



MISSOURI DEPARTMENT OF  
**REVENUE**  
**Abandoned Property Report**

Section A — Private Property Owner, Lessee, Property  
or Security Manager Must Complete

Under the authority and provisions outlined in Missouri statute, sections [304.153 through 304.158](#), I authorize the vehicle to be towed based on the reason indicated below. Select 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 and indicating that unauthorized abandoned property or property parked in a restricted or assigned area will be removed at the owner's expense, disclosing the maximum fee for all charges related to towing and storage. I will notify the law enforcement agency within one 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.

This form is for tows from private property not authorized by law enforcement. I have authorized the towing company listed below to remove the vehicle from my property and witnessed the removal of the vehicle. I 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.

I certify that the vehicle listed below was abandoned on property of which I am the:

☐ Owner ☐ Lessee ☐ Property Manager ☐ Security Manager

Signature of Owner, Lessee, Property or Security Manager		Phone Number of Owner, Lessee, Property or Security Manager (____) ____ - ____	
Printed Name of Owner, Lessee, or Property Security Manager		Time of Tow <input type="checkbox"/> AM <input type="checkbox"/> PM	Date of Tow (MM/DD/YYYY) ____/____/____
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 B — Towing Company Must Complete

Year 	Make 	Model 	Vehicle Identification Number 	Mileage 	Plate Number 	State 
Storage Location of the Abandoned Property						
Law Enforcement Agency Notified (Must be Same Agency in Section A)				Date Notified (MM/DD/YYYY) ____/____/____	Time Notified ____:____	
Law Enforcement Agency Address			City	Law Enforcement Agency Phone Number (____) ____ - ____		
Name of Towing Company			Tower Has Online Access to DOR Records <input type="checkbox"/> Yes <input type="checkbox"/> No	Towing Company Phone Number (____) ____ - ____		
Address of Towing Company			City	State	Zip Code	
Note: This report must be given to the law enforcement agency shown above within two 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

Must be Completed by Law Enforcement Agency under Section 304.157, RSMo.					
Law Enforcement Agency			Date Notified of Tow (MM/DD/YYYY) ____/____/____		Date Report Filed (MM/DD/YYYY) ____/____/____
<input type="checkbox"/> NCIC (Provide Number) _____			<input type="checkbox"/> MULES <input type="checkbox"/> REJIS <input type="checkbox"/> Other		Inquiry Date (MM/DD/YYYY) ____/____/____
MSHP Number			Report, Case, Incident, 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		Badge

- Each of the indicated parties must complete their section of the form. Law enforcement officer retains a copy for their files;
- Towing company sends the original Form 4669 to the Missouri Department of Revenue (Department) if property remains unclaimed after ten days and the tow company does not have online access to Department records;
- Towing company retains their copy of the Form 4669 for three years;
- Towing company must notify the Department in writing of any address change;
- Towing companies with online record access must check Department records online for owner and lienholder information;
- If the towing company does not find owner or lienholder information using the online record check, the towing company, within ten days of the tow, must send a copy of the completed "No Record" screen from the online record search and the Form 4669 to the address listed at the bottom of page.
- The Department will perform a record search for the name and address of the owner and lienholder of record within five working days of receipt of the Form 4669 submitted by tow company (no online access) or a completed "No Record" screen from the online record search and the Form 4669 submitted by the towing company (with online access).
- The Department will send a notification letter to the towing company within 15 working days after the search is completed with the name and address of the owner and lienholder, or instructions if there is no record information available.
- Towing company must send a completed Vehicle Owner and Lienholder Notification ([Form 4577](#)) by certified mail, return receipt requested within ten days to the owner or lienholder as provided from the Department records.

Send all title applications on abandoned property to the address below.

Submit the following when applying for a title for an abandoned vehicle:

- 1) Application for title with appropriate fees, properly completed in the towing company's name. The title type must be marked "Original", "Salvage", or "Junking Certificate" (Tow company not required to pay title fee, or sales tax.);
- 2) Abandoned Property Affidavit ([Form 4576](#)) properly completed, signed by the tower, and notarized by a notary public;
- 3) A copy of the Vehicle Owner and Lienholder Notification (Form 4577) issued to any owner and lienholder of record. This must be sent by certified mail;
- 4) A copy of the certified mail return receipt(s) at least 30 days old, indicating all owners and lienholders of record, if applicable, have been sent Form 4577 (see 3 above);
- 5) A copy of the notification the Department of Revenue issued to the towing company or a copy of the "Record Lookup Results" screen from the online record search;
- 6) **If applying for an "Original" title:** A completed and signed Vehicle Examination Certificate ([Form 551](#)), (contact the nearest Highway Patrol Headquarters for vehicle inspection),  
**If applying for "Salvage" or "Junking Certificate" and vehicle is model year 2011 or newer:** A completed odometer disclosure statement ([Form 3019](#)).
- 7) Abandoned Property Report (Form 4669) completed by owner, lessee, property or security manager, tow company, and local law enforcement agency.

**Mail to:** Motor Vehicle Bureau  
P.O. Box 2076  
Jefferson City, MO 65102-2076



Visit [dor.mo.gov/motor-vehicle/titling-abandoned-property/](https://dor.mo.gov/motor-vehicle/titling-abandoned-property/) for additional information.

**Ever served on active duty in the United States Armed Forces?**  
If yes, visit [dor.mo.gov/military/](https://dor.mo.gov/military/) to see the services and benefits we offer to all eligible military individuals. A list of all state agency resources and benefits can be found at [veteranbenefits.mo.gov/state-benefits/](https://veteranbenefits.mo.gov/state-benefits/).

**Phone:** (573) 526-3669