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Exhibits
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).

**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.

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

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

Out-of-state ABVs will be issued Missouri titles with a "Prior Salvage" brand or if the inspection shows the vehicle in a junk condition, a junking certificate will be issued.
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.

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.
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. Law enforcement 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.

1. A completed and signed Crime Inquiry and Inspection Report/Authorization to Tow (Form-4569) (Exhibit G), 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 (Exhibit G) within five (5) 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 (Exhibit G) to the Missouri State Highway Patrol (MSHP) or the Missouri State Water Patrol (MSWP) within two (2) 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);

   - Send written notification of the tow to the registered owner and any lienholder on record, within five (5) 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 (Exhibit G) 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 (10) 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 (Exhibit G) to the Department.

When present, the owner, lessee, or property/security manager of the private property (must be a full-time employee of the business entity) may authorize an ABV be removed without law enforcement authorization when parked in a restricted/assigned area when:

- 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.
- 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.

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) (Exhibit J) at the time of tow;
   ✓ The Form-4669 (Exhibit J) will be considered a legal declaration subject to criminal penalty pursuant to Section 575.060, RSMo.

2. A copy of Form-4669 (Exhibit J) must be delivered to the jurisdictional law enforcement agency from which the ABV was towed within two (2) 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);

3. 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 (5) working days of the tow. 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 must obtain the name of the owner/lienholder from the law enforcement section of the Form-4669 (Exhibit J).

4. Any towing company without online access to Department records and in possession of an ABV that remains unclaimed after ten (10) days must notify the law enforcement agency by submitting:
   ✓ An Abandoned Property Report (Form-4669) (Exhibit J). Upon receipt, law enforcement 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);
     • Complete and sign the law enforcement section of Form-4669 (Exhibit J); and
     • Provide the tow company with a signed copy of Form-4669 (Exhibit J).
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 (Exhibit J) to the Department.

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 lien holders 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 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).

3. Vehicle Examination Certificate (Form-551) (Exhibit F) or Boat/Vessel or Outboard Motor Affidavit of Inspection (Form-798) (Exhibit H), if applicable (when applying for “Original” title only), which must be dated within six (6) months of the application;
   ✓ Current or estimated mileage is required for vehicles less than ten (10) years old.

4. Notarized Abandoned Property Affidavit (Form-4576) (Exhibit K);

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)
   ✓ 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).

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) (Exhibit G) 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.
Private Property Tows with Property Owner/Lessee Authorization (without law enforcement) must provide an Abandoned Property Report (Form-4669) (Exhibit J) 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 (Exhibit J).

6. A copy of the Vehicle Owner/Lienholder Notification (Form-4577) (Exhibit L) 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 (Exhibit K) may be completed and submitted with the title application.

7. A legible copy of the certified mail receipt (green card) (Exhibit D), returned envelope, or Track and Confirm Screen from USPS web site (Exhibit E) with postal receipts (the screen print must show the letter was delivered or returned to the sender); and

8. 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:
  - 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 Track & Confirm web site indicating the certified letter was delivered or was returned to the sender.

- 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.

- Crime Inquiry & Inspection Report (Form-4569) (Exhibit G) when the tow is authorized by a law enforcement officer or Missouri Highway Patrol officers may use tow report form SHP-29F (Exhibit C).

- Abandoned Property Report (Form-4669) when the tow was authorized by the property owner, lessee, property manager or security manager.

- Appropriate inspection:
  - For an original motor vehicle title, a Vehicle Examination Certificate (Form-551) (Exhibit F) signed by the tow company agent and completed by an authorized Missouri Highway Patrol Inspector.
  - For a salvage motor vehicle title, a Vehicle Examination Certificate (Form-551) (Exhibit F) signed by the tow company agent and completed by an authorized Missouri Highway Patrol Inspector.
  - For a junking certificate Application For Vehicle/Trailer Identification Number Plate or Verification (Form-5062) (Exhibit I) inspected by any law enforcement, must be used.
  - Boats, outboard motors, and/or boat trailers may use a (Form-798) (Exhibit H) completed by the Missouri State Water Patrol (MSWP).
  - Trailers may use a (Form-5062) (Exhibit I) as the inspection.
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 is or her jurisdiction. Law enforcement 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.

1. A completed and signed Crime Inquiry and Inspection Report/Authorization to Tow (Form-4569) (Exhibit G), 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 (Exhibit G) within five (5) 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 (Exhibit G) to the Missouri State Highway Patrol (MSHP) or the Missouri State Water Patrol (MSWP) within two (2) 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);
   - Send written notification of the tow to the registered owner and any lienholder on record, within five (5) 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 (Exhibit G) 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 (10) 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 (Exhibit G) to the Department.

When present, the owner, lessee, or property/security manager of the private property (must be a full-time employee of the business entity) may authorize an ABV be removed without law enforcement authorization when parked in a restricted/assigned area when:
   ✓ 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.

✓ 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.

1. The owner, lessee, or property/security manager of private property that requests an ABV be towed (without law enforcement authorization) must complete a Abandoned Property Report (Form-4669) (Exhibit J) at the time of tow;
   - The Form-4669 (Exhibit J) will be considered a legal declaration subject to criminal penalty pursuant to Section 575.060, RSMo.

2. A copy of Form-4669 (Exhibit J) must be delivered to the jurisdictional law enforcement agency from which the ABV was towed within two (2) 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);

3. 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 (5) working days of the tow. 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 must obtain the name of the owner/lienholder from the law enforcement section of the Form-4669 (Exhibit J).

4. Any towing company in possession of an ABV must notify the appropriate law enforcement agency when the ABV remains unclaimed after ten (10) days; and

5. An Abandoned Property Report (Form-4669) (Exhibit J) must be submitted to law enforcement from the tow company. Upon receipt, law enforcement 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);
✓ Complete and sign the law enforcement section of Form-4669 (Attachment J); and
✓ Provide the tow company with a signed copy of Form-4669 (Attachment J).

**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 (Attachment J) to the Department.

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** - Vehicle Examination Certificate (Form-551) (Exhibit F) completed by the MSHP or St. Louis Auto Theft Unit and dated within six (6) months of application for title;
   ✓ **Salvage Title on a Vehicle/ATV/Trailer** - Vehicle Examination Certificate (Form-551) (Exhibit F) completed by any law enforcement officer and dated within six (6) months of application for title;
     • Application For Vehicle/Trailer Identification Number Plate or Verification (Form-5062) (Exhibit I) may be completed for a salvage title for a trailer only in lieu of Form-551 (Exhibit F).
   ✓ **Junking Certificate on a Vehicle/ATV/Trailer** – Application for Vehicle/Trailer Identification Number Plate or Verification (Form-5062) (Exhibit I) completed by any law enforcement officer; or
   ✓ **Boat/Outboard Motor/Boat Trailer** - Boat/Vessel or Outboard Motor Affidavit of Ownership and Inspection (Form-798) (Exhibit H) inspected by the MSWP.
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. A legible copy of the certified mail receipt (green card) (Exhibit D) that is at least 30 days old to indicate the owner/lienholder was notified as required by law; and
   ✓ If returned, a copy of the envelope stamped “Returned to Sender” must be submitted.

6. Applicable title, processing fee(s) and state/local tax, based upon fair market value of ABV.
   ✓ Junking Certificates require processing fees only and are exempt from tax and title 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:
  ✓ 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 & address along with a printout from the United States Post Office's Track & Confirm web site indicating the certified letter was delivered or was returned to the sender.

☐ 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) (Exhibit F) completed by an authorized Missouri Highway Patrol Inspector;
  ✓ Boats, outboard motors, and/or boat trailers may use a (Form-798) (Exhibit H) completed by the Missouri State Water Patrol (MSWP).
  ✓ Trailers may use a (Form-5062) (Exhibit I) as the inspection.
  ✓ For a salvage title, a Vehicle Examination Certificate (Form-551) (Exhibit F) completed by any law enforcement officer;
  ✓ For a junking certificate an Application for Vehicle/Trailer Identification Number Plate or Verification (Form-5062) (Exhibit I) completed by any law enforcement officer.

☐ Title fee, state tax, local 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.

☐ Only a process fee is due for a junking certificate.
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/her jurisdiction. Law enforcement 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.

1. A completed and signed Crime Inquiry and Inspection Report/Authorization to Tow (Form-4569) (Exhibit G), 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 (Exhibit G) within five (5) 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 (Exhibit G) to the Missouri State Highway Patrol (MSHP) or the Missouri State Water Patrol (MSWP) within two (2) 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 (5) 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 (Exhibit G) 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 (10) 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 (Exhibit G) to the Department.

When present, the owner, lessee, or property/security manager of the private property (must be a full-time employee of the business entity) may authorize an ABV be removed without law enforcement authorization when parked in a restricted/assigned area when:

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 have elapsed since that notification.

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.

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) (Exhibit J) at the time of tow;
   - The Form-4669 (Exhibit J) will be considered a legal declaration subject to criminal penalty pursuant to Section 575.060, RSMo.

2. A copy of Form-4669 (Exhibit J) must be delivered to the jurisdictional law enforcement agency from which the ABV was towed within two (2) 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);

3. 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 (5) working days of the tow. 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 must obtain the name of the owner/lienholder from the law enforcement section of the Form-4669 (Exhibit J).*

4. Any towing company in possession of an ABV must notify the appropriate law enforcement agency when the ABV remains unclaimed after ten (10) days; and

5. An Abandoned Property Report (Form-4669) (Exhibit J) must be submitted to law enforcement from the tow company. Upon receipt, law enforcement 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);
Complete and sign the law enforcement section of Form-4669 (Exhibit J); and
Provide the tow company with a signed copy of Form-4669 (Exhibit J).

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 (Exhibit J) to the Department.

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, 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 using Form-4579.

3. Vehicle Examination Certificate (Form-551) (Exhibit F), if applicable (when applying for “Original” title only); and

4. Applicable title and processing fee(s) and state/local tax.
   ✓ Junking Certificates require processing fees only and are exempt from tax and title fees.
   ✓ Title penalties do not apply.
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, state tax, local taxes, and processing fee are due for an original or salvage title.

☐ Only a process fee is due for a junking certificate.

☐ Appropriate inspection:
  ✓ For an original motor vehicle title, a Vehicle Examination Certificate (Form-551) (Exhibit F) signed by the owner/purchaser and completed by an authorized Missouri Highway Patrol Inspector.
  ✓ For a salvage motor vehicle title, a Vehicle Examination Certificate (Form-551) (Exhibit F) signed by the tow company agent and completed by an authorized Missouri Highway Patrol Inspector.
  ✓ For a junking certificate Application For Vehicle/Trailer Identification Number Plate or Verification (Form-5062) (Exhibit I), inspected by any law enforcement, must be used.
  ✓ Boats, outboard motors, and/or boat trailers may use a (Form-798) completed by the Missouri State Water Patrol (MSWP).
  ✓ Trailers may use a (Form-5062) as the inspection.
To obtain access to the Department’s records online you must:


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.

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 email to the applicant.

```
Your User Account Information For The Department Of Revenue’s Notice Of Lien Application Has Been Activated

Username: ...
Password: ...

You will have to change your password the next time you log into the system at https://dorx.mo.gov/dmv/nol
```

Note: Due to programming restrictions, online access is currently via the Department’s Notice of Lien System.
1. To perform record searches, log into https://dors.mo.gov/dmv/nol.

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) 526-3669.

### PERFORMING RECORD SEARCH

1. Click “Record Lookup” on the left hand side of the screen.
2. Enter your security access code (DPPA number) assigned to you by the Department and click “Submit”.

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

Notice of Lien Application
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.

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

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.
1. After logging into the record lookup system, click on “Update Institution Information”.

2. Change the required information and click on “Submit”.

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

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.

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.

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.
A towing company must comply with the notification requirements outlined. 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 (2) weeks of the date of sale.

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) (Exhibit F) signed by the tow company agent and completed by an authorized Missouri Highway Patrol Inspector.
   ✓ For a salvage motor vehicle title, a Vehicle Examination Certificate (Form-551) (Exhibit F) signed by the tow company agent and completed by an authorized Missouri Highway Patrol Inspector.
   ✓ For a junking certificate Application For Vehicle/Trailer Identification Number Plate or Verification (Form-5062) (Exhibit I), inspected by any law enforcement, must be used.
   ✓ Boats, outboard motors, and/or boat trailers may use a (Form-798) completed by the Missouri State Water Patrol (MSWP).
   ✓ Trailers may use a (Form-5062) as the inspection.
   ✓ Information provided in Form-551 (Exhibit F) will determine if the title is branded “Prior Salvage”.

3. The outstanding salvage title; and

4. Appropriate title and processing fee(s).
1. The Department may recall a title which was issued in error with the approval of the Division Director and/or Department Director;

2. A tow company or vehicle owner may stop an application for ABV title if the Department is notified prior to title issuance; and
   ✓ A tow company or vehicle owner (owner must have a court order to stop an ABV application) may call the Department 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 ABV title will not be voided if the stop request is received after the title has been issued.

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.

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.
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.

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.
Towing companies must maintain records for three (3) 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 (3) 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 (1) year from the date of authorization.

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 (10) 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.
EXHIBITS:
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:

________________________________________________________________________
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) 526-3689 between the hours of 7:30 a.m. and 5:30 p.m. Monday through Friday.

MOTOR VEHICLE BUREAU

DU1887/MARJORIE

MVB346
200930700301118
Record Lookup Results
Title/NOL Control Number 12345687

No Notice of Lien record was found.
No Title record was found.

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.

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:

DOR
Record Center
PO Box 100
Jefferson City MO 65105

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
EXHIBIT C

<table>
<thead>
<tr>
<th>ITEM #</th>
<th>QUANTITY</th>
<th>DESCRIPTION OF ITEMS IN VEHICLE (Include serial numbers)</th>
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<tbody>
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PARTIAL DISPOSITION (The last(s) marked through was/are released on a supplemental record bearing the above page number with a suffix.)

<table>
<thead>
<tr>
<th>ITEM(S)</th>
<th>SFX</th>
<th>ITEM(S)</th>
<th>SFX</th>
<th>ITEM(S)</th>
<th>SFX</th>
<th>SIGNATURE OF WITNESS (If needed)</th>
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<tbody>
<tr>
<td>A</td>
<td></td>
<td>B</td>
<td></td>
<td>C</td>
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</table>

DISPOSITION OF VEHICLE & ITEMS

SIGNATURE OF PERSON RECEIVING VEHICLE

DATE RECEIVED

SIGNATURE OF RELEASING OFFICER

BADGE

AGENT’S TITLE, NAME, & ADDRESS (PRINTED BY OFFICER)

EXPLANATION & DETAILS (Include possible owner identification information if owner is unknown).

DISTRIBUTION: WHITE - Property Control Officer  CANARY - Troop  PINK - Division of Drug and Crime Control  GOLD - Extras (towing co.)  BLUE - Extras (towing co.)

NOTICE: Submit machine copy of original to DOR on all abandoned property, as defined in Section 304.001, unclaimed within 10 working days.
### 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:

### COMPLETE THIS SECTION ON DELIVERY

<table>
<thead>
<tr>
<th>A. Signature</th>
<th>□ Agent</th>
<th>□ Addressee</th>
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<tr>
<td>X</td>
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<td></td>
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<tr>
<th>B. Received by (Printed Name)</th>
<th>C. Date of Delivery</th>
</tr>
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</table>

<table>
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<tr>
<th>D. Is delivery address different from item 1?</th>
<th>□ Yes</th>
<th>□ No</th>
</tr>
</thead>
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If YES, enter delivery address below:

<table>
<thead>
<tr>
<th>3. Service Type</th>
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<tbody>
<tr>
<td>□ Certified Mail</td>
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<tr>
<td>□ Express Mail</td>
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<tr>
<td>□ Registered</td>
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<tr>
<td>□ Return Receipt for Merchandise</td>
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<tr>
<td>□ Insured Mail</td>
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<tr>
<td>□ C.O.D.</td>
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<tr>
<th>4. Restricted Delivery? (Extra Fee)</th>
<th>□ Yes</th>
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**PS Form 3811, August 2001**

Domestic Return Receipt

102595-02-M-1540
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<tr>
<th>Service</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Postage</td>
<td>$4.15</td>
</tr>
<tr>
<td>Certified Fee</td>
<td>$0.00</td>
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<tr>
<td>Return Receipt Fee</td>
<td>$0.00</td>
</tr>
<tr>
<td>Endorsement Required Fee</td>
<td>$0.00</td>
</tr>
<tr>
<td>Total Postage &amp; Fees</td>
<td>$4.15</td>
</tr>
<tr>
<td>Total Charges</td>
<td>$4.15</td>
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</tbody>
</table>

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

**EXHIBIT F**

MISSOURI DEPARTMENT OF REVENUE
MOTOR VEHICLE BUREAU
PO BOX 2076, JEFFERSON CITY, MO 65105-2076
(573) 751-4509  www.dor.mo.gov/rev

VEHICLE EXAMINATION CERTIFICATE

<table>
<thead>
<tr>
<th>PART REPLACED</th>
<th>YEAR</th>
<th>MAKE</th>
<th>SERIAL NUMBER</th>
<th>TITLE NUMBER</th>
<th>STATE</th>
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9. MOTOR VEHICLES — LIST ANY OTHER ESSENTIAL COMPONENT PARTS SUCH AS BUMPER, DOORS, FENDER, GRILLE, HOOD, OR TRUNK LID. MOTORCYCLES — LIST ANY OTHER ESSENTIAL COMPONENT PARTS SUCH AS DRIVELINE, FENDERS, GAS TANK, FRONT END ASSEMBLY, MOTOR, OR TRANSMISSION. REPAIR PARTS ATTACH CORRESPONDING DESCRIPTIVE BILLS OF SALE IN THE APPLICANT’S NAME. TAKES ARE DUE ON PARTS UNLESS PAID AT THE TIME OF PURCHASE.

10. SIGNATURE OF OWNER OR AUTHORIZED AGENT OF BUSINESS

DO NOT WRITE BELOW THIS LINE


- COWL
- REAR CLIP
- FRAME
- BODY
- CAP
- FRONT CLIP
- FRONT END ASSEMBLY
- MOTOR/ENGINE
- TRANSMISSION

26. THIS IS A NON-USA STD MOTOR VEHICLE

27. CONDITION OF ABANDONED PROPERTY
- NO APPARENT DAMAGE
- DAMAGED/REPAIRED

28. REMARKS OR ANY DISPARATE NOTED (USE ADDITIONAL SHEET OF PAPER IF NECESSARY).

29. RECOMMENDED DOR ISSUE: REPLACEMENT VIN OR DR #

30. I CERTIFY TO THE BEST OF MY KNOWLEDGE THAT MY PHYSICAL INSPECTION OF THIS VEHICLE ON ___________ DISCLOSED THE INFORMATION IN ITEMS 11 THRU 28 AND THAT NO PERTINENT SERIAL NUMBERED PARTS OR VEHICLE IDENTIFICATION NUMBERS CAME FROM OR BELONG TO STOLEN VEHICLES.

31. LAW ENFORCEMENT AGENCY 32. TITLE NUMBER

33. EXAMINING OFFICER’S SIGNATURE 34. EXAMINING OFFICER’S PHONE NUMBER 35. BADGE NUMBER

MO 060-0112 (4-2009) DISTRIBUTION: WHITE — APPLICANT SUBMIT TO REVOLUTION CANADY — EXAMINING OFFICER PINK — CUSTOMER GOLDENBROO — OFFICE AUDIT COPY
## Motor Vehicle Bureau

**BOAT/VESSEL OR OUTBOARD MOTOR AFFIDAVIT OF OWNERSHIP AND INSPECTION**

Submit this form directly to the Motor Vehicle Bureau, PO Box 2076, Jefferson City, MO 65105.0100. Read all instructions on the back of this form. All appropriate blocks on this form must be completed or it will be rejected.

### Applicant

<table>
<thead>
<tr>
<th>Purchase/Owner</th>
<th>Phone Number</th>
<th>Seller's Name (if applicable)</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<table>
<thead>
<tr>
<th>Address</th>
<th>Address</th>
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</table>

<table>
<thead>
<tr>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
<th>City</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year</th>
<th>Make</th>
<th>Vehicle Identification No.</th>
<th>Model</th>
<th>Purchase pretend value</th>
<th>Date purchased/issued</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

**ONE OF THE FOLLOWING MUST BE COMPLETED.**

1. A replacement identification number is needed for the following unit:
   - [ ] Vessel
   - [ ] Outboard Motor
   - [ ] Vessel Trailer
   - [ ] The original identification number was [ ] Lost [ ] Stolen or [ ] Destroyed/Defaced.

2. A new identification number is needed for the following unit:
   - [ ] Vessel - Homemade (MOZ)
   - [ ] Vessel - Manufactured (MOZA)
   - [ ] Outboard Motor - Homemade
   - [ ] Outboard Motor - Manufactured
   - [ ] Manufactured Vessel Trailer (See B on back of form).

3. This unit has not been titled or registered because:
   - [ ] The unit was operated on private waters only.
   - [ ] The unit was homemade.
   - [ ] I have no title, registration, or bill of sale for this unit. The circumstances surrounding my acquisition of this unit are listed below. If the unit was abandoned on real estate owned or purchased by you, include the location (address, city, state) of the unit and the number of any decal that was attached to the unit. (Attach additional sheet if necessary)

4. [ ] Other (such as title correction/verification)

(See C on back of form)

**Signature of Owner (required)**

**Notary Information - Required Only When Obtaining a Replacement Identification Number**

**Inspecting Verification - Law Enforcement Agency/Agent (See Reverse Side for Codes)**

<table>
<thead>
<tr>
<th>Check Only One:</th>
<th>[ ] Vessel/Boat - Homemade</th>
<th>[ ] Vessel/Boat - Manufactured</th>
<th>[ ] Outboard Motor - Homemade</th>
<th>[ ] Corrected Title</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>[ ] Outboard Motor - Manufactured</td>
<td>[ ] Manufactured Vessel Trailer</td>
<td>[ ] [ ] [ ] [ ] [ ]</td>
<td></td>
</tr>
</tbody>
</table>

**VIN/VEHIC [if no public number, record confidential number]**

**Year | Make | Model Number | H.P.**

**VIN/VEHIC [if no number needed, issue new number, issue replacement number]**

**Color | Length | Material | Type of Propulsion | Boat Type | Mo Number | Registration Decal Number | Decal Exp.**

**Condition of Unit**

- [ ] Running Condition
- [ ] Minor Damage
- [ ] Salvaged

**Remarks:**

**Law Enforcement Certification (Check One Block and Sign)**

1. [ ] I certify that I have physically inspected the vessel/outboard motor/trailer described above, and all checks of pertinent serial numbers and identification numbers came back as not stolen, and the information above is true and correct to the best of my knowledge.

**Law Enforcement Agency**

File No. | Examining Officer's Signature
---|---

2. [ ] I certify that on [ ] I did affix the replacement plate, control number issued by the department of revenue to the above watercraft, vessel trailer, and/or outboard motor.

**Law Enforcement Agency**

File No. | Examining Officer's Signature
---|---

**Distribution:**

- White
- Canary
- Pink
- Department of Revenue
- Goldenrod
- Respecting law enforcement agency

If you have any questions call (573) 751-4509 or visit our web site [www.dor.mo.gov/mvdl](http://www.dor.mo.gov/mvdl).
EXHIBIT I

MISSOURI DEPARTMENT OF REVENUE
MOTOR VEHICLE BUREAU
APPLICATION FOR VEHICLE/TRAILER IDENTIFICATION
NUMBER PLATE OR VERIFICATION

SEE INSTRUCTIONS ON REVERSE

INSTRUCTIONS:
Step 1: Applicant must complete and sign Section A.
Step 2: If a replacement vehicle identification number (VIN) is required, 
Section B must be notarized by a notary public.
Step 3: Submit your motor vehicle/trailer and this form to authorized law 
enforcement as designated on the reverse side of this form.
Step 4: Submit the completed form to the Department of Revenue as 
noted on the reverse side of this form.

SECTION A — APPLICANT

<table>
<thead>
<tr>
<th>PURPOSE OF INSPECTION</th>
<th>(Check one)</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE CORRECTION OR VEHICLE VIN VERIFICATION</td>
<td></td>
</tr>
<tr>
<td>REPLACEMENT IDENTIFICATION NUMBER PLATE</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>UNIT (Check one)</th>
</tr>
</thead>
<tbody>
<tr>
<td>MOTOR VEHICLE</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>REGISTERED OWNER (LAST, FIRST, MIDDLE)</th>
<th>DEALER NUMBER</th>
<th>COUNTY</th>
</tr>
</thead>
<tbody>
<tr>
<td>STREET, RPL, OR PO. BOX NUMBER</td>
<td>DAYTIME TELEPHONE NUMBER</td>
<td></td>
</tr>
<tr>
<td>CITY</td>
<td>STATE</td>
<td>ZIP CODE</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MOTOR VEHICLE/TRAILER</th>
</tr>
</thead>
<tbody>
<tr>
<td>YEAR</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>BODY STYLE</th>
<th>MODEL</th>
<th>COLOR</th>
<th>CYLINDERS</th>
<th>H.P.</th>
<th>MILEAGE</th>
</tr>
</thead>
</table>

COMPLETE THE INFORMATION BELOW IF APPLYING FOR A REPLACEMENT VIN — APPLICATION MUST ALSO BE NOTARIZED

LOSS OF VIN, PLATE REPORTED TO:

<table>
<thead>
<tr>
<th>DATE</th>
<th>REASON REQUIRED</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>LOST</td>
</tr>
</tbody>
</table>

I certify that the statements above are true and that I am the registered 
owner of the above described unit(s).

SIGNATURE — APPLICANT’S SIGNATURE

SECTION B — FOR AUTHORIZED LAW ENFORCEMENT AGENCY USE ONLY — DO NOT WRITE BELOW THIS LINE

I certify that on __________ I physically inspected the above described vehicle/trailer after the applicant provided satisfactory proof of ownership and found the identification number(s) as recorded below.

<table>
<thead>
<tr>
<th>YEAR</th>
<th>MAKE</th>
<th>BODY STYLE</th>
<th>MILEAGE</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>ENGINE VIN (FOR MODEL YEARS PRIOR TO 1997)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>REPLACEMENT VIN REQUIRED</th>
<th>NEW VIN REQUIRED — IF A TRAILER UNIT IS</th>
<th>HOMEMADE MORE THAN 16 FEET</th>
<th>MANUFACTURED TRAILER</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>CONDITION OF UNIT</th>
<th>WRECKED</th>
<th>SALVAGED</th>
<th>RUNNING</th>
<th>REBUILT</th>
<th>MOTOR CHANGE</th>
<th>OTHER</th>
</tr>
</thead>
</table>

REMARKS AND DISCREPANCIES NOTED

TO BE COMPLETED BY AUTHORIZED LAW ENFORCEMENT WHEN A NEW NUMBER OR REPLACEMENT VIN PLATE IS AFFIXED.

I certify that on __________ I did affix the new/replacement VIN plate, control number __________ issued by the Department of Revenue to the above vehicle.

<table>
<thead>
<tr>
<th>LAW ENFORCEMENT AGENCY</th>
<th>FILE NUMBER</th>
<th>EXAMINING OFFICER’S SIGNATURE</th>
</tr>
</thead>
<tbody>
<tr>
<td>TELEPHONE NUMBER</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

MO 860-3066 (02-2009) DISTRIBUTION: WHITE — DEPARTMENT OF REVENUE; CANARY — INSPECTING LAW ENFORCEMENT AGENCY
EXHIBIT J

MISSOURI DEPARTMENT OF REVENUE
MOTOR VEHICLE BUREAU
PO BOX 2076, JEFFERSON CITY MO 65105-2076
(573) 751-4569 www.dor.mo.gov/mvbl

ABANDONED PROPERTY REPORT
(For towing from private property NOT authorized by law enforcement.)

I AUTHORIZE THE VEHICLE TO BE TOWED BASED ON THE REASON INDICATED BELOW.

CHECK A REASON:

☐ 1. A SIGN NOT LESS THAN 17 X 22 INCHES IN SIZE CONTAINING LETTERING NOT LESS THAN ONE INCH IN HEIGHT IS DISPLAYED WITHIN PLAIN VIEW PROHIBITING PUBLIC PARKING. I WILL NOTIFY THE LAW ENFORCEMENT AGENCY WITHIN 1 HOUR OF THE TOW.

☐ 2. THE ABANDONED PROPERTY WAS LEFT UNATTENDED ON OWNER-OCCUPIED RESIDENTIAL PROPERTY WITH FOUR UNITS OR LESS. I HAVE NOTIFIED THE ________________________, LAW ENFORCEMENT AGENCY AND TEN HOURS HAVE ELAPSED SINCE THAT NOTIFICATION.

☐ 3. THE ABANDONED PROPERTY WAS LEFT UNATTENDED ON PRIVATE PROPERTY. I HAVE NOTIFIED THE ________________________, LAW ENFORCEMENT AGENCY AND NINETY-SIX HOURS HAVE ELAPSED SINCE THAT NOTIFICATION.

CERTIFY THAT THE VEHICLE LISTED BELOW WAS ABANDONED ON PROPERTY OF WHICH I AM THE OWNER, LESSEE, OR PROPERTY SECURITY MANAGER. I HAVE AUTHORIZED THE TOWING COMPANY LISTED BELOW TO REMOVE THE VEHICLE FROM MY PROPERTY AND WITNESSED THE REMOVAL OF THE VEHICLE. FURTHER CERTIFY THAT ALL INFORMATION CONTAINED HEREIN IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THIS IS A LEGAL DECLARATION SUBJECT TO CRIMINAL PENALTIES.

SIGNATURE OF OWNER, LESSEE, OR PROPERTY SECURITY MANAGER

PRINTED NAME OF OWNER, LESSEE, OR PROPERTY SECURITY MANAGER

TELEPHONE NUMBER OF OWNER, LESSEE, OR PROPERTY SECURITY MANAGER

DATE OF TOW

LOCATION OF ABANDONED PROPERTY TO BE TOWED (STREET ADDRESS, CITY, STATE, AND ZIP CODE)

NAME AND ADDRESS OF THE ABANDONED PROPERTY & OR DRIVER OWNER, IF KNOWN

NAME AND ADDRESS OF THE LIENHOLDER OF THE ABANDONED PROPERTY, IF KNOWN

DESCRIPTION OF DAMAGE TO THE ABANDONED PROPERTY

SECTION A — PRIVATE PROPERTY OWNER, LESSEE, PROPERTY SECURITY MANAGER MUST COMPLETE

YEAR

MAKE

MODEL

VEHICLE IDENTIFICATION NUMBER

MILEAGE

LICENSE PLATE NUMBER

STATE

STORAGE LOCATION OF THE ABANDONED PROPERTY

DATE NOTIFIED

TIME NOTIFIED

SECTION B — TOWING COMPANY MUST COMPLETE

LAW ENFORCEMENT AGENCY NOTIFIED (MUST BE SAME AGENCY IN SECTION A)

CITY

LAW ENFORCEMENT AGENCY ADDRESS

TOWING COMPANY ADDRESS

TOWING COMPANY TELEPHONE

NAME OF TOWING COMPANY

TOWER HAS ONLINE ACCESS TO DOR RECORDS

YES  NO

ADDRESS OF TOWING COMPANY

CITY

STATE

ZIP CODE

NOTE: THIS REPORT MUST BE GIVEN TO THE LAW ENFORCEMENT AGENCY SHOWN ABOVE WITHIN 2 HOURS OF THE TOW IF REASON 1 IS CHECKED ABOVE OR WITHIN TWENTY-FOUR HOURS FOR ALL OTHER TOWS.

SIGNATURE OF TOWING OPERATOR

PRINTED NAME OF TOWING OPERATOR

SECTION C — LAW ENFORCEMENT AGENCY MUST COMPLETE

LAW ENFORCEMENT AGENCY

DATE NOTIFIED OF TOW

DATE REPORT FILED

INQUIRY DATE (MMM/DD/YYYY)

INQUIRY DATE (MMM/DD/YYYY)

MSHP NUMBER

REPORT/AGENCY/IDENT/ID TOW NUMBER

ABANDONED PROPERTY OWNER'S NAME

ADDRESS

CITY

STATE

ZIP CODE

LIENHOLDER'S NAME

ADDRESS

CITY

STATE

ZIP CODE

SIGNATURE OF OFFICER

PRINTED NAME OF OFFICER

BAGG

FORM 4669 (REV. 7-2009)
Section 304.156, RSMo, provides that thirty (30) days after a notice of the property owner and lienholder, if applicable, and the property is unclaimed and no satisfactory arrangement has been made with the lienholder in possession for continued storage, and the owner or lienholder, if applicable, has not requested a hearing as provided, the lienholder in possession may apply to the Director of Revenue for an original title salvage certificate of title designated with the words 'Salvage/Abandoned Property' or issuing certificate based on the condition of the abandoned property. This affidavit must accompany the transaction with Sections A and B completed. See checklist on reverse for other requirements.

### ABANDONED PROPERTY TOWED

<table>
<thead>
<tr>
<th>YEAR</th>
<th>MAKE</th>
<th>MODEL</th>
<th>VEHICLE/VESSEL/OUTBOARD MOTOR IDENTIFICATION NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<table>
<thead>
<tr>
<th>OWNER</th>
<th>LEINHOLDER</th>
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<tbody>
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<thead>
<tr>
<th>STREET ADDRESS</th>
<th>STREET ADDRESS</th>
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<tr>
<th>CITY</th>
<th>STATE</th>
<th>ZIP CODE</th>
<th>CITY</th>
<th>STATE</th>
<th>ZIP CODE</th>
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</table>

On (date) __ ___ / __ ___ / __ ___ __, I towed the above mentioned property. I have been in possession of the abandoned property for at least 30 days and the owner of the abandoned property or lienholder have not made arrangements for payment of towing and storage charges. I have not been notified of any application for hearing as provided in Section 304.156, RSMo.

**SECTION A**

If notice to the owner and lienholder of the abandoned property has been returned "Not Forwardable" or "Addressee Unknown," my signature on this affidavit certifies that a physical search of the abandoned property disclosed no other evidence of ownership and that a good faith effort has been performed to establish the prior state of registration and title. The following was searched, if applicable:

1. The abandoned property for any type of license plates, license plate record, temporary permit, inspection sticker, decal, or other evidence which may indicate a possible registration and title in another state;

2. The law enforcement report for a license plate number or registration number if the abandoned property was towed at the request of a law enforcement agency;

3. The tow ticket/report of the tow truck operator to see if a license plate was on the abandoned property at the beginning of the tow, if a private tow; and

4. The law enforcement report to see if an out-of-state address is indicated on the driver license information if there is no address of the owner on the impound report.

### TOWING COMPANY NAME

<table>
<thead>
<tr>
<th>SIGNATURE OF TOW</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

### SECTION B

**NOTARY PUBLIC EMBOSSED OR BLACK INK STAMP SEAL**

**STATE**

**COUNTY (OR CITY OF ST. LOUIS)**

**SUBSCRIBED AND SWORN BEFORE ME THIS**

**DAY**

**YEAR**

**NOTARY PUBLIC SIGNATURE**

**MY COMMISSION EXPIRES**

**NOTARY PUBLIC NAME (TYPED OR PRINTED)**

USE RUBBER STAMP IN CLEAR AREA BELOW.
EXHIBIT L

MISSOURI DEPARTMENT OF REVENUE
MOTOR VEHICLE BUREAU

VEHICLE OWNER AND LIENHOLDER
NOTIFICATION

<table>
<thead>
<tr>
<th>OWNER</th>
<th>STREET ADDRESS</th>
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</table>

| TITLE HOLDER: YOU MUST ACT TO PROTECT YOUR TITLE |
| LIENHOLDERS: YOU MUST ACT TO PROTECT YOUR LIEN |

<table>
<thead>
<tr>
<th>1ST LIENHOLDER</th>
<th>2ND LIENHOLDER</th>
</tr>
</thead>
<tbody>
<tr>
<td>STREET ADDRESS</td>
<td>STREET ADDRESS</td>
</tr>
<tr>
<td>CITY</td>
<td>STATE</td>
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<tr>
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</table>

<table>
<thead>
<tr>
<th>ABANDONED PROPERTY TOWED</th>
</tr>
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<tbody>
<tr>
<td>YEAR</td>
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<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>TOWING COMPANY</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOWING ADDRESS</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>CITY</td>
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</table>

<table>
<thead>
<tr>
<th>TELEPHONE NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>(__ __) __ __ __</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>AGENCY THAT AUTHORIZED THE TOW</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATE TOWED</td>
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</table>

<table>
<thead>
<tr>
<th>REASON FOR TOW</th>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>LOCATION (VEHICLE TOWED FROM)</th>
</tr>
</thead>
<tbody>
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<td></td>
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</tbody>
</table>

You must make arrangements to pay the towing costs of $________ and storage costs of $________ per day within thirty (30) days or the towing company may obtain a certificate of ownership/title to the abandoned property or sell the property on a bill of sale to a scrap metal operator or licensed salvage dealer for destruction.

Section 304.156, RSMo, states the amount of the accrued towing, storage and administrative costs are the responsibility of the owner, and storage and/or administrative costs will continue to accrue as a legal liability of the owner until abandoned property is redeemed.

The towing company claims a possessory lien for all such charges.

You as the owner or the lienholder may retake possession of the abandoned property at any time during business hours by proving ownership or rights to a secured interest and paying all towing and storage charges.

If you as the owner consider the towing or removal was improper or not legally justified, you have the right to request a hearing to contest the propriety of such towing or removal. To contest the towing or removal you must within ten days of receipt of this notice file a petition in the associate court in the county where the abandoned property is stored to determine if the abandoned property was wrongfully taken or withheld. The petition must have the towing company and agency or current lessee authorizing the tow as defendants. The Director of Revenue is not a defendant but must be served with a copy of such petition.

Any charges in excess of the value of the abandoned property at the time of such transfer shall remain a liability of the owner.

Send payment to the towing company at the address shown above or call the telephone number listed.

SIGNATURE OF TOWING COMPANY:

NOTE TO TOWING COMPANY:

Tilting abandoned property — You must issue this notice to all owner(s) and lienholder(s) of record of the abandoned property via certified mail. You must submit a copy of this notification and a copy of the certified mail receipts when applying for a title.

Selling abandoned property for destruction to a scrap metal operator or licensed salvage dealer — You must issue this notice to the owner and lienholder of record of the abandoned property via certified mail. If after 30 days the property remains unredeemed, you may sell the property on a Bill of Sale (DOR-1957) to a scrap metal operator or licensed salvage dealer for destruction. You must submit a copy of the Bill of Sale (DOR-1957) to the Missouri Department of Revenue within two weeks of the sale.

WEB SITE ADDRESS: www.dor.mo.gov/mvdl
EXHIBIT M

MISSOURI DEPARTMENT OF REVENUE
MOTOR VEHICLE BUREAU
NOTICE TO OWNER(S) AND/OR LIENHOLDER(S) REGARDING ABANDONED VEHICLE, ALL TERRAIN VEHICLE (ATV), VESSEL, WATERCRAFT, OUTBOARD MOTOR AND/OR TRAILER

INSTRUCTIONS:
At least thirty (30) days prior to making application for title, the owner of the real property on which the abandoned property has been abandoned must send this notice by certified mail to the last registered owner(s) and/or lienholder(s) of record, if applicable, to give them opportunity to protect their interest in the abandoned property. See page two of this form for other required documents.

PROPERTY/LANDOWNER SECTION:
NAME
DATE

ADDRESS
PHONE NUMBER

CITY
STATE
ZIP
COUNTY

ABANDONED VEHICLE, ATV, VESSEL, WATERCRAFT, OUTBOARD MOTOR AND/OR TRAILER INFORMATION:
YEAR
MAKE
VEHICLE IDENTIFICATION NUMBER

LAST KNOWN OWNER OR LIENHOLDER:
NAME
DATE

ADDRESS
PHONE NUMBER

CITY
STATE
ZIP
COUNTY

NOTICE TO LAST KNOWN OWNER OR LIENHOLDER:
The above unit was abandoned on property I own located at ___________________________________________________________ STREET ADDRESS _______________________________________________________________________________________________ CITY ______________ STATE __________ ZIP CODE __________ without my consent.

Missouri Department of Revenue records show that you are the last owner or lienholder for this unit. Please be advised that I intend to apply to the Department for a certificate of title for this unit in my name thirty (30) days after the date of this notice, pursuant to the provisions of Section 301.193, RSMo. You may protest the issuance of title by filing a petition to recover the abandoned property in the circuit court of _______________ County within thirty (30) days of this notice. A copy of the petition must be served on the Director of Revenue. If you have any questions, please contact me at:

________________________________________
LANDOWNERS PHONE NUMBER(S)

________________________________________
LANDOWNERS ADDRESS

________________________________________
SIGNATURE OF LANDOWNER

________________________________________
PRINTED NAME OF LANDOWNER

________________________________________
DATE

D Hd 0227 (04-2010)
Landowners that have abandoned property on their real property may apply for title by submitting the following documents:

- **1. A title application in the landowner's name:**
  - An Application for Missouri Title and License (DOR-106) for motor vehicles or trailers;
  - An Application for Missouri Watercraft or Outboard Motor Title and Registration (DOR-93) for marinecraft.

- **2. The General Affidavit (DOR-768, Line 7) can be used to identify the following abandoned property information:**
  - The circumstances by which the abandoned property came into the landowner's possession;
  - The landowner's name;
  - Location of the abandoned property (street & city);
  - Description of the abandoned property (include year, make, vehicle/hull identification number and any decal or license plate that may be affixed to the property);
  - Retail/fair market value of the abandoned property;
  - Signature of landowner.

- **3. The appropriate inspection:**
  - Original title on a vehicle, ATV or trailer - a DOR-551 completed by Missouri State Highway Patrol or St. Louis Auto Theft.
  - Salvage title on a vehicle, ATV or trailer - a DOR-551 completed by any law enforcement officer.

  **NOTE:** If application for title is not made within six months of the inspection date documented on the DOR-551, the unit must be reinspected.

  - Junking Certificate on a vehicle, ATV or trailer - An Identification Number Verification and Abandoned Vehicle Inspection (DOR-5062) completed by any law enforcement officer.
  - Boat, motor, or boat trailer - A Watercraft and/or Outboard Motor Affidavit of Ownership and Inspection (DOR-798) completed by Missouri State Water Patrol.

- **4. A copy of the signed certified mail receipts (green card), at least 30 days old, indicating the owner/lienholder were sent the notice as required by law. If the certified letter is returned to sender, submit a copy of the envelope stamped “returned to sender” along with a statement from the landowner stating a good faith effort was made to locate a better address for the owner/lienholder.

- **5. A copy of the 30-day notice sent by certified mail to any owner/lienholder (DOR-5227).**

  **NOTE:** If the Department has “No Record” of any owner for the property, the property owner must certify that a search of the property disclosed no other evidence of ownership and that a good faith effort was made to establish whether the abandoned property was titled or licensed in another state. A good faith effort includes checking for license plates, license plate record, temporary permit, inspection sticker decal, or other evidence that indicates possible registration or titling in another state.

- **6. Appropriate title fee, processing fee, and state and local taxes based on retail/fair market value. If expedited title handling is requested, submit a $5 expedite fee. Junking certificates are exempt from taxes and title fees.**

  **NOTE:** Title penalties do not apply.