Mechanic Abandonment Procedures Checklist

Office of Motor Vehicle & County Services
500 Clinton Center Dr, Clinton, MS 39056

Motor Vehicle Services Bureau
Phone: (601) 923-7200

To apply for the title and registration of an abandoned motor vehicle, the following items must be submitted to the County Tax Collector's office:

Certified Letter(s):

☐ Certified letter on company letterhead mailed to the ***last registered owner.*** The letter **MUST** include repair, storage and towing costs, if any, along with the time, date, and location of the public sale. The owner must be provided with thirty (30) days to pay these charges and pick up their vehicle.

☐ Certified letter on company letterhead mailed to the ***last registered lien holder***, if applicable**.** The letter **MUST** include repair, storage and towing costs, if any, along with the time, date, and location of the public sale. The owner must be provided with thirty (30) days to pay these charges and pick up their vehicle.

Certified Letter(s) Signatures/ Green Cards:

☐ Proof of delivery with a signature – there are multiple approved methods to receive proof of delivery with signature. If a certified letter is returned unopened, then it **must** be included in the abandonment package.

Newspaper Ad:

☐ If the certified letters are returned unopened, a newspaper ad must be published in the local newspaper for one day a week for three consecutive weeks. The ad must include the **VIN** number, year, make, and model listed correctly, and the time, date, and location of the public sale.

Affidavit of Abandonment:

☐ An Affidavit of Abandonment must be completed and notarized.

Invoice:

☐ Copy of bill from towing and/or repairs.