OFFICE OF THE
CITY AUDITOR
ENSURING OPEN AND ACCOUNTABLE GOVERNMENT

CITY OF PORTLAND

Office of City Auditor LaVonne Griffin-Valade

Hearings Office
1900 SW 4th Avenue, Room 3100
Portland, OR 97201
phone: (503) 823-7307 - fax: (503) 823-4347
web: www.portlandoregon.gov/auditor/hearings

TOW HEARING REQUEST FORM

- All persons requesting a tow hearing must complete **Section A**.
- All tow hearing requests that will be *received* in the Hearings Office more than 10 calendar days after the vehicle was towed must complete **Sections A and B**.
- If the vehicle owner is authorizing someone else to represent them at the hearing, the owner must complete **Sections A and C**.

All information for each relevant section, as noted above, is required. This form may be faxed (include both sides), mailed, or hand-delivered to the Hearings Office at the contact information provided above. E-mails are not accepted. Incomplete or missing information may cause your request for hearing to be denied. Each completed section must be signed.

It is the appellant's responsibility to timely inquire about the date and time of the scheduled hearing.

SECTION A – TOW HEARING REQUEST

All requests for hearing must complete Section A.

1. Are you the vehicle owner? Yes ☐ No ☐ (If "No," documented financial proof of an interest in the vehicle is **required to be submitted** with this form.)

2. Your Name: _____

   Your Mailing Address: _____

   City: _____ State: _____ Zip Code: _____

   Your Daytime Telephone Number (with area code): _____

3. Is the vehicle still in storage with the tow company? Yes ☐ No ☐

4. Vehicle Make: _____ Model or Style: _____

   State of Registration: _____ License Plate Number: _____

5. Date of Tow: _____ Location vehicle was towed from: _____

THIS FORM IS TWO-SIDED. COMPLETE BOTH SIDES.

To view Title 16 or the Tow Hearings Officer's Rules, please see www.portlandoregon.gov/auditor/hearings

SECTION A - Continued

6. State the reason(s) you believe this tow is invalid or for any other reason unjustified. (Attach additional sheets, if necessary):

Signature: _____ **Date:** _____

SECTION B – LATE HEARING REQUEST

Only requests that are late (received more than 10 calendar days from the date of the vehicle tow) must fill out Section B, in addition to Section A.

1. Why is your request late? (Attach additional sheets, if necessary.)

Signature: _____ **Date:** _____

SECTION C – OWNER AUTHORIZATION FOR REPRESENTATION

Only vehicle owners wishing to have someone else represent them at the hearing must fill out Section C, in addition to Section A.

1. I authorize _____ (printed name) to represent me at my tow hearing.

By signing Section C of this form, I acknowledge that I am authorizing the person named above to represent me at my tow hearing. It is the vehicle owner's responsibility to notify their authorized representative of the hearing date, time, and location.

Signature: _____ **Date:** _____

THIS FORM IS TWO-SIDED. COMPLETE BOTH SIDES.

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