

Enclosed is the Private Property Towing Contract that is required to post and tow Unauthorized Vehicles from your property. Please complete the form and return it to our office via email.

The State of Georgia and the City of Savannah require that a sign be posted at each entrance to the property that you want posted based on Georgia Regulation O.C.G.A 44-1-13 and City of Savannah Ordinance 6-1406. The City of Savannah Ordinance states that the property owner is required to update this contract every two years to be compliant with the ordinance.

Once our company has received your completed paperwork, our company will place the mandatory signs at each entrance of your property per the City of Savannah's approval.

After the installation and/or update of the signs, Gordon's will submit the "Private Property Towing Request Approval Contract" to the City of Savannah Parking Services Department for inspection and approval. Once we receive approval from the City of Savannah, you will be notified that you are now authorized to have vehicles towed from your property.

Please keep a copy of the "Authorization For Removal of Vehicle From Private Property" form for your use. This form will have to be completed and signed by only the person(s) listed on the original "Private Property Towing Request Approval Contract." Our drivers will have these forms with them, as well, if you need additional ones.

Authorization to remove vehicles from your property will only be accepted from the individuals you identify and place on the "Private Property Towing Request Approval Contract." If there are any changes to personnel and/or management, we suggest you contact our company to update these changes on your contract.

I have also enclosed a copy of the City of Savannah Parking Services webpage which has contact information should you have any questions regarding the City of Savannah Ordinance 6-1406.

Please feel free to contact me should you have any questions/concerns.

Sincerely,

Gordon's Wrecker Service



City of Savannah

Private Lot Towing Regulations

Dear property Owner/Manager:

Enclosed please find a package outlining the local and state laws governing the posting of private property, against trespassing vehicles and property. As the Owner/Manager, it is your responsibility to ensure that the property is properly posted before trespassing vehicles can be **LEGALLY** towed from your lot.

Follow the steps listed below.

1. The **Owner/Manager** must complete the enclosed private property towing request form, including a diagram of your lot, showing the proposed placement of signs.
2. Submit the above mentioned request to the City of Savannah Mobility & Parking Services Department P. O. Box 2101 Savannah, Georgia 31402 (912-651-6468). A representative will then come out and inspect the lot to confirm that the proposed location of the signs is adequate.
3. Once your request is approved, post signs in accordance with enclosed City of Savannah Ordinance Article E Signs. Contact the Transportation Office at 651-6468 **after** signs have been posted and a representative will respond for final approval.
4. When you contact the designated wrecker service to remove a trespassing vehicle, someone from your authorized list **MUST** be present to sign the authorization form.
5. Please remember removing vehicles from a private lot can only be **LEGALLY** accomplished after all conditions set forth in the City of Savannah Ordinance and State of Georgia Code have been met.
6. If you elect to change wrecker services, or discontinue towing vehicles from your property, all existing signs must be removed from your property within fourteen calendar days.

If you have any questions or concerns please contact Mobility & Parking Services Department at 651-6468.

POST OFFICE BOX 2101, SAVANNAH, GEORGIA 31402
PHONE 912.651.6468 FAX 912.525.1629 SAVANNAHGA.GOV

PRIVATE PROPERTY TOWING REQUEST APPROVAL

DATE _____ WRECKER CO. _____ PHONE: _____

COMPANY/PROPERTY OWNER NAME _____ PHONE: _____

PROPERTY ADDRESS _____

THE FOLLOWING PERSON(S) ARE AUTHORIZED TO CALL:

PRINT NAME

SIGNATURE

1. _____

1. _____

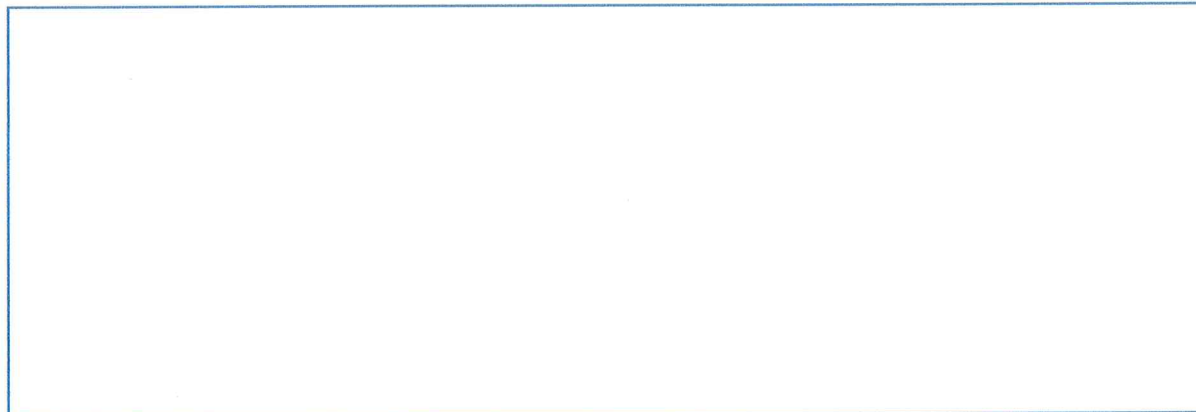
2. _____

2. _____

3. _____

3. _____

(DIAGRAM: PLEASE INCLUDE BUILDING/SIGN LOCATION/NEAREST CROSS STREET)



SIGNATURE OF WRECKER CO. OWNER

SIGNATURE OF PROPERTY OWNER

INSPECTOR'S SIGNATURE _____

DATE APPROVED _____

DATE DISAPPROVED _____

REASON FOR DISAPPROVAL _____

RE-INSPECTION DATE _____ APPROVED _____ DISAPPROVED _____

THIS FORM MUST BE LEGIBLE AND COMPLETED IN ITS ENTIRETY.

Authorization For Removal of Vehicle From Private Property

Wrecker Service: _____ Date: _____ Time: _____ Fee Charged: _____

Removed From: _____ To: _____

Driver's Name: _____ Signature: _____

Vehicle Make: _____ Model: _____ Color: _____ Tag #: _____ State: _____

VIN #: _____

Reason For Removal: _____

Removal Authorized By: _____

Title & Phone #: _____

Damage Observed Prior To Hookup: _____

Damage Caused During Removal: _____

This form must be completed and signed by wrecker driver and authorized property representative, prior to removal of a vehicle from private property.

Towing Operator must also notify the Savannah Chatham Metro Police Dispatch Center of the removal of private property tows prior to the removal of the vehicle from private property. Telephone: 912-652-6667. The dispatch operators dispatch number should be noted on this form. A copy of this form must be maintained by the Wrecker Service for a period of two years.

SCMPD Operators number: _____