Towing Company Abandonment Procedures Checklist
Owner and Lienholder Known:

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:**

First Certified Letter(s):

☐ Certified letter on company letterhead mailed to the ***last registered owner*** seven (7) days from initial tow to include cost of storage and towing and may include the time, date and place of public sale giving them 30 days to retrieve the motor vehicle.

☐ Certified letter on company letterhead mailed to the ***last registered lien holder***, if applicable, seven(7) days from initial tow to include cost of storage and towing and may include the time, date and place of public sale giving them 30 days to retrieve the motor vehicle.

Second Certified Letter(s):

☐ Certified letter on company letterhead mailed to the ***last registered owner*** thirty (30) days from initial tow to include cost, time, date and place of public sale. Allowing owner 10 additional days from date of letter before the towing company can hold their public sale.

☐ Certified letter on company letterhead mailed to the ***last registered lien holder*** thirty (30) days from initial tow to include cost, time, date and place of public sale. Towing company must wait 10 additional days before public sale. Allowing owner 10 additional days from date of letter before the towing company can hold their public sale.

Certified Letter(s) Signatures/ Green Cards:

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

Newspaper Ad:

☐ Newspaper Ad must be run in the local newspaper for one day a week for two consecutive weeks and must include the **VIN** number listed correctly, and the time, date, and place of the public sale.

Affidavit of Abandonment:

☐ An Affidavit of Abandonment must be completed and notarized.

Towing Bill:

☐ Copy of towing bill from towing company