Louisiana Department of Public Safety
Office of Motor Vehicles
Policy 81.00 Sales by Self-Service Storage Facility

Section: 4. Motor Vehicle Registration Requirements

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Authority:
R.S. 9:4756-4759
To view Louisiana Statutes: http://www.legis.state.la.us/

General:

- The owner(s) of a self-service storage facility may sell movable property abandoned in a storage unit to satisfy its claim for unpaid rent.

Requirements:

- The vehicle may be transferred with the following documents:
  - A copy of a notice sent to the lessee informing him of the owner's intention to cancel the lease and enforce his privilege for the debt due to him. The notice must be delivered in person (signature of lessee receiving notice) to the lessee, sent by verified mail to the last known address of the lessee, or electronic mail if the email address is provided by the lessee in the rental agreement. Electronic Mail means an electronic message that is transmitted between 2 or more electronic devices that are capable of receiving electronic messages. Verified mail means any method of mailing that is offered by the United States Postal Service or a private delivery service that provides evidence of mailing.
  - The notice shall include:
    - An itemized statement of the owner's claim, showing the sum due at the time of the notice and the date the sum became due.
    - Notification that the lessee has been or shall be denied access to the movable property, if such denial is permitted under the terms of the rental agreement, with the name, street address, and telephone number of the owner of the storage facility or his designated agent whom the lessee may contact to respond to the notice.
    - A demand for payment within a specified time not less than 10 days after the date of mailing or delivery of the notice.
    - A statement that the contents of the lessee's rented space are subject to the owner's privilege and that, unless the claim is paid within the time stated in the notice, the movable property is to be advertised for sale or other disposition and to be sold or otherwise disposed of to satisfy the owner's privilege for rent due and other charges at a specified time and place.

- **Requirements for Advertisement**
  - A photocopy of an advertisement of the sale, or other disposition of movable property subject to the privilege, published on at least one occasion in a newspaper of general circulation where the self-service storage facility is located. The owner of a self-service storage facility is required to publish an advertisement of the sale on a publicly accessible website that conducts personal property auctions. The advertisement shall be published at least 10 days after the mailing of the notice, or at least 10 days after the date by which payment is demanded, whichever is later. The advertisement shall contain:
    - A brief and general description of the movable property reasonable adequate to permit its identification by the lessee, except that any container, including but not limited to a trunk, valise, or box that is locked, fastened, sealed, or tied in a manner which deters immediate access to its contents, may be described as such without describing its content.
    - The address of the self-service storage facility and the number, if any, of the space where the movable property is located and the name of the lessee.
    - The time, place, and manner of the sale or other disposition.
- **Requirement For Sale**
  - The sale shall be held at the storage facility, nearest to where property is held or stored, as indicated in the notice, or on a publicly accessible website that conducts personal property auctions.
  - If the lien is claimed and other charges remain unpaid for sixty days, owner may have the property towed in lieu of foreclosing on the lien.
  - If the property is towed, the owner shall not be liable for any damages once the tower takes possession of the property.
- **Requirements for registering vehicle**
  - A notarized bill of sale dated ten (10) days or more after the advertisement of the sale. The owner of the storage facility shall sell the movable property to the highest bidder, if any. If there are no bidders, the owner may purchase the movable property for a price at least sufficient to satisfy his claim for and all other charges, or he may donate the movable property to charity.
  - Notarized satisfaction of mortgage from lien holder, if applicable. The Self-Service Storage Facility may request the lienholder information by submitting a request on their letterhead and a check/money order in the amount of $10.00 made payable to the Office of Motor Vehicles. The Office of Motor Vehicles, as the result of a request, will provide the lienholder information only.
  - Notarized hold-harmless affidavit.
  - An affidavit of physical inspection. A physical inspection must be performed by a full-time Peace Officer Standards and Training (P.O.S.T.) certified law enforcement officer who has been certified by the Department of Public Safety and Corrections, Office of State Police, to inspect motor vehicles.
  - A completed vehicle application form (DPSMV 1799).
  - Applicable sales taxes and fees.