



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

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

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. 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.

I certify that the vehicle listed below was abandoned on property of which I am the owner, lessee, or property or security manager. 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.

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	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	
MSHP Number			Inquiry Date (MM/DD/YYYY) ____/____/____			
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

Abandoned Property Report Instructions

- Owner, lessee, property, or security manager completes and signs this form;
- Towing company completes, signs, and delivers this report to the law enforcement agency within two hours of the tow if reason one is checked on front or within twenty-four hours for all other tows;
- Law enforcement officer completes and signs this form and 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 below for further research.  
Motor Vehicle Bureau, Record Center  
PO Box 2048  
Jefferson City MO 65105-2048
- 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). A Department search will be done by:
  - 1) Searching the Department files; or
  - 2) Initiating an inquiry with another state if the evidence presented indicates the abandoned property was registered or titled in another state.
- The Department will send a notification letter to the towing company within 15 working days after the search is completed with the following information:
  - 1) The name and address of the owner and lienholder; or
  - 2) Instructions if there is no record information available (please see below).
- 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.

No Information Found on Record Notification Received

If the Department has no record of the abandoned property, the towing company must certify that a physical search of the abandoned property disclosed no other evidence of ownership. The towing company must also certify that a good faith effort was made to establish the prior state of registration and title by checking the items below:

- 1) The abandoned property for any type of license plates, license plate record, temporary permit, inspection sticker, decal, or other evidence that may indicate a state of possible registration and title;
- 2) The tow ticket or report of the tow operator to see if a license plate was on the abandoned property at the beginning of the tow, if a private tow; and
- 3) The tow ticket or report of the tow operator to see if any information is indicated for the Driver, Owner, or Lienholder of the vehicle.

Note: The Department will provide the tower with a notification letter to certify the above checks have been made. This certification must accompany the application for title.

How to Apply for Original, Salvage, or Junk Abandoned Property Titles

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, sales tax or processing fees.);
- 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) A completed and signed Vehicle Examination Certificate ([Form 551](#)), if applying for an "Original" title (contact the nearest Highway Patrol Headquarters for vehicle inspection); and
- 7) Abandoned Property Report (Form 4669) completed by owner, lessee, property or security manager, tow company, and local law enforcement agency.

Important: Mileage must be shown on the application for title for vehicles less than ten years old. If the mileage is unobtainable, write in an estimated mileage and a statement at the bottom of the application that mileage is only estimated. Complete and attach an odometer disclosure statement ([Form 3019](#)) and include the reason for mileage estimate: fire, digital dash inoperable, or other. This must accompany the application for title.

Form 4669 (Revised 05-2020)

Mail to: Motor Vehicle Bureau  
P.O. Box 2048  
Jefferson City, MO 65105-2048

Phone: (573) 526-3669

Visit <http://dor.mo.gov/>  
for additional information.

