

PRIVATE PROPERTY TOW NOTICE PROCEDURE



Seaside Police
Department

READ AND FOLLOW THE BELOW INFORMATION TO REMOVE A VEHICLE FROM PRIVATE PROPERTY

To remove a vehicle that has been abandoned on your property, you will need to follow the steps listed below. Generally, you will not be billed by the towing company, but it's a good idea to confirm that with the towing company you choose.

STEP ONE

Fill out the "TOW NOTICE" form on page 2. Cut the form on the cut line and attach the top portion "TOW NOTICE" to the abandoned vehicle. This notice is the required legal notification that the vehicle will be towed if it is not moved off your property. This notice is required by state law and must remain on the vehicle for 72 hours prior to the removal of the vehicle. It is recommended that you take photos of the vehicle with the notice affixed. It is also recommended that you put the notice in a clear plastic zip lock bag to protect it from moisture. Complete the section below to document when you posted the notice, location of the vehicle, etc.

DATE AND TIME NOTICE WAS PLACED ON VEHICLE: _____

ADDRESS OF WHERE THE VEHICLE IS LOCATED: _____

LICENSE PLATE OR VIN OF VEHICLE: _____ **State of License Plate:** _____

MAKE OF VEHICLE: _____ **MODEL OF VEHICLE:** _____ **COLOR:** _____

STEP TWO

Notify the Seaside Police Department that you have started the process to have the abandoned vehicle removed from your property by calling the non-emergency phone number: (503) 738-6311. Provide the dispatcher with the location and license plate or VIN.

STEP THREE

If the vehicle has not been removed from your property within 72 hours, contact a towing company of your choosing and arrange to have the vehicle towed. Again, call the Seaside Police Department non-emergency phone number and notify the dispatcher that you have contacted a towing company. Provide the dispatcher with the name of the towing company, information about the vehicle, where the vehicle is located, and your contact information. Before the vehicle is removed from your property, take photos of the vehicle to show that it was parked on your property and that the tow notice was still affixed to the vehicle. Fill out the lower half of page 2 and provide that to the tow truck driver.

NAME AND PHONE NUMBER OF THE TOW COMPANY: _____

DATE AND TIME YOU NOTIFIED SPD THAT THE VEHICLE WOULD BE REMOVED: _____

TOW NOTICE

IF THIS VEHICLE IS NOT REMOVED FROM THIS PRIVATE PROPERTY, THIS VEHICLE WILL BE REMOVED AT THE OWNER'S EXPENSE AS OUTLINED IN OREGON REVISED STATUTES 98.830

LICENSE PLATE OR VIN: _____ STATE: _____

MAKE OF VEHICLE: _____ MODEL: _____ COLOR: _____

THE VEHICLE MUST BE REMOVED FROM THIS PROPERTY BY THE FOLLOWING TIME:

DATE: _____ TIME: _____

SEASIDE POLICE DEPARTMENT HAS BEEN NOTIFIED OF THIS PROCESS ON THIS DATE: _____

-----CUT HERE----- CUT HERE----- CUT HERE----- CUT HERE----- CUT HERE-----

FILL OUT AND PROVIDE THIS SECTION TO THE TOWING COMPANY THAT REMOVES THE VEHICLE

I REQUEST THAT THE FOLLOWING VEHICLE BE REMOVED FROM MY PROPERTY:

LICENSE PLATE OR VIN: _____ STATE: _____

MAKE OF VEHICLE: _____ MODEL: _____ COLOR: _____

ADDRESS WHERE THE VEHICLE IS CURRENTLY LOCATED: _____

I have posted a "TOW NOTICE" on the vehicle mentioned above. This vehicle is currently located on private property. I have authority to determine who has the right to park on said property. This "TOW NOTICE" was posted at least 72 hours prior to my requesting that the vehicle be removed from the private property. I have notified the Seaside Police Department of my intent to have the vehicle removed from the private property.

PRINT NAME: _____ SIGN NAME: _____

DATE: _____ NAME OF TOWING COMPANY: _____