

FIRST NOTICE

Owner: _____

Year/Make/Model: _____
Identification #: _____
License Plate #: _____

Lien holder: _____

State of Issuance: _____
Expiration Date: _____

This is to advise you that the above referenced vehicle has been in continuous storage since

_____/_____ with _____.
(Orig. Storage Date) (Adj. Storage date, if applicable) (Name of Storage/Parking/Repair Facility)

The vehicle was towed from _____ on _____.

It was placed in storage by:

- ___ State Police
- ___ City Police
- ___ Sheriff's Office
- ___ Owner
- ___ Other (explain) _____

The condition of the vehicle is:

- ___ Running
- ___ Not Running
- ___ Wrecked
- ___ Stripped
- ___ Other (explain) _____

The total amount of the outstanding charges as of this date is \$ _____.

(Name of Facility)

(_____) _____
(Telephone Number)

(Physical Address)

(Business Office Hours)

(Mailing Address)

(Date of Letter)

(Signature of Authorized Representative)

NOTICE OF RIGHT TO A HEARING **(TO BE COMPLETED IF PLACED IN STORAGE BY LAW ENFORCEMENT)**

In accordance with Louisiana R.S. 32:1727, the owner of any vehicle that was stored by a public agency has the right to an administrative hearing to determine if towing and storage of said vehicle was proper. The owner must make a request for hearing to the public agency that had the vehicle towed within ten (10) days of the date this notice was mailed. The request must be mailed by certified letter, return receipt requested. The hearing shall be conducted by the public agency authorizing the tow, with three (3) days after receipt of the request for a hearing.

The address to which this request for a hearing must be sent:

Name: _____

Agency: _____

Address: _____
