

1300 COUNTY-CITY BUILDING
227 W. JEFFERSON BOULEVARD
SOUTH BEND, INDIANA 46601-1830



PHONE 574/ 235-9486
FAX 574/ 235-7703

CITY OF SOUTH BEND PETE BUTTIGIEG, MAYOR
DEPARTMENT OF CODE ENFORCEMENT
RANDY WILKERSON
DIRECTOR

(NAME) (DATE) MAKE: MODEL: :
(ADDRESS) COLOR: YEAR:
(CITY & STATE) LICENSE #: VIN #: TOWED FROM:

The vehicle described above has been impounded as an abandoned vehicle by the Department of Code Enforcement. If you wish to reclaim this vehicle, you must do so no later than (20 DAYS DATE). If the vehicle is not reclaimed and removed from the impound lot by (20 DAYS DATE) the Department of Code Enforcement will dispose of it.

At the time you reclaim the vehicle you will be required to show proof of ownership (registration or title) and a photo I.D. All costs incurred in removing and storing the vehicle must be paid before the vehicle can be released. The towing fee is \$90.00 and a \$15.00 per day storage fee will also be assessed.

In order to reclaim this vehicle you must come to the office of the Department of Code Enforcement with the ownership information, photo I.D. and the total amount due for the towing and storage costs, payable in cash, money order, cashiers check, Visa, or MasterCard.

If the vehicle is not able to be driven out of the impound lot, you will need to hire a tow truck to pull it out. The towing charge is \$90.00 and an additional \$15.00 per day storage fee will be added until the vehicle is removed from our impound lot. The current charges as of the date of this letter are as follows:

Towing: \$ **Storage: \$** **Total Due: \$**

If you have any questions, please call the Department of Code Enforcement at (574) 235-9486.

Sincerely,

Randy Wilkerson
Director of Code Enforcement