ATV/Trailer (including boat trailers)** - *Vehicle Examination Certificate* ([Form 551](#)) completed by **any** law enforcement officer and dated within six months of application for title. For **trailers**, an *Application For Vehicle/Trailer Identification Number Plate or Verification* ([Form 5062](#)) or *Boat, Vessel, or Outboard Motor Affidavit of Ownership and Inspection* ([Form 798](#)) may be used in lieu of [Form 551](#) and may be completed by **any** law enforcement officer unless the purpose is for a new or replacement VIN in which case an authorized agent of the MSHP or St. Louis City/County Auto Theft Unit must complete the inspection.

- ✓ **Junking Certificate on a Vehicle/ATV/Trailer (including boat trailers) -**  
*Application for Vehicle/Trailer Identification Number Plate or Verification* ([Form 5062](#)) or *Boat, Vessel, or Outboard Motor Affidavit of Ownership and Inspection* ([Form 798](#)) completed by **any** law enforcement officer unless the purpose is for a new or replacement VIN in which case an authorized agent of the MSHP or St. Louis City/County Auto Theft Unit must complete the inspection.
- ✓ **Boat/Outboard Motor -** *Boat/Vessel or Outboard Motor Affidavit of Ownership and Inspection* ([Form 798](#)) inspected by the MSHP.
- 4. A copy of the 30-day *Notice To Owner(s) and/or Lienholder(s) Regarding Abandoned Vehicle, Boat, Motor, Trailer, and/or All-Terrain Vehicle(s)* ([Form 5227](#)) sent by certified mail to all owners/lienholders of the ABV.
- 5. Proof of 30-day notification by certified mail to all owner(s) and lienholder(s). Proof of notification by certified mail includes one of the following:
  - ✓ Legible copy of signed certified card.
  - ✓ Legible copy of the envelope that was returned to sender.
  - ✓ Legible copy of the postal receipt showing the addressee's name and address along with a printout from the United States Post Office's [USPS Tracking®](#) web page, indicating the certified letter was delivered or was returned to the sender.
 Note: Submit legible copies of the proof of notification(s) listed above. **Keep the originals with your records.**
- 6. Applicable title and processing fee(s) and state/local tax, based upon fair market value of ABV.
  - ✓ Junking Certificates are exempt from tax and title fees and require only the processing fees.
  - ✓ Title penalties **do not** apply.

## Landowner Abandoned Property Checklist



- ☐ *Application for Missouri Title and License* ([Form 108](#)) in landowner's name marked original, salvage, or junk.
- ☐ A landowner statement or *General Affidavit* ([Form 768](#)) completed and signed.
- ☐ Proof of 30-day notification by certified mail to all owner(s) and lienholder(s). Proof of notification by certified mail includes one of the following:
  - ✓ Legible copy of signed certified card;
  - ✓ Legible copy of the envelope that was returned to sender; or
  - ✓ Legible copy of the postal receipt showing the addressee's name and address along with a printout from the United States Post Office's Track & Confirm website indicating the certified letter was delivered or was returned to the sender.

Note: Submit legible **copies** of the proof of notification(s) listed above. **Keep the originals with your records.**

- ☐ A copy of the notification letter that was mailed by certified mail to all owner(s) and lienholder(s). The letter must include that the vehicle owner/lienholder has the right to protest the abandoned vehicle title in the circuit court of the county where the abandoned property is located.
- ☐ Appropriate inspection:
  - ✓ For an original title, a *Vehicle Examination Certificate* ([Form 551](#)) completed by an authorized Missouri State Highway Patrol Inspector or St. Louis City/County Auto Theft Unit.
    - *Application For Vehicle/Trailer Identification Number Plate or Verification* ([Form 5062](#)) or *Boat, Vessel, or Outboard Motor Affidavit of Ownership and Inspection* ([Form 798](#)) may be completed for an original title for a **trailer only** in lieu of [Form 551](#) by **any** law enforcement officer unless the purpose is for a new or replacement VIN in which case an authorized agent of the MSHP or St. Louis City/County Auto Theft Unit must complete the inspection.
  - ✓ For boats and outboard motors, a *Boat, Vessel, or Outboard Motor Affidavit of Ownership and Inspection* ([Form 798](#)) completed by the MSHP.
  - ✓ Trailers (including boat trailers) may use a ([Form 5062](#)) in lieu of [Form 551](#).
    - A *Boat, Vessel, or Outboard Motor Affidavit of Ownership and Inspection* ([Form 798](#)) may be completed for an original title for a **trailer only** in lieu of [Form 5062](#) or [Form 551](#) by **any** law enforcement officer unless the purpose is for a new or replacement VIN in which case an authorized agent of the MSHP or St. Louis City/County Auto Theft Unit must complete the inspection.
  - ✓ For a salvage title, a *Vehicle Examination Certificate* ([Form 551](#)) completed by any law enforcement officer.
    - *Application For Vehicle/Trailer Identification Number Plate or Verification* ([Form 5062](#)) or *Boat, Vessel, or Outboard Motor Affidavit of Ownership and Inspection* ([Form 798](#)) may be completed for a salvage title for a **trailer only** in lieu of [Form 551](#) by **any** law enforcement officer unless the

purpose is for a new or replacement VIN in which case an authorized agent of the MSHP or St. Louis City/County Auto Theft Unit must complete the inspection.

- ✓ For a junking certificate, an *Application for Vehicle/Trailer Identification Number Plate or Verification* ([Form 5062](#)) or *Boat, Vessel, or Outboard Motor Affidavit of Ownership and Inspection* ([Form 798](#)) completed by any law enforcement officer unless the purpose is for a new or replacement VIN in which case an authorized agent of the MSHP or St. Louis City/County Auto Theft Unit must complete the inspection.
- ☐ Title fee, taxes, and processing fee are due on the value of the vehicle indicated on the landowner's statement or general affidavit for an original or salvage title.
- ☐ Junking Certificates are exempt from tax and title fees and require only the processing fee.

## MUNICIPALITIES/COUNTIES

**ABANDONED PROPERTY SOLD BY MUNICIPALITY OR COUNTY ON AN ABANDONED PROPERTY BILL OF SALE**

1. Properly completed title application in the purchaser's name, with the applicable title type marked:
    - ✓ *Application for Missouri Title and License* ([Form 108](#)); or
    - ✓ *Application for Missouri Watercraft or Outboard Motor Title and Registration* ([Form 93](#)).
  2. An *Abandoned Property Bill of Sale* ([Form 4579](#)) from the municipality or county who sold the ABV, (must have filed a statement with the Department of Revenue certifying that they have an ordinance regulating the sale of abandoned property) which indicates:
    - ☐ If the vehicle was sold for junk, salvage, or rebuilding;
    - ☐ Purchaser and seller's name and address;
    - ☐ Year, make, model, and VIN/HIN of ABV;
    - ☐ Date of sale and purchase price;
    - ☐ Odometer reading\* (if applicable);
    - ☐ Printed name and signature of the buyer; and
    - ☐ Printed name and signature of the municipal/county clerk or deputy, stamped with the official municipal/county seal.
- \*Municipality/county must provide odometer disclosure on vehicles less than ten years old, unless otherwise exempt.*
3. *Vehicle Examination Certificate (Form 551) or Boat/Vessel or Outboard Motor Affidavit of Inspection (Form 798)*, if applicable (**when applying for "Original" title only**), which must be dated within six months of the application; or
    - ✓ *Application For Vehicle/Trailer identification Number Plate or Verification (Form 5062) or Boat, Vessel, or Outboard Motor Affidavit of Ownership and Inspection (Form 798)* may be completed for an original title for a **trailer** only in lieu of Form 551 by any law enforcement officer unless the purpose is for a new or replacement VIN in which case an authorized agent of the Missouri State Highway Patrol (MSPH) or St. Louis City/County Auto Theft Unit Must Complete the inspection.
  4. Applicable title and processing fee(s) and state/local tax.
    - ✓ Junking Certificates are exempt from tax and title fees and require only the processing fees.
    - ✓ Title penalties **do not** apply.



For a list of cities/counties with abandoned property ordinance refer to [Exhibit F](#).

## Vehicles Sold on an Abandoned Property Bill of Sale Checklist



- ☐ *Application for Missouri Title and License* ([Form 108](#)) marked original, salvage, or junk. The name(s) on the title application must match the purchaser's name(s) shown on the abandoned property bill of sale.
- ☐ The original Abandoned Property Bill of Sale. The bill of sale must include the purchaser's name and signature, sale price, date of sale, mileage, name and signature of the city/county agent, and the city/county seal.
- ☐ Title fee, taxes, and processing fee are due for an original or salvage title.
- ☐ Junking Certificate only requires a processing fee.
- ☐ Appropriate inspection required only if applying for an original title:
  - ✓ For an original motor vehicle title, a *Vehicle Examination Certificate* ([Form 551](#)) signed by the owner/purchaser and completed by an authorized Missouri State Highway Patrol Inspector or St. Louis City/County Auto Theft Unit.
  - ✓ Boats, outboard motors, and/or boat trailers may use a ([Form 798](#)) ([Exhibit H](#)) completed by the Missouri State Highway Patrol (MSHP).
  - ✓ Trailers (including boat trailers) may use a ([Form 5062](#)) or ([Form 798](#)) in lieu of the [Form 551](#).
    - *Application For Vehicle/Trailer Identification Number Plate or Verification* ([Form 5062](#)) or *Boat, Vessel, or Outboard Motor Affidavit of Ownership and Inspection* ([Form 798](#)) may be completed for an original title for a **trailer only** in lieu of [Form 551](#) by **any** law enforcement officer unless the purpose is for a new or replacement VIN in which case an authorized agent of the MSHP or St. Louis City/County Auto Theft Unit must complete the inspection.

## ABANDONED MANUFACTURED HOMES

### Section

# 5

### LANDOWNER TO OBTAIN A LIEN TITLE ON AN ABANDONED MANUFACTURED HOME

Missouri law ([Section 700.526](#), RSMo) allows the owner of the real property to secure a lien on an abandoned manufactured home.

- ✓ The lien shall be for unpaid rent against the manufactured home.
- ✓ Landowner must provide a written notice to the manufactured homeowner and any lienholder of record. Manufactured Home Lien Notification ([Form 5328](#)) must be mailed to the manufactured homeowner and lienholder by certified mail.
  - ◆ Obtaining owner/lienholder information:
    - ✓ Subscribe to online inquiry for frequent record searches at <http://dor.mo.gov/motorv/liendeal/nol/index.php>.
  - ◆ One time record search - *Request for Motor Vehicle/Driver License Records/Personal Information* ([Form 5091](#)).
- ✓ Thirty days after mailing the notice ([Form 5328](#)) to the homeowner and lienholder by certified mail complete an *Application for Manufactured Home Lien Title*, ([Form 5329](#)) and submit to Motor Vehicle Bureau, PO Box 2076 , Jefferson City, MO 65105-2076, with:
  - ◆ A copy of the 30-day notice [Form 5328](#) which was previously mailed by certified mail to the manufactured homeowner and lienholder;
  - ◆ Proof of 30-day notification by certified mail to all owner(s) and lienholder(s). Proof of notification by certified mail includes one of the following:
    - ✓ Legible copy of signed certified card;
    - ✓ Legible copy of the envelope that was returned to sender; or
    - ✓ Legible copy of the postal receipt showing the addressee's name and address along with a printout from the United States Post Office's [USPS Tracking®](#) web page, indicating the certified letter was delivered or was returned to the sender.
  - ◆ A copy of the rental contract negotiated between the real property owner and the manufactured homeowner;
  - ◆ A copy of any judgment of dismissal if the manufactured homeowner or lienholder filed a petition to contest the lien; and
  - ◆ **\$16** (\$10 title fee and **\$6** processing fee).
- ✓ Upon receipt of all acceptable documentation, the landowner will be issued a lien title.
- ✓ With the lien title the landowner must:
  - ◆ Begin proceedings to sell the manufactured home within 30 days;
  - ◆ The sale of the manufactured home shall only be held after giving the owner at least 20 days' notice; and
  - ◆ The notice must substantially contain the following information:

## NOTICE

**Notice is hereby given that on (insert date), sale will be held at (insert place), to sell the following manufactured home to enforce a lien existing under the laws of the state of Missouri for real estate rental, unless the manufactured home is redeemed prior to the date of sale.**

**Name of Owner:**

**Amount of Lien:**

**Description of Manufactured Home:**

**Manufactured Home Serial Number:**

**Name of Lienholder:**

### **NOTICE TO HOMEOWNER**

- ✓ Notice to the homeowner shall be given by one of the following methods:
  - ♦ Personal delivery;
  - ♦ Registered mail with return receipt requested; or
  - ♦ By publishing the notice not less than twice in a newspaper of general circulation in the county in which the manufactured home is to be sold. The publication of such notice shall not be less than 20 days prior to the date of the sale. See [Section 700.527](#), RSMo, for additional details if no newspaper is published in the county.
- ✓ The proceeds from the sale are to be distributed in the following order:
  - ♦ To the satisfaction of the real property owner for past-due rent and reimbursement of actual and necessary expenses incurred in obtaining the lien and lien title (including attorney fees);
  - ♦ The excess, if any, shall be paid to the homeowner; and
  - ♦ If the homeowner cannot be located, the excess shall be deposited with the county treasurer in the county where the home was sold.



## Landowner to Secure Lien Title on an Abandoned Manufactured Home

- ☐ *Application for Manufactured Home Lien Title* ([Form 5329](#)). The name(s) on the application must match the name(s) shown on the rental agreement.
- ☐ Copy of the *Manufactured Home Lien Notification* ([Form 5328](#)) that was mailed by certified mail.
- ☐ Proof of 30-day notification by certified mail to all owner(s) and lienholder(s). Proof of notification by certified mail includes one of the following:
  - ✓ Legible copy of signed certified card;
  - ✓ Legible copy of the envelope that was returned to sender; or
  - ✓ Legible copy of the postal receipt showing the addressee's name and address along with a printout from the United States Post Office's [USPS Tracking®](#) web page, indicating the certified letter was delivered or was returned to the sender.
- ☐ \$16 (\$10 title fee and \$6 processing fee).
- ☐ Copy of signed rental agreement; and
- ☐ Copy of any judgment of dismissal if the manufactured homeowner or lienholder filed petition to contest the lien.



## INTERNET RECORD SEARCH

### Section

# 6

### **OBTAINING ACCESS TO DEPARTMENT RECORDS**

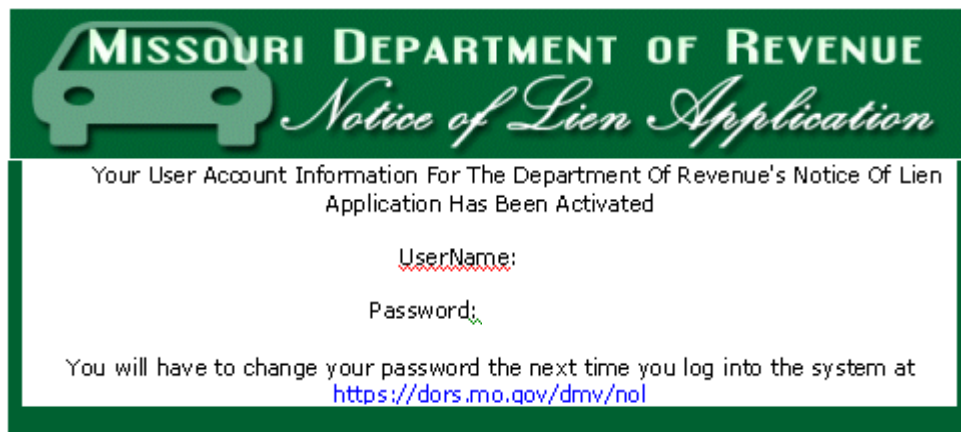
To obtain access to the Department's records online you must:

1. Visit the Missouri Department of Revenue's website at <https://dor.mo.gov/motor-vehicle/dealers-lienholders/>
2. Click on the link "Request for Security Access Code" ([Form 4678](#)) to obtain an application to apply for a security access code and print the form.
3. Click on the link "Application for Online Account" ([Form 5017](#)) to obtain an application to apply for an online access account and print the form.
4. Complete all forms and submit to the addresses indicated on the forms.



### **APPLICATION APPROVAL NOTIFICATION**

1. Upon approval of the security access, the Department will send written notification informing the applicant of the security access code number.
2. Upon approval of the online access, the Department will send the following e-mail to the applicant.



**NOTE:** Due to programming restrictions, online access is currently via the Department's Notice of Lien System.

## RECORD SEARCH SYSTEM LOG-IN

1. To perform record searches, log in to <https://dors.mo.gov/dmv/nol/loginLink.do>.
2. First time users: Enter your “**User Id**” and “**Password**” as indicated in the e-mail confirmation message the Department of Revenue sent to you previously. You will then be directed to change your password. The next time you login, enter your User Id and your new password. Click on “**Submit**”.

## CHANGING YOUR PASSWORD

1. Enter your current password in the “*Old Password*” field;
2. Press the “**Tab**” key;
3. Enter your new password;
4. Press the “**Tab**” key again;
5. Re-enter your new password; and
6. Click on “**Submit**”.

**Resetting Password** - If a user forgets their password he/she must contact the account administrator to reset the password. See *Resetting User's Password*.

If the administrator forgets his/her password he/she must contact the Department at (573) 526-3369, Option 7.

## PERFORMING RECORD SEARCH

1. Click “**Record Lookup**” on the left hand side of the screen.

The screenshot shows the login page for the Missouri Department of Revenue's Notice of Lien Application system. The header features a green car icon and the text "MISSOURI DEPARTMENT OF REVENUE Notice of Lien Application". A sidebar on the left contains a "Login" link. The main content area prompts the user to "Please sign on:" and includes input fields for "User Id" and "Password", along with "Reset" and "Submit" buttons. A link for "Forgot your password?" is also present. The footer contains navigation links: "Dealer & Lienholders", "Motor Vehicle & Driver Services", "Contact", and "Help".

The screenshot shows the "Change Password" page. The header is identical to the login page. The sidebar on the left lists various user management options: "File NOL", "Update Institution Information", "Update ACH Instructions", "User Management", "Change Password", "View History", and "Contact DOR". The main content area prompts the user to "Please type your old password and confirm your new password:" and includes a box with input fields for "Old Password", "New Password", and "Confirm New Password", along with a "Submit" button. The "User Id" is displayed as "11111".

The screenshot shows the "Record Lookup" page. The header is identical to the previous pages. The sidebar on the left lists the same user management options, with "Record Lookup" highlighted by a red circle. The main content area displays a welcome message: "Dean, Welcome to the Missouri Notice of Lien Application."

2. Enter your security access code (DPPA number) assigned to you by the Department and click **“Submit”**.

MISSOURI DEPARTMENT OF REVENUE  
*Notice of Lien Application*

File NOL  
Record Lookup  
Update Institution Information  
Update ACH Instructions  
User Management  
Change Password  
View History

Please enter your DPPA Number

DPPA Number  [Help](#)

3. Select a vehicle type. Enter the title/control number **or** the make, year, and VIN/HIN. Click **“Perform Lookup”**.

Notice of Lien Application

File NOL  
Record Lookup  
Update Institution Information  
Update ACH Instructions  
User Management  
Change Password  
View History  
Contact DOR

Notice Of Lien/Title Lookup Request

Select A Vehicle Type  [Help](#)

Enter Either

Title/Control Number  [Help](#)

Or

Make   [Help](#)

Year  [Help](#)

VIN/HIN  [Help](#)

## RECORD SEARCH RESULTS

If available, the screen will indicate the latest owner/lienholder in the Department's records. This screen must be printed, as outlined in titling requirements.

MISSOURI DEPARTMENT OF REVENUE

Notice of Lien Application

File NOL

Record Lookup

Update Institution Information

Update ACH Instructions

User Management

Change Password

View History

Contact DOR

Logout

Record Lookup Results

Title/Control Number CA575501

There is no Notice of Lien pending in the department's lien file. Check the title record for the latest lienholder information.

Title Record

Owner Information

Owner' AROL

Street Address 1410 SUMMIT VIEW DR

City HOLTS SUMMIT

State MO

Zip Code 65043

County CALLAWAY

Vehicle Information

Year 1991

Make TOYT

VIN JT4RN01P5M0018598

Vehicle Type Truck

Title Number CA575501

Title Issue Date 07/06/98

Title Type Original

Horsepower

Cylinders

Odometer 86000

Purchase Date 06/18/97

Lienholder Information

First Lienholder

Lien Date

Lienholder Name MISSOURI STATE CREDI

Street Address PO BOX 104118

City JEFFERSON CITY

State MO

Zip Code 65110

**Note:** No license plate or other registration information is available online.

## RECORD SEARCH RESULTS NOT FOUND

If “No Record” is found, you must sign and submit a printed “Record Lookup Results” screen ([Exhibit B](#)) with the tow report to the Department of Revenue for further research.

## ACCOUNT ADMINISTRATION INSTRUCTION

1. After logging into the record lookup system, click on “**Update Institution Information**”.
2. Change the required information and click on “**Submit**”.

**Institution Information**

Please enter the institution's information below:

Institution ID Number	1234-497	Help
Institution Name	AAA Towers	Help
Address	301 W High St	Help
City	Jefferson City	Help
State	MO	Help
Zip Code	65105	Help

**Submit**

3. You will receive a confirmation by e-mail to inform you that the changes were made (see below):


**MISSOURI DEPARTMENT OF REVENUE**  
*Notice of Lien Application*

**You Have Successfully Changed The Following Information:**

Institution ID Numl	11152-1	
Institution Name	Jon Wayne Auto	st
Institution Address	PO Box 152	
Institution City	Jefferson City	
Institution State	MO	
Institution Zip Code	64199	
Institution DPPA Number	BA111111	
Institution Microfilm Number	12345678	
Institution Type	Bank	

## DAILY E-MAIL NOTIFICATION

All users and the account administrator(s) will receive a daily e-mail screen, which provides a listing of the record searches performed each day.

 <b>MISSOURI DEPARTMENT OF REVENUE</b> <i>Notice of Lien Application</i>				
AAA Tower, here are the Record Lookups you've performed:				
Title/Control #	Year	Make	VIN	Owner Name
	1986	NISS	1G1JF27W8GJ178444	Marsh Don M
YT000104				Smith, John
	2001	KASE	211325677	Smith, John
	1999	TRIL	CH1AL11258	Jones, Samantha

## ADDING ACCOUNT USERS

1. After logging into the record lookup system, click on **“User Management”**.
  - ✓ Only the account's administrator has access to add/delete users.
2. From the drop down table, select which user you want to delete or change. To add a new user, select **“New User”** from the table and click **“Edit User”**.
3. Enter all user information requested above. Click **“Submit”** after all information is completed.
  - ✓ **The information that you add/change will allow the user to perform record lookups. You can activate or disable the user's access or reset the user's password from this screen.**

**Note:** The **“Reset Password”** box must be checked when adding a new user.

## RE-SETTING USER'S PASSWORD

To reset a user's password, place a check mark in **“Reset Password”** box and click **“Submit”**. The user's newly generated password will be received via e-mail.

## CONTACTING THE DEPARTMENT

1. After logging into the system, click **“Contact DOR”**;
2. Select the type of assistance needed from the drop-down table and enter any comments in the e-mail content space; and
3. Click **“Submit E-mail”** and a screen will display indicating the message was sent successfully. The appropriate staff member will respond to you.

**MISCELLANEOUS INFORMATION*****SELLING ABVS FOR DESTRUCTION***

A towing company must comply with the notification requirements outlined in Section 2. The notification must indicate that any ABV remaining unredeemed after 30 days may be sold as scrap property.

The ABV may be sold to a scrap metal operator or a licensed salvage dealer for destruction on a Bill of Sale (BOS) that states the same, provided that no satisfactory arrangements have been made with the towing company for continued storage, and the owner/lienholder has not requested a hearing.

The towing company will forward a copy of the BOS provided to the scrap metal operator or licensed salvage dealer to the Department within two weeks of the date of sale.

***OBTAINING AN ORIGINAL TITLE PREVIOUSLY TITLED AS SALVAGE***

1. Properly completed title application in the owner's name, marked "**Original**":
  - ✓ *Application for Missouri Title and License* ([Form 108](#)); or
  - ✓ *Application for Missouri Watercraft or Outboard Motor Title and Registration* ([Form 93](#)).
2. Appropriate inspection:
  - ✓ For an **original** motor vehicle title, a *Vehicle Examination Certificate* ([Form 551](#)) signed by the tow company agent and completed by an authorized Missouri State Highway Patrol Inspector or St. Louis City/County Auto Theft Unit.
  - ✓ For boats, outboard motors, and/or boat trailers, a *Boat/Vessel or Outboard Motor Affidavit of Ownership and Inspection* ([Form 798](#)) completed in lieu of [Form 551](#) by **any** law enforcement officer unless the purpose is for a new or replacement VIN in which case an authorized agent of the MSHP or St. Louis City/County Auto Theft Unit must complete the inspection.
  - ✓ For trailers, an *Application for Vehicle/Trailer Identification Number Plate or Verification* ([Form 5062](#)) or *Boat, Vessel, or Outboard Motor Affidavit of Ownership and Inspection* ([Form 798](#)) may be used in lieu of [Form 551](#) and may be completed for an original title by **any** law enforcement officer unless the purpose is for a new or replacement VIN in which case an authorized agent of the MSHP or St. Louis City/County Auto Theft Unit must complete the inspection.
  - ✓ Information provided on the inspection will determine if the title is branded "**Prior Salvage**".
3. The outstanding salvage title.
4. Appropriate title fee, processing fee, and any taxes that may be due.

## **STOPPING AN ABV TITLE**

1. The Department may recall a title which was issued in error with the approval of the Division Director and/or Department Director.
2. An applicant may stop an application for ABV title if the Department is notified **prior to title issuance** by calling the Department and requesting the application be stopped; however, a written statement to that effect must be mailed/faxed to the Department of Revenue, Motor Vehicle Bureau, Attention: ABV Desk, P.O. Box 2076, Jefferson City, MO 65105-2076.
3. The notified owner or lienholder may stop the abandoned property title **prior to issuance** by filing a petition in court (see rights to a hearing below) or making agreements with the applicant to claim the property.
4. The ABV title **will not** be voided if the stop request is received after the title has been issued.

## **OWNER/ LIENHOLDER'S RIGHT TO A HEARING**

An ABV owner/lienholder may file a petition with the Associate Circuit Court in the county where the ABV is stored to determine if the ABV was wrongfully taken or withheld from the owner. The petition must:

- ✓ Be filed within ten days following receipt of the notification from the towing company; and
- ✓ Name the towing company/landowner among the defendants (petition may also name the agency that ordered the tow or the owner/agent of the private property from which the ABV was removed).

A copy of the petition must be served to the Director, although the Director is not a party to such petition.

- ✓ The Director will not issue a title or a junking certificate on the ABV until the petition is finally decided.

Upon filing a petition and posting a bond with the Associate Circuit Court, the owner/lienholder may have the ABV released.

- ✓ The bond may be in the form of cash, a surety bond, or other adequate security equal to the amount of the charges for towing and storage.

Upon posting of the bond and/or the payment of the applicable fees, the court shall issue an order directing the towing company to release the ABV.

At the time of release, the owner/lienholder must provide a receipt to the towing company listing any claims for loss/damage to the ABV or the personal property within the ABV.

## **TOWING CHARGES IMPOSED**

- ▶ Any municipality/county may enact ordinances specifying maximum reasonable towing, storage, and other charges that can be imposed by towing/storage companies within their jurisdiction.
- ▶ A towing company may only assess reasonable storage charges for ABVs towed without the consent of the owner. Reasonable storage charges will not exceed the

charges for vehicles that have been towed with the consent of the owner.

- ▶ A towing company may charge no more than one-half the regular towing rate if the owner claims the ABV before it is actually towed from private property. The regular rate may be charged only after the ABV has been removed.
- ▶ An owner who believes the ABV was wrongfully towed or wrongfully withheld from the owner has the right to a hearing.

### ***PERSONAL PROPERTY WITHIN ABVS***

- ▶ The towing company is not required to release personal property within the ABV to the owner until reasonable or agreed to charges for recovery, transportation, or safekeeping have been paid or satisfactory arrangements for payment are agreed upon.
- ▶ The towing/storage company must either release the personal property to the owner or provide an itemized receipt for the contents after allowing the owner to inspect the property.
- ▶ The towing/storage company is liable for the condition and safe return of the personal property.
- ▶ Any medication prescribed by a physician **must be released** to the owner upon request.

### ***TOW COMPANY LIABILITY***

The towing company is not liable for any damage caused by removal of an ABV from public property when the removal is properly authorized, except for damage caused by negligence.

A towing company that lawfully removes an ABV from private property with the written authorization of the landowner/agent (who is present at the time of the removal) is not responsible in any situation relating to the authorization of the removal. The towing company is responsible for:

- ✓ Any damage caused by the towing company to the ABV during transit or storage; and
- ✓ Removal of property, other than the property specified by the landowner/agent.

Damages may be recovered by the owner of the ABV from the landowner/towing company if any damages to the ABV resulted prior to or during the removal of the property.

Except for the removal of ABVs authorized by a law enforcement agency, a towing company must not remove ABVs from private property without first obtaining written authorization from the property owner/agent.

- ✓ All written authorizations must be kept on file for at least one year.
- ✓ General authorization to tow at the towing company's discretion is not acceptable, except in the case of ABVs unlawfully parked within 15 feet of a fire hydrant or in a fire lane designated by a Fire Department or the State Fire Marshall.

A towing company that fails to obtain written authorization from the property owner/agent **will be** liable to the owner of the ABV for four times the amount of the

towing and storage charges, in addition to any applicable criminal penalties that may apply.

### ***INSURANCE CLAIMS ON ABVS***

If an ABV is insured and the insurer pays a total loss claim to the owner for the ABV, the insurer or lienholder must remove the property from the storage facility or make arrangements to transfer title to the towing company. Such transfer of title (subject to agreement) will completely satisfy all claims for towing and storage. The ABV must be removed or title transferred to the towing company within 30 days of the date that the insurer paid a total loss claim or is notified of the location of the ABV, whichever is the later event. Upon request, the insurer of the ABV must supply the towing company with:

- ✓ The name, address, and phone number of the insurance company and the insured; and
- ✓ A statement regarding which party is responsible for the payment of towing/storage charges under the insurance policy.

### ***RECORD RETENTION REQUIREMENTS***

Towing companies must maintain records for three years on any ABV towed and not reclaimed by the owner, which contains:

- ✓ Information regarding the authorization to tow;
- ✓ Copies of correspondence with the Department; and
- ✓ Information regarding the final disposition of the ABV.

In addition, the towing company must retain for three years the following for ABVs sold on a BOS (for destruction purposes only):

- ✓ Year, make, vehicle identification number (VIN), and date of sale;
- ✓ Name of the purchasing scrap metal operator or licensed salvage dealer; and
- ✓ Copies of all notification letters sent to the owners/lienholders and/or drivers.

A towing company will not remove an ABV from private property without written authorization from the property owner, except when authorized by a law enforcement agency.

- ✓ The towing company must retain all written authorizations for at least one year from the date of authorization.

# EXHIBITS

## EXHIBIT A

MOTOR VEHICLE BUREAU  
RECORD CENTER UNIT  
P O BOX 100  
JEFFERSON CITY MO 65105-0100



*Missouri*  
DEPARTMENT OF REVENUE

Telephone: (573) 526-3669  
E-mail: [mvbmail@dor.mo.gov](mailto:mvbmail@dor.mo.gov)

XXX  
X  
X  
X X XX

November 3, 2009

RE: ABANDONED PROPERTY  
1999 TOYT, IDENTIFICATION # XXX - TOW # 3426

Dear Tower:

The Motor Vehicle Bureau (bureau) received a tow report on the above referenced property. By Missouri law, we are required to notify you of the last registered owner(s) and lienholder(s). In checking our records with the information provided, we found no record of this abandoned property.

Our records indicate that Jackson County authorized the tow of this abandoned property. If this is not correct, please record the name of the person who authorized the tow and the date of the tow.

Tow Authorized By: \_\_\_\_\_  
Date of Tow: \_\_\_\_\_

You must examine the abandoned property, law enforcement inspection report, and tow report for any corrected, omitted, or additional information below:

Year: 1999  
Make: TOYT  
VIN: XXX

License: \_\_\_\_\_ State: \_\_\_\_\_  
Inspection/Permit: \_\_\_\_\_  
Other: \_\_\_\_\_

Name and address of owner listed on tow report:

\_\_\_\_\_

Name and address of lienholder listed on tow report:

\_\_\_\_\_

**EXHIBIT A (continued)**

**Please mark the appropriate box below, sign and date where indicated.**

- ☐ I HAVE COMPLETED THE NECESSARY CHECKS, COMPLIED WITH THE INSTRUCTIONS, AND PROVIDED ANY NEW OR CORRECTED INFORMATION.

**RETURN THIS SIGNED LETTER WITHIN 15 DAYS TO:** Motor Vehicle Bureau, Attn: Abandoned Vehicle Search - Record Center, Post Office Box 2048, Jefferson City, MO 65101-0100, so we may continue our search using the new or corrected information.

- ☐ NO ADDITIONAL INFORMATION WAS FOUND.

**If the above checks resulted in no new or corrected information,** you may apply for title by submitting the following information to: Motor Vehicle Bureau, Attn: Abandoned Property Desk - Central Branch Section, Post Office Box 2076, Jefferson City, Missouri 65105-0100:

1. Copy of this signed letter;
2. Application for Missouri Title and License (DOR-108) marked original, salvage, or junk;

NOTE: Vehicle Examination Certificate (DOR-551) - only when applying for an original title.

3. Legible copy of the tow report (you will be required to notify any owner or lienholder listed on the tow report); and

NOTE: If no owner or lienholder is shown, you must notify the driver. If no owner, lienholder or driver is listed, you must indicate on the abandoned property affidavit that a good faith effort has been made to locate and notify the owner and lienholder of the vehicle.

4. Abandoned Property Affidavit (DOR-4576) completed, signed, and notarized.

NOTE: If there is no record of an owner, lienholder, or driver or if any of the notification letters were returned to the tow company, the box in section B must be marked showing a good faith effort was made to locate and notify the owner, lienholder, or driver.

NOTE: You may request the necessary forms by mail, or internet.

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

If you require additional information or assistance, please contact the Motor Vehicle Bureau at Post Office Box 100, Jefferson City, Missouri 65105-0100 or by telephone at (573) 526-3669 between the hours of 7:30 a.m. and 5:30 p.m. Monday through Friday.

MOTOR VEHICLE BUREAU

DU1887/MARJORIE

MVB346  
200930700301118

**EXHIBIT B**



# MISSOURI DEPARTMENT OF REVENUE

## Notice of Lien Application

Record  
Lookup

### Record Lookup Results

Title/NOL Control Number 12345687

Update  
Institution  
Information

No Notice of Lien record was found.

User  
Management

**You must sign and submit this "No record" page along with the Crime Inquiry and Inspection Report/Authorization to Tow(DOR-4569) to the Department of Revenue (DOR) for further research as there may be a record in microfiche.**

Change  
Password

First, conduct a physical search of the abandoned property to ensure no other evidence of ownership exists and make a good faith effort to check for the prior state of registration and title as noted below. Record any additional information from your search in the designated area of this page, sign it and send to:

View History

Contact DOR

DOR  
Record Center  
PO Box 100  
Jefferson City MO 65105

Step By Step  
Instructions

Logout

- 1) Check for any type of license plates, license plate record, temporary permit, inspection sticker, decal or other evidence which may indicate a state of possible registration and title;
- 2) Check the law enforcement report for a license plate number or registration number;
- 3) If there is no address of the owner on the impound report, check the law enforcement report to see if an out of state address is indicated on the driver license information.

Additional Information:

Signature:

Print Record

· Dealer & Lienholders · Motor Vehicle & Driver Services · Contact ·

**EXHIBIT C**



**SENDER: COMPLETE THIS SECTION**

- Complete items 1, 2, and 3. Also complete item 4 if Restricted Delivery is desired.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:

2. Article Number  
(Transfer from service label)

**COMPLETE THIS SECTION ON DELIVERY**

A. Signature

**X**

☐ Agent

☐ Addressee

B. Received by ( *Printed Name* )

C. Date of Delivery

D. Is delivery address different from item 1? ☐ Yes  
If YES, enter delivery address below: ☐ No

3. Service Type

☐ Certified Mail

☐ Express Mail

☐ Registered

☐ Return Receipt for Merchandise

☐ Insured Mail

☐ C.O.D.

4. Restricted Delivery? (*Extra Fee*)

☐ Yes

## EXHIBIT E

USPS - Track & Confirm

Page 1 of 1



### Track & Confirm

#### Current Status

You entered 7004 1350 0001 1791 7882

Your item was delivered at 3:36 pm on December 13, 2004 in CAPE GIRARDEAU, MO 63701.

[Shipment Details >](#)

#### Notification Options

[Track & Confirm by email](#) [What is this?](#) [Go >](#)

#### Track & Confirm

Enter label number:

[Track & Confirm FAQs](#)



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Restricted Delivery Fee (Endorsement Required)	
Total Postage & Fees	\$
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Street Apt. Rm. or P.O. Box No.	
City, State, ZIP+4	
PS Form 3800, June 2002	

[http://trkenfrm1.smi.usps.com/netdata-cgi/db2www/cbd\\_243.d2w/output](http://trkenfrm1.smi.usps.com/netdata-cgi/db2www/cbd_243.d2w/output)

12/29/2004

**EXHIBIT F**

<b>CITIES AND COUNTIES WITH ABANDONED PROPERTY ORDINANCES</b>	
Adrian	Higginsville
Bel-Nor	Jefferson City
Bel-Ridge	Kansas City
Beverly Hills	Kinloch
Bowling Green	Lake St. Louis
Brentwood	Louisiana
Bridgeton	Maplewood
Butler	Maryland Heights
California	Mc Donald County
Cape Girardeau	Montgomery
Carrollton	Moscow Mills
Clarence	Mound City
Clark County	Normandy
Cool Valley	North Kansas City
Cuba	Pasadena Hills
Desoto	Palmyra
Des Peres	Richland
Diamond	Riverview
Excelsior Springs	Salem
Ferguson	Slater
Fulton	Smithville
Greenfield	St. Joseph
Greenwood	St. Louis
Hazelwood	Strafford