

Gwinnett County Abandoned Vehicle(s)

Date Abandoned: _____

Lien Holder: _____

Owner Identification	<input type="checkbox"/>	Contact Customer and verbally inform storage fees of \$10 per day and \$60 per week. Vehicle needs to be removed within 7 days.
	<input type="checkbox"/>	Mail certified return receipt requested letter to owner (Abandoned, amount owed, storage fees, etc.)
	<input type="checkbox"/>	Notify DMV of Abandoned vehicle and request for Information \$2.00 – using form MV-603
	<input type="checkbox"/>	Within 5 days of mail certified return receipt requested letter to owner (Abandoned, amount owed, storage fees, etc.) – If MV-603 only source of data.
	<input type="checkbox"/>	<u>If owner can not be ascertained</u> File Abandoned Vehicle Notice in general circulation newspaper of county where vehicle is located. Notice should run once a week for two weeks. (See file for wording)
	<input type="checkbox"/>	If owner picks up vehicle after notices need to file MV-603R (Notice of Abandoned Vehicle Release)
	<input type="checkbox"/>	At least 10 days after mailing certified letter file a Lien Affidavit.
Lien Foreclosure	<input type="checkbox"/>	Lien Foreclosure must be instituted within 1 year of when the Lien Affidavit was filed.
	<input type="checkbox"/>	Mail certified return receipt requested Demand for Payment letter to owner (Abandoned, amount owed, storage fees, etc.). The demand letter must include hearing and legal wording.
	<input type="checkbox"/>	If last owner is unknown - File Demand for Payment Notice in general circulation newspaper of county where vehicle is located. Notice should run once a week for two weeks. (See file for wording)
	<input type="checkbox"/>	Contact Clerk of Court (superior, state, and magistrate) and verify that a petition of judicial hearing has not been filed within 10 day period as you may not have been served with such notice.
	<input type="checkbox"/>	File Lien Affidavit for Foreclosure with Courts. No sooner than 10 days from certified letter or advertisement. Attach copy of letter or paper notice to affidavit.
Sale of Vehicle	<input type="checkbox"/>	File Public Sale Notice in general circulation newspaper of county where vehicle is located. Notice should run once a week for two weeks. (See file for wording)
	<input type="checkbox"/>	Public Sale must be held in a place accessible to all who might desire to place a bid. Between 10Am and 4Pm.
	<input type="checkbox"/>	Bidding on a competitive basis at which the sale shall be made to the highest and best bidder.
	<input type="checkbox"/>	<u>No later than 30 days after the sale</u> of the vehicle a copy of the bill of sale to the clerk of court. Any amount over what court awarded has to be paid the court.