



State of South Dakota
 Motor Vehicle Division
 445 E. Capitol Avenue
 Pierre, SD 57501

VALIDATION AND
 OFFICE USE ONLY



605 - 773-3541 | http://dor.sd.gov/Motor_Vehicles/

SDCL 32-36, 32-3-68,
 44-14, 32-3.

Notice of Abandoned, Unpaid Repair Bill, Storage Facility Lien, or Auction Agency

A
 Notice
 Type

Notice was sent for:

- Abandoned - Vehicle was towed (notice must be sent within 45 days)
- Unpaid Repair Bill - Vehicle has a repair bill
- Storage Facility Lien - Vehicle has a storage bill
- Auction Agency - Vehicle obtained through an insurance company requested tow

B
 Applicant
 Information

Please specify information about your removal agency, repair facility, storage facility or auction agency

Name	Business/Sales Tax License	Phone Number	Email Address
Street Address	City	State	Zip

C
 Vehicle
 Information

Year Make Model

License Plate Number Serial/VIN Number

D
 Notice
 Sent To

Registered Owner	Lienholder	Insurance Company (for unpaid repair only)
Name	Name	Name
Street Address	Street Address	Street Address
City/State/Zip Code	City/State/Zip Code	City/State/Zip Code

Certified notice tracking number: _____ (Not required for a Storage Lien)
 Certified notice tracking number: _____ (Not required for a Storage Lien)

E
 Statement

Abandoned Vehicle was towed on _____ from _____ that is public property or private property and towed to our lot at the above address. As of the date of this notice, the total fees due are \$ _____. Towing \$ _____, Storage, _____ and additional storage at a rate of \$ _____ per day will be assessed until the vehicle is claimed and removed. The owner and lienholder may reclaim the vehicle and shall notify the removal agency and Motor Vehicle Division in writing within 30 days of the receipt of this notice.

Unpaid Repair Bill Vehicle was left for repair on _____ at _____ As of the date of this notice, the total charge of \$ _____ is due. The owner and lienholder may reclaim the vehicle and shall notify the repair facility and Motor Vehicle Division in writing within 30 days of receipt of this notice.

Storage Lien Vehicle was left for storage on _____ at _____ As of the date of this notice, the storage charge \$ _____ is due. Unless the claim is paid within 14 days, the vehicle will be sold or disposed of on _____ at _____ vehicle will be _____.

Auction Agency Vehicle was towed at the request of the insurance company _____ on _____ to our lot at the above address. As of the date of this notice, charges due are \$ _____. The owner and lienholder may reclaim the vehicle after notification to reclaim has been sent to the agency in writing within 30 days of receipt of this notice.

SECOND PAGE MUST BE REVIEWED AND SIGNED

I affirm that this information has been examined by me, and to the best of my knowledge and belief, is in all things true and correct. I hereby attest that this notice was sent to the registered owner and lienholder and insurer (if required) within the required time frame. I understand that it is my responsibility to maintain record for proof of notices sent.

I declare under penalty of perjury under the law of South Dakota that the foregoing is true and correct.

Signed on the _____ day of _____, _____, at _____ (city), _____ (state)

Printed Name _____ Signature _____

Please refer to the statutes listed below and the procedures manual found on our website: http://dor.sd.gov/Motor_Vehicles/Publications/PDF/Procedures%20Manual.PDF for information regarding the application process.

Abandoned:

SDCL 32-36-1 through 32-36-11

Documents to be submitted to the county treasurer's office:

- Application for Motor Vehicle Title and Registration
- This properly completed Notice that was sent to the owner and any lienholder by certified mail
- Tow ticket (when removed from public property) or written approval from the land owner (when removed from private property)
- Title fee of \$10

Unpaid Repair Bill:

SDCL 32-3-67 through 32-3-69

Documents to be submitted to the county treasurer's office:

- Application for Motor Vehicle Title and Registration
- This properly completed Notice that was sent to the owner, lienholder, and insurer by certified mail
- Unpaid repair bill
- Title fee of \$10

***Once the title has been issued, this vehicle must be sold at public auction.**

Storage Lien:

SDCL 44-14-1 through 44-14-6 and 44-2-3 through 44-2-9

Documents to be provided to the purchaser when sold at auction:

- This properly completed Notice that was sent to the owner and any lienholder
- Storage lien bill
- Bill of sale

Documents to be provided to the county treasurer's office by the purchaser of the vehicle:

- Application for Motor Vehicle Title and Registration
- Documents provided by seller (see above)
- Title fee of \$10

***Title is not applied for until after the vehicle is sold at public auction and application made by the purchaser.**

Auction Agency:

SDCL 32-3

Documents to be submitted to the county treasurer's office:

- Application for Motor Vehicle Title and Registration
- This properly completed Notice that was sent to the owner and any lienholder by certified mail
- Title fee of \$10

***Once the title has been issued, this vehicle must be sold by the auction agency.**