

## **Licensed VSF Lien Foreclosure**

The Hays County Sheriff's Office will put in to place the following procedures for VTR-265-VSF form reporting:

If you have a private property tow or Hays County Incident Management tow please send a copy of the completed VTR-265-VSF form, or other notice prescribed by law, to us when your mandated times have dictated the form should be completed. We will not be completing the form and returning it to you, but rather we are ensuring that the vehicle has been properly removed from any stored abandoned databases that the Sheriff's Office may have entered the vehicle into.

Let me explain. There are times that we tow a vehicle and it is then entered into statewide data bases as being stored due to abandonment. If it does not get cleared from those data bases and you transfer the vehicle or try to title it yourself, you will most likely run into difficulties because it is still listed as stored abandoned. By sending us the notice that you are filling the VTR-265-VSF we can ensure that we have cleared it from those databases and should prevent you from having issues that may arise if it is not. Additionally, there are internal reports that the Sheriff's Office needs to complete for the disposition of the vehicle.

These policies will be implemented September 1, 2017. All currently processed forms and any processed prior to September 1, 2017 will be invoiced as normal. After September 1, 2017 we will no longer process or invoice for the processing of the VTR-265-VSF forms. Your emailing or mailing of the notice is simply notifying us that you are seeking the title through the abandonment process. For clarification you can send the VTR-265-VSF form, the certified mail sheets that some companies currently use, or simply an email with the vehicle information, date and time of tow, and case number.