

# Licensed Vehicle Storage Facility Lien Procedures

*Special Note: Possession obtained **on or after** June 15, 2017*

Vehicle Storage Facility (VSF) obtains possession in conjunction with a non-consent private property or law enforcement tow.

**First Notice:** VSF notifies owner and any applicable lienholder(s) by certified mail, return receipt, or electronic certified mail (or newspaper publication, if applicable). First Notice must be made within 5 days of obtaining possession (if registered in Texas) or within 14 days (if registered out of state).

10 days pass

VSF notifies law enforcement the vehicle has been abandoned not earlier than the 11<sup>th</sup> day after First Notice if notification is required by law enforcement.

Law enforcement sends notice within 10 days, if applicable.

14 days pass

**Second Notice:** VSF notifies the owner(s) and any applicable lienholder(s) not earlier than the 15<sup>th</sup> day and before the 21<sup>st</sup> day after First Notice.

30 days pass

Vehicle can be sold at public sale to the highest bidder if the charges remain unpaid.

Vehicle may be sold at public sale on or after the 31<sup>st</sup> day after the Second Notice or Law Enforcement Notice (if required), whichever is later.

Purchaser files title application with county tax assessor-collector.

Application includes:

- 1) Form 130-U
- 2) Form VTR-265-VSF
- 3) Title and Registration Verification
- 4) Proof of Notifications (Mailing or Publication)  
*Note: Proof of Delivery Is Not Required*  
*Note: NMVTIS Report Required if Publication Is Made*
- 5) Liability Insurance
- 6) Out of State Vehicles (if applicable):
  - a. Texas Vehicle Inspection Report
  - b. Weight Certificate (Commercial Vehicle)

Detailed explanation of procedures and requirements can be found in the TxDMV Motor Vehicle Title Manual or on page 2 of Form VTR-265-VSF.