

Licensed Vehicle Storage Facility Lien Procedures

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).

Notice must be made:

- Within 5 days of obtaining possession if registered in Texas
- Within 14 days of obtaining possession if registered out-of-state

Law Enforcement must be notified on or after the 11th day after the claimant makes the First Notice. However, if this notice is made on or after the 18th day after the First Notice, no storage fees can be assessed but the foreclosure can be processed.

VSF notifies law enforcement the vehicle has been abandoned.
(Proof of notification required.)

Second Notice: VSF notifies the owner(s) and primary lienholder at least 15 days after First Notice.

Law enforcement sends notice within 10 days.

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 31st day after the Second Notice or Law Enforcement Notice, whichever is later.

Application includes:

- 1) Form 130-U
- 2) Form VTR-265-VSF
- 3) Title and Registration Verification
- 4) Proof of Notifications
- 5) Liability Insurance
- 6) Out of State Vehicles (if applicable):
 - a. Texas Vehicle Inspection Report
 - b. Weight Certificate (Commercial Vehicle)

Purchaser files title application with county tax assessor-collector.

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.