



ASTORIA POLICE DEPARTMENT

PRIVATE PROPERTY Tow Notice Procedure

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

To remove a vehicle that has been abandoned on your property you will need to follow the steps listed below. Generally, you will not be billed by the towing company, but make sure you confirm this with the towing company that you use.

STEP 1

Fill out the "TOW NOTICE" form on page 2. Cut the form on the cut line and attach the top portion "TOW NOTICE" to the abandoned vehicle. This notice is the required legal notification that the vehicle will be towed if it is not removed. This notice is required by state law and must remain on the vehicle for 72 hours prior to the removal of the vehicle. It is recommended that you take a few photos that show that you put the notice on the vehicle. It is also recommended that you put the notice in a clear zip lock bag to protect it from moisture. Make notes on the below lines when you posted the notice, location, and vehicle info:

DATE AND TIME NOTICE WAS PLACED ON VEHICLE: _____

ADDRESS OF WHERE THE VEHICLE IS LOCATED: _____

LICENSE PLATE OR VIN OF VEHICLE: _____ STATE OF LICENSE PLATE: _____

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

STEP 2

Notify the Astoria Police Department that you are starting the process to have the abandoned vehicle removed from your property. You can do this by calling the non-emergency phone number at: 503-325-4411. Tell the dispatcher that you are starting the process to remove an abandoned vehicle from your property. Also provide them with the location and the license plate, or vehicle identification number (VIN).

STEP 3

If the vehicle has not been removed from your property within 72 hours, then contact a towing company of your choosing and arrange to have the vehicle removed from your property. Once you have made arrangements with a towing company then contact the Astoria Police non-emergency phone number (503-325-4411) and let them know you have contacted a towing company to have the vehicle removed. They will want to know which towing company will be removing the vehicle, the information about the vehicle, your contact information, and the location where the vehicle is located. Before the vehicle is removed from your property, take photos of the vehicle to show that it was on your property and that the notice was still attached to the vehicle. Fill out the lower half of page 2 and provide that to the tow truck driver that removes the vehicle.

NAME & PHONE NUMBER OF THE TOW COMPANY THAT YOU WILL BE USING: _____

DATE & TIME YOU NOTIFIED ASTORIA POLICE THAT THE VEHICLE WOULD BE REMOVED: _____

TOW NOTICE

If this vehicle is not removed from this private property this vehicle will be towed from the private property at the vehicle owner's expense as outlined in *Oregon Revised Statutes 98.830*:

LICENSE PLATE OR VIN OF VEHICLE: _____ STATE OF LICENSE PLATE: _____

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

THE VEHICLE NEEDS TO BE REMOVED BY THE FOLLOWING DATE & TIME:

DATE: _____ **TIME:** _____

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

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

FILL OUT AND PROVIDE THIS PART TO THE TOWING COMPANY THAT REMOVES THE VEHICLE FROM YOUR PROPERTY

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

LICENSE PLATE OR VIN OF VEHICLE: _____ STATE OF LICENSE PLATE: _____

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

ADDRESS WHERE THE VEHICLE IS CURRENTLY LOCATED: _____

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

PRINT NAME: _____ SIGN NAME: _____

DATE: _____ NAME OF TOWING COMPANY: _____