



Portland City Auditor

Hearings Office

1900 SW 4th Avenue, Room 3100, Portland, OR 97201

www.portlandoregon.gov/auditor/hearings

phone: (503) 823-7307

fax: (503) 823-4347



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.

In compliance with Civil Rights laws, it is the policy of the City of Portland that no person shall be excluded from participation in, denied the benefits of, or be subjected to discrimination in any City program, service, or activity on the grounds of race, color, national origin, or disability. To help ensure equal access to City programs, services, and activities, the City of Portland reasonably provides: translation and interpretation services, modifications, accommodations, auxiliary aides and services, and alternative format. For these services, complaints, and additional information, contact 503-823-7307, use City TTY 503-823-6868, or use Oregon Relay Service: 711.

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 No. or VIN: _____

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

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