

## Towing Indigent Policy Terms and Conditions

1. Payment Plan application is only available to Registered Owner(s)/Lessee(s) and can be issued on or after October 1, 2018.
2. Payment Plans should be requested within 5 calendar days of vehicle impound in order to freeze preparation of the vehicle for lien sale at auction. Storage fees will be frozen upon Payment Plan application submittal.
3. The first monthly payment will be due within 14 days of Payment Plan approval. Monthly payments thereafter will be due every 30 days until paid off. Monthly reminder notices are not provided.
4. Multiple Payment Plans are allowed for unpaid towing and storage fees and can run concurrently with an existing Parking Citation Payment Plan. Towing and Storage Plans, however, should be kept to a minimum.
5. Registered Owner(s)/Lessee(s) must make monthly payments of no more than \$25.00 per month per payment plan and plans are limited to \$600.00 each. See breakdown in chart below:

<b>AMOUNT OWED</b>	<b>TIMELINE FOR COMPLETION</b>	<b>MAXIMUM MONTHLY PAYMENT</b>
Up to \$600.00	Up to 24 months	\$25.00

6. Registered Owner(s)/Lessee(s) must provide a valid government issued I.D. at the time of enrollment. Required documentation to prove indigent status must be received with application. The Registered Owner/Lessee must demonstrate that he or she is indigent by providing either of the following information as applicable:
  - (A) **Proof of income from your three (3) most recent pay stubs or another proof of earnings, such as a bank statement** that show the individual meets the income criteria set forth in subdivision (b) of Section 68632 of the Government Code.
  - (B) Proof of receipt of benefits under the programs described in subdivision (a) of Section 68632 of the Government Code. Proof of receipt will consist of a copy of the most recent: **Verification of Benefits Form or Award Letter for Social Security.**
  - (C) If the Registered Owner(s)/Lessee(s) does not have income or receives public assistance, a copy of their **annual** earnings from the Social Security Department is required.
7. Notification of Payment Plan approval or denial will be provided in writing.
8. If Payment Plan is approved, vehicle will be eligible for release on approval date (with valid registration, license and insurance). If the registered owner does not have a valid driver's license, he/she must have a licensed driver or tow company present for vehicle release.
9. A one-time extension of 45 calendar days to resume payments will be granted from the date the Payment Plan becomes delinquent the first time. There is a 7-day grace period prior to delinquency.
10. Any payment failure beyond the one-time extension will result in the Payment Plan cancellation and vehicle placed on impound list. Payment failure in either the

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Parking Citation Payment Plan or the Towing Plan will result in cancellation of both plans.

11. Payment Plan reinstatement must be completed within the original 24 months of the original Plan start date.
12. Returned payments (for any reason), if not resolved within 45 days (plus grace period) will result in Payment Plan cancellation and the vehicle being placed on the impound list.
13. Impounds of rental vehicles are not eligible to participate in this program.

I certify that I have read, understand and agree to the Indigent Payment Plan Terms and Conditions.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_