



STATE OF TEXAS
DEPARTMENT OF LICENSING & REGULATION

VEHICLE STORAGE FACILITY INSPECTION CHECKLIST
TDLR VSF INSP001 (REV 02-14)

COMPANY NAME		TDLR CERTIFICATE NO.		EXP. DATE
ADDRESS		CITY	STATE	ZIP
PHONE		OWNER/AGENT		

PRE-INSPECTION CHECKLIST

2303.101 & 85.200 - VALID TDLR VSF COMPANY PERMIT. EXP. DATE _____	VSF STORAGE CAPACITY <input type="checkbox"/> 50 OR LESS <input type="checkbox"/> 51-99 <input type="checkbox"/> 100 +
85.400(d) - ACTIVE INSURANCE POLICY FOR FACILITY (Check TOOLS)	2303.161(a) - APPROVED DRUG POLICY TYPE _____

INSPECTION LEGEND P = PASS F = FAIL

P	F	EMPLOYEE LICENSING/DRUG TESTING
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<input type="checkbox"/>	<input type="checkbox"/>	ALL INDIVIDUALS WORKING IN A VSF MUST HOLD VALID VSF EMPLOYEE OR DUAL VSF EMPLOYEE/TOW OPERATOR LICENSE.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 2303.1015/ 85.204 (b) EMPLOYEES
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 2303.1015/ 85.204(c) SOLE PROPRIETOR (OWNER)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 2303.1015/ 85.205 (b) DUAL VSF EMPLOYEE/TOW OPERATOR LICENSE

<input type="checkbox"/>	<input type="checkbox"/>	2303.161/ 85.725(a)(6) ALL EMPLOYEES SUBMITTED TO DRUG TEST
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> PRE-EMPLOYMENT - BEFORE OFFER TO HIRE
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> ANNUAL - ALL
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> RANDOM (25% OF EMPLOYEES PER YEAR INCLUDING THOSE IN A CONSORTIUM)

P	F	FACILITY LICENSE
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<input type="checkbox"/>	<input type="checkbox"/>	85.700(a) FAILURE OF VSF TO NOTIFY THE DEPARTMENT PRIOR TO
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> CHANGE IN THE BUSINESS NAME NO LATER THAN THE EFFECTIVE DATE OF THE CHANGE;
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> CHANGE OF MAILING OR PHYSICAL ADDRESS NO LATER THAN THE EFFECTIVE DATE OF THE CHANGE;
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> CHANGE IN THE FACILITY'S STORAGE CAPACITY NO LATER THAN THE EFFECTIVE DATE OF THE CHANGE; OR
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> CHANGE IN THE COMPANY'S DRUG TESTING POLICY.
		NOTE ANY CHANGE IN PHYSICAL ADDRESS OF A VSF REQUIRES A NEW LICENSE.

<input type="checkbox"/>	<input type="checkbox"/>	85.700(b) FAILURE OF A VSF EMPLOYEE TO SUBMIT CHANGE OF ADDRESS TO THE DEPARTMENT WITHIN 30 DAYS OF THE CHANGE.
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P	F	SIGN AT MAIN ENTRANCE/GATE
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<input type="checkbox"/>	<input type="checkbox"/>	85.1003(a) SIGNAGE - AT MAIN ENTRANCE
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 2" LETTERS (MIN.), CONTRASTING BACKGROUND, VISIBLE AT 10'
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> NAME AS IT APPEARS ON VSF LICENSE
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> STREET ADDRESS
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> TELEPHONE NO. FOR RELEASE OF VEHICLE
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> HOURS POSTED—VEH. RELEASED W/IN ONE HOUR
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> LICENSE NUMBER PRECEDED BY "VSF LICENSE NUMBER"

Notes:

Inspector No.:	Inspector Name:	Date:
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P	F	SIGN AT PLACE OF PAYMENT
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		2303.1551 & 85.1003(b)/85.711 SIGN - AT PLACE OF PAYMENT <input type="checkbox"/> WINDOW SIGN VISIBLE, 24 PT HELVECTIA OR ARIAL BOLD FOR HEADERS & 14 PT HELVECTIA OR ARIALCONDENSED FOR TEXT <input type="checkbox"/> STORAGE CHARGE <input type="checkbox"/> NOTIFICATION FEE <input type="checkbox"/> IMPOUNDMENT FEE <input type="checkbox"/> FORMS OF PAYMENT ACCEPTED (CREDIT CARDS, DEBIT CARDS OR ELECTRONIC CHECKS).
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		2303.1551 & 85.1003(c) CLEARLY VISIBLE SIGN - "NON CONSENT TOW FEE SCHEDULES AVAILABLE UPON REQUEST" IN 1" MIN. LETTERS
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		85.1003(d)/85.710(a)(3) SIGN - DOCS FOR RELEASE OF VEHICLE (DOESN'T HAVE TO BE IN THIS ORDER NO SIZE/PLACEMENT REQUIREMENTS) <input type="checkbox"/> A NOTARIZED POWER-OF-ATTORNEY <input type="checkbox"/> A COURT ORDER <input type="checkbox"/> A CERTIFICATE OF TITLE <input type="checkbox"/> A TAX COLLECTOR'S RECEIPT & VEHICLE REGISTRATION RENEWAL CARD & CONFORMING IDENTIFICATION <input type="checkbox"/> NAME AND ADDRESS INFORMATION CORRESPONDING TO THAT CONTAINED IN THE FILES OF THE TEXAS DMV <input type="checkbox"/> A CURRENT AUTOMOBILE LEASE OR RENTAL AGREEMENT EXECUTED BY THE OPERATOR OF THE VEHICLE OR A PERSON HOLDING A <input type="checkbox"/> POWER OF ATTORNEY EXECUTED BY THE PERSON NAMED IN THE LEASE AGREEMENT <input type="checkbox"/> APPROPRIATE IDENTIFICATION OF ANY STATE OR FEDERAL LAW ENFORCEMENT AGENCY REPRESENTATIVE. <input type="checkbox"/> THE MOST RECENT VERSION OF A DEPARTMENT-APPROVED FORM OR ELECTRONIC VERSION OF A DEPARTMENT-APPROVED FORM PUBLISHED ON THE DEPARTMENT'S WEBSITE, WWW.TDLR.TEXAS.GOV <input type="checkbox"/> EVIDENCE OF FINANCIAL RESPONSIBILITY (INSURANCE CARD) ASTRANSPORTATION CODE §601.051, AS AN ADDITIONAL FORM OF IDENTIFICATION THAT ESTABLISHES OWNERSHIP OR RIGHT OF POSSESSION OR CONTROL OF THE VEHICLE. <input type="checkbox"/> "AFFIDAVIT OF RIGHT OF POSSESSION FURNISHED UPON REQUEST"
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		2303.159 & 85.1003(e) A SIGN "THIS VEHICLE STORAGE FACILITY MUST ACCEPT PAYMENT BY AN ELECTRONIC CHECK, CREDIT CARD, OR DEBIT CARD FOR ANY FEE OR CHARGE ASSOCIATED WITH DELIVERY OR STORAGE OF A VEHICLE."
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		85.707(b)(1) DEPARTMENT CONTACT INFO "COMPLAINT SIGN" INCLUDING PHONE NO., ADDRESS, WEBSITE & EMAIL ADDRESS- IN 1" LETTERS (MIN.)
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P	F	EXTERIOR INSPECTION
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		85.1000(1) FENCE 6' (5' FOR FENCES BUILT PRIOR TO 9/1/85), LOCKED AT ALL TIMES EXCEPT WHEN LICENSEE'S PRESENT, NO 2 VSF'S MAY OPERATE IN THE SAME FENCED AREA
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		85.1000(2)(A) VEHICLES MUST BE STORED IN AN ENCLOSED FENCED AREA OR INSIDE A SECURE BUILDING
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		85.1001 ALL-WEATHER SURFACE THAT PERMITS VEHICLE MOBILITY & FREE FROM OVERGROWN VEGETATION.
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		85.1002 SUFFICIENT LIGHTING TO ALLOW FOR INSPECTION OF VEHICLE DURING A NIGHT RELEASE (1 250 WATT ELEMENT PER 1/4 ACRE)
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		85.717 & 85.720 NO PARTS REMOVED BY ANYONE WITHOUT THE CONSENT OF VEHICLE OWNER, NO VEHICLES REPAIRED OR DEMOLISHED W/ IN STORAGE AREA W/OUT PROPER DOCUMENTATION.
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		85.700 FAILURE OF VSF TO PROVIDE PROOF A PARTICULAR VEHICLE IS STORED WITH THE OWNERS CONSENT.
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P	F	EXTERIOR INSPECTION CONTINUED—VEHICLES
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		85.1000(2)(b) / 85.719(a) VEHICLES SECURED, WINDOWS CLOSED, DOORS LOCKED, ETC.
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DOCUMENT THE VEHICLES WITH VIOLATIONS TO INCLUDE MAKE, MODEL, LICENSE PLATE AND/OR VIN.

		85.719(b) VEHICLES W/BROKEN WINDOWS, DOORS UNABLE TO BE CLOSED, COVERED W/PLASTIC AND/OR TARPS.
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DOCUMENT THE VEHICLES WITH VIOLATIONS TO INCLUDE MAKE, MODEL, LICENSE PLATE AND/OR VIN.

OFFICE AUDIT												
P	F	GENERAL RECORD KEEPING REQUIREMENTS										
		85.706(a)&(f) RECORDS KEPT FOR 2 YEARS FROM RELEASE OR DISPOSAL OF VEHICLE. RECORDS THAT NEED TO BE MAINTAINED IF ISSUED ARE:										
		<table style="width:100%; border: none;"> <tr> <td style="width: 50%; border: none;"><input type="checkbox"/> MOTOR VEHICLE REGISTRATION</td> <td style="width: 50%; border: none;"><input type="checkbox"/> BILLS FOR SERVICE</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> NOTIFICATION LETTERS</td> <td style="border: none;"><input type="checkbox"/> AUCTION RECEIPTS</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> CERTIFIED POSTAL RETURN RECEIPTS</td> <td style="border: none;"><input type="checkbox"/> INVENTORY (IF APPLICABLE)</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> TOW TICKETS (IF APPLICABLE)</td> <td style="border: none;"><input type="checkbox"/> CERTIFICATE OF AUTHORITY AND</td> </tr> <tr> <td></td> <td style="border: none;"><input type="checkbox"/> ANY DOCUMENT USED TO RELEASE A VEHICLE</td> </tr> </table>	<input type="checkbox"/> MOTOR VEHICLE REGISTRATION	<input type="checkbox"/> BILLS FOR SERVICE	<input type="checkbox"/> NOTIFICATION LETTERS	<input type="checkbox"/> AUCTION RECEIPTS	<input type="checkbox"/> CERTIFIED POSTAL RETURN RECEIPTS	<input type="checkbox"/> INVENTORY (IF APPLICABLE)	<input type="checkbox"/> TOW TICKETS (IF APPLICABLE)	<input type="checkbox"/> CERTIFICATE OF AUTHORITY AND		<input type="checkbox"/> ANY DOCUMENT USED TO RELEASE A VEHICLE
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<input type="checkbox"/> CERTIFIED POSTAL RETURN RECEIPTS	<input type="checkbox"/> INVENTORY (IF APPLICABLE)											
<input type="checkbox"/> TOW TICKETS (IF APPLICABLE)	<input type="checkbox"/> CERTIFICATE OF AUTHORITY AND											
	<input type="checkbox"/> ANY DOCUMENT USED TO RELEASE A VEHICLE											
		85.706(e) RECORDS AVAILABLE FOR INSPECTION/COPYING										
		85.700 MAINTAIN PROOF THAT A VEHICLE IS STORED WITH OWNER'S CONSENT										
		85.706(b) MINIMUM WRITTEN DOCUMENTATION REQUIRED FOR ALL VEHICLES.										
		<table style="width:100%; border: none;"> <tr><td style="border: none;"><input type="checkbox"/> YEAR, MAKE, MODEL, COLOR, LIC. PLATE, STATE OF ISSUE, VIN</td></tr> <tr><td style="border: none;"><input type="checkbox"/> DATE, TIME, LOCATION OF TOW, NAME OF PERSON/COMPANY AUTHORIZING TOW</td></tr> <tr><td style="border: none;"><input type="checkbox"/> TOW DRIVER OPERATOR LIC. NO., TOW COMPANY NAME, TOW TRUCK LIC. PLATE NO.</td></tr> <tr><td style="border: none;"><input type="checkbox"/> DATE THE VEHICLE WAS RELEASED, INCLUDING THE NAME OF THE PERSON,TYPE OF ID AND ID NUMBER.</td></tr> <tr><td style="border: none;"><input type="checkbox"/> DATE OF ANY VEHICLE TRANSFER, THE ADDRESS OF THE LOCATION WHERE THE VEHICLE WAS TRANSFERRED, THE NAME OF THE TOW COMPANY, TOW OPERATOR, WITH TDLR LICENSE NUMBER.</td></tr> <tr><td style="border: none;"><input type="checkbox"/> A COPY OF CERTIFICATE OF TITLE ISSUED AFTER THE VEHICLE CAME INTO THE POSSESSION OF THE VSF, ANY CERTIFICATE OF AUTHORITY TO DEMOLISH, ANY LAW ENFORCEMENT AUCTION SALES RECEIPT, OR ANY TRANSFER DOCUMENT ISSUED BY THE STATE OF TEXAS FOR THE VEHICLE IF VEHICLE OWNERSHIP HAS BEEN TRANSFERRED DUE TO ANY ACTION OF THE VSF OR IF THE VEHICLE HAS BEEN DISPOSED OF OR DEMOLISHED</td></tr> <tr><td style="border: none;"><input type="checkbox"/> ALL AMOUNTS RECEIVED AT THE TIME THE VEHICLE WAS RELEASED, INCLUDING THE SPECIFIC NATURE OF EACH CHARGE.</td></tr> </table> <p style="margin-top: 10px;">*NOTE* THIS INFORMATION MUST BE SOMEWHERE IN THE PAPERWORK, BUT NOT IN ANY PARTICULAR PLACE</p>	<input type="checkbox"/> YEAR, MAKE, MODEL, COLOR, LIC. PLATE, STATE OF ISSUE, VIN	<input type="checkbox"/> DATE, TIME, LOCATION OF TOW, NAME OF PERSON/COMPANY AUTHORIZING TOW	<input type="checkbox"/> TOW DRIVER OPERATOR LIC. NO., TOW COMPANY NAME, TOW TRUCK LIC. PLATE NO.	<input type="checkbox"/> DATE THE VEHICLE WAS RELEASED, INCLUDING THE NAME OF THE PERSON,TYPE OF ID AND ID NUMBER.	<input type="checkbox"/> DATE OF ANY VEHICLE TRANSFER, THE ADDRESS OF THE LOCATION WHERE THE VEHICLE WAS TRANSFERRED, THE NAME OF THE TOW COMPANY, TOW OPERATOR, WITH TDLR LICENSE NUMBER.	<input type="checkbox"/> A COPY OF CERTIFICATE OF TITLE ISSUED AFTER THE VEHICLE CAME INTO THE POSSESSION OF THE VSF, ANY CERTIFICATE OF AUTHORITY TO DEMOLISH, ANY LAW ENFORCEMENT AUCTION SALES RECEIPT, OR ANY TRANSFER DOCUMENT ISSUED BY THE STATE OF TEXAS FOR THE VEHICLE IF VEHICLE OWNERSHIP HAS BEEN TRANSFERRED DUE TO ANY ACTION OF THE VSF OR IF THE VEHICLE HAS BEEN DISPOSED OF OR DEMOLISHED	<input type="checkbox"/> ALL AMOUNTS RECEIVED AT THE TIME THE VEHICLE WAS RELEASED, INCLUDING THE SPECIFIC NATURE OF EACH CHARGE.			
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<input type="checkbox"/> ALL AMOUNTS RECEIVED AT THE TIME THE VEHICLE WAS RELEASED, INCLUDING THE SPECIFIC NATURE OF EACH CHARGE.												
		85.706(c) EXAMINE NON-CONSENT TOW TICKETS FOR:										
		<table style="width:100%; border: none;"> <tr><td style="border: none;"><input type="checkbox"/> LICENSED NAME OF TOW COMPANY</td></tr> <tr><td style="border: none;"><input type="checkbox"/> CERTIFICATE NUMBER OF TOW COMPANY</td></tr> <tr><td style="border: none;"><input type="checkbox"/> TDLR LICENSE NUMBER OF TOW OPERATOR</td></tr> <tr><td style="border: none;"><input type="checkbox"/> PUBLICLY LISTED PHONE NO. FOR THE TOW COMPANY</td></tr> </table>	<input type="checkbox"/> LICENSED NAME OF TOW COMPANY	<input type="checkbox"/> CERTIFICATE NUMBER OF TOW COMPANY	<input type="checkbox"/> TDLR LICENSE NUMBER OF TOW OPERATOR	<input type="checkbox"/> PUBLICLY LISTED PHONE NO. FOR THE TOW COMPANY						
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<input type="checkbox"/> CERTIFICATE NUMBER OF TOW COMPANY												
<input type="checkbox"/> TDLR LICENSE NUMBER OF TOW OPERATOR												
<input type="checkbox"/> PUBLICLY LISTED PHONE NO. FOR THE TOW COMPANY												
		85.706(d) THE VSF MUST KEEP A COPY OF THE TOW OPERATOR'S LICENSE & CAB CARD										
		85.705 REPORT TO LAW ENFORCEMENT (PP TOWS ONLY)										
		<table style="width:100%; border: none;"> <tr><td style="border: none;"><input type="checkbox"/> REPORT TO LAW ENFORCEMENT MUST BE MADE W/IN 2 HOURS</td></tr> <tr><td style="border: none;"><input type="checkbox"/> PHONE, ELECTRONICALLY, DELIVERED PERSONALLY OR FAX</td></tr> <tr><td style="border: none;"><input type="checkbox"/> MUST DOCUMENT:</td></tr> <tr><td style="border: none;"> <ul style="list-style-type: none"> • TO WHOM THE REPORT WAS REPORTED, • IN WHAT MANNER IT WAS REPORTED, • DATE & TIME OF THE REPORT <u>OR</u> UNIQUE CONTROL OR TRACKING NO. ASSIGNED BY LAW ENFORCEMENT DOCUMENTING THE REPORT </td></tr> </table>	<input type="checkbox"/> REPORT TO LAW ENFORCEMENT MUST BE MADE W/IN 2 HOURS	<input type="checkbox"/> PHONE, ELECTRONICALLY, DELIVERED PERSONALLY OR FAX	<input type="checkbox"/> MUST DOCUMENT:	<ul style="list-style-type: none"> • TO WHOM THE REPORT WAS REPORTED, • IN WHAT MANNER IT WAS REPORTED, • DATE & TIME OF THE REPORT <u>OR</u> UNIQUE CONTROL OR TRACKING NO. ASSIGNED BY LAW ENFORCEMENT DOCUMENTING THE REPORT 						
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		GENERAL RECORD REQUIREMENTS - CONTINUED										
P	F	NOTIFICATION										
		2303.151 & 85.703(b) <u>FIRST NOTICE</u> - MUST BE SENT CERTIFIED/ELECTRONIC CERTIFIED MAIL W/RETURN RECEIPT										
		<table style="width:100%; border: none;"> <tr><td style="border: none;"><input type="checkbox"/> REGISTERED IN TEXAS - W/IN 5 DAYS, NOT LESS THAN 24 HOURS</td></tr> <tr><td style="border: none;"><input type="checkbox"/> OUT OF STATE - W/IN 14 DAYS, NOT LESS THAN 24 HRS</td></tr> </table>	<input type="checkbox"/> REGISTERED IN TEXAS - W/IN 5 DAYS, NOT LESS THAN 24 HOURS	<input type="checkbox"/> OUT OF STATE - W/IN 14 DAYS, NOT LESS THAN 24 HRS								
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<input type="checkbox"/> OUT OF STATE - W/IN 14 DAYS, NOT LESS THAN 24 HRS												
		2303.154 85.704(a) <u>2ND NOTICE/CONSENT TO SALE</u> - MUST BE SENT 15 DAYS AFTER 1ST NOTICE. - IN ADDITION TO ALL INFO. IN 85.703(i) MUST INCLUDE:										
		<table style="width:100%; border: none;"> <tr><td style="border: none;"><input type="checkbox"/> 85.704(c) A STATEMENT THAT THE FAILURE OF THE OWNER OR LIENHOLDER TO CLAIM THE VEHICLE & PERSONAL PROPERTY BEFORE THE 30TH DAY AFTER THE DATE THE NOTICE IS PROVIDED IS:</td></tr> <tr><td style="border: none;"><input type="checkbox"/> A WAIVER BY THAT PERSON OF ALL RIGHT, TITLE, OR INTEREST IN THE VEHICLE & PERSONAL PROPERTY; &</td></tr> <tr><td style="border: none;"><input type="checkbox"/> A CONSENT TO THE SALE OF THE VEHICLE AT A PUBLIC SALE.</td></tr> </table>	<input type="checkbox"/> 85.704(c) A STATEMENT THAT THE FAILURE OF THE OWNER OR LIENHOLDER TO CLAIM THE VEHICLE & PERSONAL PROPERTY BEFORE THE 30TH DAY AFTER THE DATE THE NOTICE IS PROVIDED IS:	<input type="checkbox"/> A WAIVER BY THAT PERSON OF ALL RIGHT, TITLE, OR INTEREST IN THE VEHICLE & PERSONAL PROPERTY; &	<input type="checkbox"/> A CONSENT TO THE SALE OF THE VEHICLE AT A PUBLIC SALE.							
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<input type="checkbox"/> A WAIVER BY THAT PERSON OF ALL RIGHT, TITLE, OR INTEREST IN THE VEHICLE & PERSONAL PROPERTY; &												
<input type="checkbox"/> A CONSENT TO THE SALE OF THE VEHICLE AT A PUBLIC SALE.												
Notes:												

GENERAL RECORD REQUIREMENTS - CONTINUED	
P	F
	<p>2303.151, 2303.153 & 85.703(h)(1) NOTICE MUST BE <u>CORRECTLY ADDRESSED</u>, CARRY SUFFICIENT POSTAGE & BE SENT CERTIFIED MAIL W/ RETURN RECEIPT. THE NOTICE MUST INCLUDE:</p> <ul style="list-style-type: none"> <input type="checkbox"/> NAME OF VSF, STREET ADDRESS & PHONE NUMBER <input type="checkbox"/> HOURS THE VEHICLE CAN BE RELEASED <input type="checkbox"/> DAILY STORAGE RATE & TYPES & AMOUNTS OF ALL FEES ASSESSED. <input type="checkbox"/> STATEMENT: "TOTAL STORAGE CHARGES CANNOT BE COMPUTED UNTIL VEHICLE IS CLAIMED. THE STORAGE CHARGE WILL ACCRUE DAILY UNTIL VEHICLE IS RELEASED" <input type="checkbox"/> FIRST DATE FOR WHICH A STORAGE FEE IS ASSESSED <input type="checkbox"/> DATE VEHICLE WAS ACCEPTED FOR STORAGE & WHERE/WHEN/BY WHOM THE VEHICLE WAS TOWED <input type="checkbox"/> THE DATE THE VEHICLE WILL BE TRANSFERRED TO INCLUDE THE ADDRESS OF THE LOT IT WILL BE TRANSFERRED TO IF IT REMAINS UNCLAIMED (IF APPLICABLE) <input type="checkbox"/> A NOTICE OF THE TOWED VEHICLE OWNER'S RIGHT UNDER TEXAS OCCUPATIONS CODE, CHAPTER 2308, TO CHALLENGE THE LEGALITY OF THE TOW INVOLVED <input type="checkbox"/> THE NAME, MAILING ADDRESS, AND TOLL-FREE PHONE NUMBER OF THE DEPARTMENT FOR PURPOSES OF DIRECTING QUESTIONS OR COMPLAINTS. <input type="checkbox"/> VSF LICENSE NUMBER PRECEDED BY THE WORDS "TEXAS DEPARTMENT OF LICENSING AND REGULATION VEHICLE STORAGE FACILITY LICENSE NUMBER" OR "TDLR VSF LIC. NO".
	<p>85.704 (b) <u>NOTICE OF ABANDONMENT TO LAW ENFORCEMENT</u> MUST BE SENT IF VEHICLE IS NOT CLAIMED BEFORE THE 10TH DAY AFTER THE DATE 1ST NOTICE IS MAILED</p>
	<p>2303.152 & 85.703(e) <u>NOTICE BY PUBLICATION</u>. MAY BE PROVIDED BY PUBLICATION IN A NEWSPAPER IN THE COUNTY IN WHICH THE VEHICLE IS STORED IF:</p> <ul style="list-style-type: none"> <input type="checkbox"/> VEHICLE IS REGISTERED IN ANOTHER STATE; <input type="checkbox"/> OPERATOR OF THE STORAGE FACILITY SUBMITS TO THE GOVERNMENTAL ENTITY WITH WHICH THE VEHICLE IS REGISTERED A WRITTEN REQUEST FOR INFORMATION RELATING TO THE IDENTITY OF THE REGISTERED OWNER AND ANY LIENHOLDER OF RECORD; <input type="checkbox"/> THE IDENTITY OF THE REGISTERED OWNER CANNOT BE DETERMINED; <input type="checkbox"/> THE REGISTRATION DOES NOT CONTAIN AN ADDRESS FOR THE REGISTERED OWNER; OR <input type="checkbox"/> THE OPERATOR OF THE STORAGE FACILITY CANNOT REASONABLY DETERMINE THE IDENTITY AND ADDRESS OF EACH LIENHOLDER
	<p>85.703 (h)(2) <u>ALL PUBLISHED NOTIFICATIONS SHALL STATE:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> THE FULL NAME, STREET ADDRESS, TELEPHONE NUMBER, AND VSF LICENSE NUMBER OF THE VSF; <input type="checkbox"/> A DESCRIPTION OF THE VEHICLE; AND <input type="checkbox"/> THE TOTAL AMOUNT OF CHARGES ASSESSED AGAINST THE VEHICLE.

GENERAL RECORD REQUIREMENTS - CONTINUED	
P	F
	<p>85.710(a)(1)(A) FAILURE TO COMPLY WITH ALL PROVISIONS OF THE TEXAS OCCUPATIONS CODE RELATING TO THE RIGHTS OF THE OWNER OF A STORED VEHICLE BY PROVIDING:</p> <ul style="list-style-type: none"> <input type="checkbox"/> NAME, ADDRESS, AND TELEPHONE NUMBER OF THE TOWING COMPANY THAT TOWED THE VEHICLE <input type="checkbox"/> NAME ADDRESS AND TELEPHONE NUMBER OF THE VSF WHERE THE VEHICLE WAS STORED <input type="checkbox"/> NAME ADDRESS AND TELEPHONE NUMBER OF ANY JUSTICE COURT THAT HAS JURISDICTION WHERE THE VEHICLE WAS TOWED OR THE WEBSITE: http://card.txcourts.gov/DirectorySearch.aspx
	<p>85.710(a)(1)(B) FAILURE TO COMPLY WITH ALL PROVISIONS OF THE TEXAS OCCUPATIONS CODE INCLUDING PROVIDING THE NAME, ADDRESS, AND TELEPHONE NUMBER OF THE LAW ENFORCEMENT AGENCY THAT TOWED THE VEHICLE.</p>

Notes:

GENERAL RECORD REQUIREMENTS - CONTINUED	
P	F
	85.710(a)(3) RELEASING A STORED VEHICLE WITHOUT OBTAINING A COPY OF AN AUTHORIZED DOCUMENT TO RELEASE A VEHICLE
	85.710(a)(7) FAILURE TO MAKE A VEHICLE AVAILABLE FOR RELEASE 24 HOURS A DAY WITHIN ONE HOUR NOTICE IN THE VFS ACCEPTS VEHICLES 24 HOURS A DAY.
	85.713(a) FAILED TO RELEASE A VEHICLE TO THE VEHICLES OWNER DUE TO NON PAYMENT BY THE LAW ENFORCEMENT AGENCY THAT DIRECTED THE TOWING AND STORAGE FOR EXAMINATION AND EVIDENTIARY PURPOSES
	85.721 FAILURE TO OBTAIN VEHICLE OWNERS AUTHORIZATION OR SENDING NOTICE IN ACCORDANCE WITH 18.87, PRIOR TO MOVING OR TRANSFERING A VEHICLE FROM A VSF WITHIN 31 DAYS OF STORAGE.
	85.721(3) FAILURE TO MAINTAIN A RECORD OF THE ULTIMATE DISPOSITION OF THE VEHICLE, INCLUDING THE DATE AND NAME OF THE PERSON TO WHOM THE VEHICLE IS RELEASED OR A DESCRIPTION OF THE DOCUMENT UNDER WHICH THE VEHICLE WAS SOLD OR DEMOLISHED.
	85.715 FAILED TO HAVE A PUBLICLY LISTED TELEPHONE NUMBER WHERE THE LICENSEE CAN BE REACHED AND FAILURE TO GIVE DEPARTMENT WRITTEN NOTICE OF CHANGED NUMBER PRIOR TO ITS USE.

GENERAL RECORD REQUIREMENTS - CONTINUED	
P	F
	85.707(b)(2) ON THE FIRST PAGE OF THE BILL OF SERVICE - COMPLAINT INFORMATION TO INCLUDE THE DEPARTMENT'S WEBSITE AND EMAIL ADDRESS, MAILING ADDRESS, AND TELEPHONE NUMBER.
	85.710(a)(2) THE VSF SHALL PROVIDE THE OWNER OR THE OWNER'S REPRESENTATIVE WITH A TOW TICKET. THE TOW TICKET MAY BE COMBINED WITH A VSF INVOICE; PROVIDED, THE COMBINED TOW TICKET AND VSF INVOICE COMPLY WITH THE FOLLOWING REQUIREMENTS: <ul style="list-style-type: none"> <input type="checkbox"/> TOW CHARGES MUST BE SEPARATED FROM VSF STORAGE CHARGES AND EACH CATEGORY OF CHARGES MUST BE PRECEDED BY A HEADING OR LABEL IDENTIFYING THE CHARGES AS "TOW CHARGES" OR "STORAGE CHARGES" <input type="checkbox"/> TOW CHARGES MUST APPEAR ON THE COMBINED STATEMENT OF CHARGES EXACTLY AS STATED ON THE TOW TICKET PREPARED BY THE TOW OPERATOR AND PROVIDED TO THE VSF AT THE TIME THE VEHICLE IS PRESENTED FOR STORAGE; AND <input type="checkbox"/> THE COMBINED STATEMENT OF CHARGES MEET AND CONTAIN ALL REQUIRED ELEMENTS OF A SEPARATE VSF INVOICE AND TOW TICKET; PROVIDED THE LICENSE NUMBER AND NAME OF THE TOW OPERATOR MAY BE EXCLUDED.
	85.722(c)(3) ASSESSED A NOTIFICATION FEE WHEN THE STORED VEHICLE HAS BEEN REMOVED WITHIN 24 HOURS FROM THE TIME THE VSF HAS RECEIVED THE VEHICLE.
	85.722(c)(1) ASSESSED A NOTIFICATION FEE OF MORE THAN \$50 (IF NOTICE IS BY PUBLICATION & THE ACTUAL COST IS GREATER THAN 50% OF NOTIFICATION FEE THE VSF CAN ASSESS THE ADDITONAL COSTS.)
	85.722(d) ASSESSED A STORAGE FEE OF MORE THAN \$20 FOR EACH DAY OF STORAGE FOR A VEHICLE LESS THAN 25 FEET IN LENGTH, AND \$35 FOR A VEHICLE MORE THAN 25 FEET IN LENGTH.
	85.722(d)(1) ASSESSED A STORAGE FEE OF MORE THAN ONE DAY WHEN A VEHICLE WAS STORED FOR LESS THAN 12 HOURS.
	85.722(d)(2) ASSESSED A CHARGE FOR MORE THAN 5 DAYS STORAGE FOR A VEHICLE REGISTERED IN THIS STATE BEFORE THE DATE THE NOTICE IS MAILED OR PUBLISHED UNDER 85.703.
	85.722(d)(3) ASSESSED A CHARGE FOR MORE THAN 5 DAYS OF STORAGE FOR VEHICLES NOT IN TEXAS BEFORE THE DATE THE REQUEST FOR OWNER INFORMATION WAS MAILED TO THE APPROPRIATE GOVERNMENTAL ENTITY.
	85.722(e) ASSESSED AN IMPOUNDMENT FEE GREATER THAN \$20.

Notes:

