

LIEN HOLDER CHECKLIST

The following items are needed for a Lien Holder repossession / release:

- **Order of repossession.** The order of repossession must include; Name of agent authorized to recover vehicle, balance of contract, amount over due and date of contract delinquency or reason for default.
- **Hold Harmless Letter.** Hold harmless letter must include; vehicle description, plate number, registered owners' name, account number, date of vehicle impound and LOCATION WHERE THE VEHICLE WILL BE STORED.
- **Stipulation Letter** (see below example). Same format as Hold Harmless. Stipulation Letter must be on Company Letter Head.
- **D.M.V. form 119 – Certificate of Repossession.** Sides A and B must be signed by Lien Holder. *D.M.V. form 119 is a legal document and must be submitted to the D.M.V. prior to the release of the vehicle. Stating a false reason for the repossession of a vehicle will be submitted to the City Attorney's Office for review.*
- Copy of contract.
- Copy of registration showing Lien Holder as L/O.
- Copy of *Notice of Impound of Vehicle.* The Lien Owner will receive this document from the Department by certified mail. This document must accompany your impound packet.

We are located at: 100 South Main Street, First Floor, Taxicab and Franchise Regulation Division. Hours of operations: Monday – Thursday, 10:00am – 12:00am and 1:00pm – 3:00pm

To: LADOT

From: COMPANY / NAME OF PERSON AUTHORIZING REPOSSESSION OF VEHICLE

The release of this impounded vehicle, a YEAR, MAKE, MODEL, California License Plate XXXXXXX, Vehicle Identification Number XXXXXXXXXXXXXXXXXXXX, is subject to the following:

Pursuant to Section 21100.4 (f) (1) of the California Vehicle Code:

A legal owner or the legal owner's agent that obtains release of the vehicle pursuant to subdivision (e) may not release the vehicle to the registered owner of the vehicle or any agents of the registered owner until the termination of the 30-day impoundment period.

Pursuant to Section 21100.4 (f) (2) of the California Vehicle Code:

The legal owner or the legal owner's agent may not relinquish the vehicle to the registered owner until the registered owner or that owner's agent presents his or her valid driver's license or valid temporary driver's license and **an operator's license that is in compliance with the licensing requirements adopted by the local authority under subsection (b) of section 21100**, to the legal owner or the legal owner's agent. The legal owner or the legal owner's agent shall make every reasonable effort to ensure that the license presented is valid.

Pursuant to Section 21100.4 (f) (4) of the California Vehicle Code:

Any legal owner who knowingly releases or causes the release of a vehicle to a registered owner or the person in possession of the vehicle at the time of the impoundment or any agent of the registered owner in violation of this subdivision shall be **guilty of a misdemeanor and subject to a civil penalty in the amount of two thousand dollars (\$2000)**.

I have read and understand the above and shall comply with the statues.

Legal Owner / Agent: XXXXXXXXXXXXXXXXXXXXXXXXXXXX, Identification: CDL - XXXXXXXX

_____/_____
Signature of Owner / Agent / Date

DWH