Request for Adjustment of SFMTA Tow Administrative Fee				
First Tow - OR - First Tow for Low Income				
To be completed by owner of towed vehicle				
	E	Effective April 1, 2016 A. Vehicle owner		
Name: Last, First M				
Home Address				Unit #
City		State	Zip	Unit #
Telephone #		Email		
Identification	Туре	State	#	
B. Vehicle and tow data				
Date towed				
Vehicle Identification #				
License plate	State		#	
Make/model			Year	
		tion Code Section 3		
This section must be completed by ALL requestors				
The SFMTA shall charge the owner of the towed vehicle the <u>First Tow</u> Administrative Fee if the vehicle was not				
previously towed while he				
previously been towed wh	Ŭ	, ,		your vorniolo rido riot
	ille you were the regist	ered owner.		
First date of ownership				
I the undersigned do have	rahv daalara undar nar	alty of porium, that: (1	) I am the legal owner a	f this vahials and l
I, the undersigned, do her	•			
own it in my individual capacity, (2) the vehicle does not belong to a business or nonprofit entity, and (3) this vehicle				
		-		
has not been previously to	owed since I became the	he registered owner.	I attach a certified DMV	Certificate of Title
	owed since I became the	he registered owner.	I attach a certified DMV	Certificate of Title
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## Instructions to Vehicle Owner First Tow

Use this form to request an adjustment in the SFMTA Administrative Fee if you are an individual and your vehicle has not been previously towed, in the City & County of San Francisco, while you were the registered owner. Only use this form if you were charged a higher Administrative Fee and you are eligible for a reduction. You must provide either of the following documents:

»An official DMV Certificate of Title »Certified Release of Liability »Or Bill of Sale stamped by the DMV

We will verify data with DMV and compare to tow records. Submit your receipt, which demonstrates you paid the higher Administrative Fee, and all supporting documentation with this application.

## First Tow for Low Income

Use this form to request an additional adjustment in the SFMTA Administrative Fee and Storage Fee if you are an individual who meets the criteria for First Tow Administrative Fee, above, and you are a participant in an eligible program listed below. Only use this form if you were charged a higher Administrative Fee and you are eligible for a reduction and a waiver of the first 48 hours of storage fees. All requests for the First Tow for Low Income Administrative Fee and the waiver of storage fees shall be made under penalty of perjury. You must demonstrate participation in an eligible program for low income families listed below. Submit your tow receipt, which demonstrates you paid the higher Administrative Fee and paid storage fees that should be waived, and all supporting documentation with this application.

## Eligible Low Income Programs

Submit an award letter from the past 12 months for one of the following programs: »CalFresh »Healthy SF »Med-Cal »SNAP »SSI - Supplemental Security Income »Housing assistance program contract

OR

»Lifeline ID card

#### Submit Your Request

This application must be complete and be presented to SFMTA within 30 days from date towed. Email this form and supporting documentation to: firsttowlowincome@sfmta.com.

Or mail to: Finance Information and Technology SFMTA Tow Program One South Van Ness Ave, 3rd Floor San Francisco, CA 94103

For more information, visit: www.sfmta.com/FirstTow

# Prohibitions

The owner of the towed vehicle must be an individual. All businesses, including partnerships, for-profit corporations, and nonprofit corporations are excluded from receiving the reduced fees.

The owner shall not be exempt from paying the appropriate Administrative Fee and tow fees as a result of submitting this application. The owner shall not receive a refund greater than the adjustment necessary to apply the appropriate fees for a First Tow or First Tow / Low Income Administrative Fee and, if applicable, up to 48 hours Storage Fee adjustment.

We may request additional information as necessary to determine the legitimacy of the request for adjustment. Your request may be denied if your application is incomplete or if the required documentation is not included.