Louisiana Department of Public Safety
Office of Motor Vehicles
# Policy 20.08 Self-Park Storage Facility Procedure for Abandoned Vehicles

**Section:** 4. Motor Vehicle Registration Requirements

**Effective Date:** 07/02/2007

**Revised Date:** 06/06/2018

## AUTHORITY
R.S. 32:1719
R.S. 32:1720
R.S. 32:1721
Administrative
To view Louisiana Statutes: http://www.legis.state.la.us/

**Definitions:**
- A **Self Park Storage Facility** is a parking facility, such as those found at airports and railway stations, that is manually or mechanically controlled.

**General:**
- **No Written Arrangement for Storage**
  - If the storage garage or parking lot is of the type where vehicles are driven in and left in storage, the garage or parking lot shall operate under a system whereby the length of time that the vehicle has been in storage can readily be determined within one week of the time that the vehicle was parked.
  - When a vehicle is left in a garage or parking facility for more than twenty days and there is no written arrangement, the facility must file an Official Report of Stored Vehicle requesting owner information from the Department.
  - Upon receipt of the owner/lien holder information the facility must follow the Permit to Sell procedure.
- **Written Arrangement for Storage**
  - If a vehicle is parked at a garage or parking facility with the intent to remain there over twenty days, a written arrangement must be made between the owner or his legal representative and the facility.
  - The vehicle will be considered "abandoned" after the agreed upon date and may be sold by the parking facility. In this case, it is not necessary to notify the Department or the owner.

**Requirements:**
- The application for a certificate of title must contain:
  - A completed vehicle application form (DPSMV 1799)
  - A notarized bill of sale.
  - A lien release, if applicable

- A copy of the written storage contract between the owner or his legal representative and the facility. The contract MUST contain the following information:
  - The name and address of the owner, if different from the above person.
  - The cost of storage and any other related costs as stated in the written agreement.
  - A complete description of the vehicle including the VIN.
  - The license plate number.
  - The condition of the vehicle.
  - The date that the vehicle was placed in storage.
  - The date after which time the vehicle will be considered abandoned, not to exceed six months from the date of storage.
  - Notice that when the vehicle is considered abandoned, it will be subject to sale by the storage facility owner.
  - The signature of the owner or his legal representative.

- **Note**: All files pertaining to self-park stored vehicles will be processed by the Stored Vehicle Unit, Headquarters Services. All questions should be directed to (225) 925-3681.

**Related Policies:**
Section 4, Policy 2.03 Completion Of Vehicle Application
Section 4, Policy 20.00 Permit To Sell For Stored Repaired Vehicles
Section 4, Policy 20.07 Official Report Of Stored Vehicle (ORSV)