



CITY OF LITTLE ROCK

Fleet Services • Vehicle Storage Facility
7801 Jamison Road
Little Rock, AR 72209

W: 501.918.4260

LIEN HOLDER RECOVERY PROCEDURE

The following documents will be required by the lien holder to retrieve an impounded vehicle:

1. Fill out the attached Lien Holder Affirmation and Hold Harmless Agreement. Agreement must be signed and notarized. ***Any alterations to the original form will not be accepted.***
2. Proof of direct lien.
3. If no direct lien is provided.
 - A. Copy of the title (front and back) showing assignment to the lien holder.
 - OR**
 - B. Copy of dealer's signed sales agreement. Lienholder's name must be on the agreement.
4. A statement on your company letterhead giving a recovery company authorization to retrieve the vehicle.
5. Tow or Wrecker company must provide a ***hardcopy*** pickup order. ***(Please ensure the designated company is aware of this requirement)***

Office hours: Monday through Friday from 8:00am until 5:00pm., closing from noon until 1:00pm. for lunch, and on Saturdays from 8:00am until noon, the office is closed on Sundays and holidays.

Office email: impoundofficestaff@littlerock.gov