

### PRIVATE TOW – KNOWN OWNER

Tow Date	
Request Owner Info from Department	Within 3 days of removal
Notify Law Enforcement of Removal	Within 1 day of requesting owner info
Send First Notices	Within 15 days of removal
Petition Filing	No sooner than 10 days but not later than 6 months of compliance with notice requirements

#### Important Documents

- ☐ Authority to tow
- ☐ Notification of removal to Law Enforcement
- ☐ Request for owner/lienholder info
- ☐ Response from department
- ☐ First notices
- ☐ Petition notices and evidence of delivery/refusal
- ☐ Request for order/SCRA affidavit

### PRIVATE TOW – UNKNOWN OWNER

Tow Date	
Request Owner Info from Department	Within 3 days of removal
Notify Law Enforcement of Removal	Within 1 day of requesting owner info
Advertise Two Consecutive Weeks	Within 60 days of removal
Petition Filing	No sooner than 10 days but not later than 6 months of compliance with notice requirements

#### Important Documents

- ☐ Authority to tow
- ☐ Notification of removal to Law Enforcement
- ☐ Request for owner/lienholder info
- ☐ Response from department (if applicable)
- ☐ Advertisement
- ☐ Petition advertisement
- ☐ Request for order

”Day’ means a business day unless otherwise stated and shall not include Saturdays, Sundays, and legal holidays recognized by the state.” OCGA § 40-11-13 (1).

If owner becomes known while first advertisement is running, first notices must be sent within 10 days of receiving that information. If owner becomes known while petition advertisement is running, petition notices must be sent.