



Office of Vehicle Services, P.O. Box 9278, Des Moines, Iowa 50306-9278  
 Email: [Vehser@iowadot.us](mailto:Vehser@iowadot.us)  
 Web page: [www.iowadot.gov/mvd](http://www.iowadot.gov/mvd)

## ABANDONED VEHICLE REPORT INSTRUCTIONS

### DISPOSAL BY A POLICE AUTHORITY

Complete Parts A, B and C.

1. Forward originals to the department within 90 days of the date of sale of the vehicle(s).
2. Forward a copy to the department within 10 days of the expiration of the 90 day claiming period, if there is a profit on the sale of any vehicle.
3. Retain one copy for your record.

When submitting the report the following must be included:

1. Impound report (must include the date each vehicle was taken into custody, where it was abandoned and a complete description of the vehicle)
2. Copy of dated notification to the owner and lienholder
3. Paid receipts for costs (these costs are outlined below)

All abandoned vehicles must be listed on the report, whether or not they were abandoned on public highways. Reimbursement will be made for vehicles abandoned on public highways only. Any unclaimed profit received from the sale of vehicles abandoned must be surrendered to the department. If you are not claiming reimbursement or reporting profit, you do not need to file a report.

### REIMBURSEMENT WHEN EMPLOYING A PRIVATE ENTITY

Complete Parts A, B and C.

1. Forward originals to the department within 90 days of the date of disposal of the vehicle(s) by a private entity.
2. Retain one copy for your records.

When submitting the report the following must be included:

1. A copy of the Certificate of Disposal of an Abandoned Vehicle by a Private Entity (Form 411163).
2. Impound report (must include the date each vehicle was taken into custody, where it was abandoned, and a complete description of the vehicle.)
3. Copy of dated notification to the owner and lienholder.
4. Paid receipts for costs (*these costs are outlined below*).

#### REIMBURSEMENT SCHEDULE PER VEHICLE

- Auction cost - may not exceed 10% of sale price or \$10.00, whichever is less
- Towing cost - may not exceed \$50.00
- Storage cost - may not exceed \$5.00 per day and limited to 45 days unless the vehicle(s) are held for longer than 45 days for an evidentiary hearing. If the department provides storage no charge may be made. The number of days in storage must appear on the bill.
- Publication - may not exceed actual cost
- Certified Mail - White receipt (copy) for certified mail-should have date stamped to reflect 20 days process

#### TIME FRAMES

Reimbursement will not be made unless publication or notification to the owner was made within twenty (20) days.  
 Report must be submitted within ninety (90) days from the sale date.  
 Unclaimed profits must be reported to the department within ten (10) days from the expiration of the claiming period of ninety (90) days.





**PART C (if parts A and B consist of more than one page make certification on last page.)**

**TO BE COMPLETED WHEN INITIAL REPORT IS MADE**

I hereby certify that the cost incurred, sale price, profit or loss statement and other information listed on this report are true and correct to the best of my knowledge and belief. **And that reimbursement is claimed only on those vehicles abandoned on public highways or highway rights-of-way.**

This report consists of \_\_\_\_\_ page(s). Total number of vehicles listed \_\_\_\_\_. Amount of reimbursement claimed \$ \_\_\_\_\_.

Sale Date \_\_\_\_\_

\_\_\_\_\_  
Date Name of Police Authority

By \_\_\_\_\_  
Signature of Office and Title

\_\_\_\_\_  
Date Name of Private Entity

By \_\_\_\_\_  
Signature of Private Entity

**TO BE COMPLETED WHEN PROFIT REPORT SUBMITTED**

Total of unclaimed profit remitted to the department \$ \_\_\_\_\_

\_\_\_\_\_  
Date Name of Police Authority

By \_\_\_\_\_  
Signature of Officer and Title

**TO BE COMPLETED BY AUDIT SECTION**

Date Reimbursement Claim Received \_\_\_\_\_

Reimbursement Claimed \_\_\_\_\_

Less Profit \_\_\_\_\_

Pay \_\_\_\_\_

Profit Due DOT \_\_\_\_\_

Remarks

Need any supplies:

Form 411090 and Form 411104 are available at [www.iowadot.gov/mvd](http://www.iowadot.gov/mvd) under Vehicle Services.

Form 411163 \_\_\_\_\_ pads.

(must be ordered through Accounting (515-237-3183), not available on the website.)