

Washington State
Department of Licensing

Registered Tow Truck Operator's Manual



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Section 1

References

Dealer Services headquarters office is located in Olympia, please contact them for assistance.

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Section 2

Glossary of Terms

Abandoned Vehicle, [RCW 46.55.010](#)

A vehicle impounded by a registered tow truck operator and held in the operator's possession for 120 consecutive hours.

Abandoned Vehicle Report, [RCW 46.55.010](#) & [RCW 46.55.100](#)

A form completed by a registered tow truck operator and submitted to the Department after a vehicle is abandoned.

Advertising, [RCW 46.55.130](#)

Registered tow truck operators having custody of a vehicle shall conduct a sale of the vehicle at public auction after having first published a notice of the:

- date, place, and time of the auction, and
- a method to contact the tow truck operator conducting the auction such as:
 1. a telephone number,
 2. electronic mail address, or website,
 3. in a newspaper of general circulation in the county in which the vehicle is located not less than three days and no more than ten days before the date of the auction.

A newspaper of general circulation may be a commercial, widely circulated, free, classified advertisement circular not affiliated with the registered tow truck operator and the notice may be listed in a classification delineating "auctions" or similar language designed to attract potential bidders to the auction.

The notice shall contain a notification that a public viewing period will be available before the auction and the length of the viewing period. The auction shall be held during daylight hours of a normal business day. The viewing period must be 1 hour if 25 or fewer vehicles are to be auctioned, 2 hours if more than 25 and fewer than 50, and 3 hours if 50 or more vehicles are to be auctioned.

The registered tow truck operator shall post a copy of the auction procedure at the bidding site. If the bidding site is different from the licensed location, the operator shall post a clearly visible sign at the office location that describes in detail where the auction will be held. At the bidding site, a copy of the newspaper advertisement that lists the vehicles for sale shall be posted.

Affidavit of Sale, [WAC 308-61-026](#) (1)

This document must be given to the successful bidder by the Registered Tow Truck Operator. The affidavit must state that the sale was conducted properly pursuant to chapter [RCW 46.55](#) and must be notarized. The affidavit may be submitted to the department with an application for certificate of title, or may be used as a title document to sell the vehicle to a licensed auto wrecker, hulk hauler or scrap processor.

Authorization to Impound form, [RCW 46.55.080](#) (2)

The person requesting a private impound, or a law enforcement officer or public official requesting a public impound, must provide a signed authorization for impound, at the time and place of the impound to the registered tow truck operator before the operator may proceed with the impound. A registered tow truck operator, employee, or his or her agent may not serve as an agent of a property owner for the purposes of signing an impound authorization or, independent of the property owner, identify a vehicle for impound.

Business Location, [RCW 46.55.060](#) and [WAC 308-61-135](#) (5)

The address that the tow truck operator lists on his or her application shall be the business location of the firm where its files are kept. Each separate business location requires a separate registration. The application shall also list all locations of secure areas for vehicle storage and redemption.

Immobilization (booting), [RCW 46.55.010](#) (2) and [RCW 46.55.300](#)

The use of a locking wheel boot that, when attached to the wheel of a vehicle, prevents the vehicle from moving without damage to the tire to which the locking wheel boot is attached.

Impound, [RCW 46.55.010](#) (4)

To take and hold a vehicle in legal custody. There are two types of impounds – public and private.

- a. Public impound means that the vehicle has been impounded at the direction of a law enforcement officer or by a public official having jurisdiction over the public property upon which the vehicle was located.
- b. Private impound means that the vehicle has been impounded at the direction of a person having control or possession of the private property upon which the vehicle was located.

Master Log, [RCW 46.55.010](#) (6) and [WAC 308-61-135](#)

The document or an electronic facsimile prescribed by the department and the Washington State Patrol in which an operator must record transactions involving impounded vehicles.

Notice of Custody and Sale, [RCW 46.55.110](#) (3) and [WAC 308-61-026](#) (4)

This document is sent by certified mail to the registered owner and legal owner (lienholder) with return receipt requested by the registered tow truck, providing:

- Notice of the amount of the registered tow truck operator's lien for services,
- Place and time of public auction if the vehicle is not redeemed, and
- Registered tow truck operator's right to see deficiency lien against the last registered owner.

Prohibited Acts, [RCW 46.55.035](#)

No registered truck operator may, except as authorized under [RCW 46.55.037](#) :

- Ask for or receive any compensation, gratuity, reward, or promise thereof from a person having control or possession of private property or from an agent of the person authorized to sign an impound authorization, for or on account of the impounding of a vehicle;

- Be beneficially interested in a contract, agreement or understanding that may be made by or between a person having control or possession of private property and an agent of the person authorized to sign an impound authorization;
- Have a financial, equitable, or ownership interest in a firm, partnership, association, or corporation whose functions include acting as an agent or a representative of a property owner for the purpose of signing impound authorizations;
- Enter into any contract or agreement or offer any program that provides an incentive to a person authorized to order a private impound under [RCW 46.55.080](#) that is related to the authorization of an impound or a number of impounds.
 - The incentives prohibited by this section may be either monetary or nonmonetary things of value, such as gifts or prizes which are contingent on, or as a reward for the authorization of impounds.
 - Gifts of de minimis value that are given in the ordinary course of business and are not tied to any specific decision to authorize an impound are not prohibited. Permitted gifts would include promotional items such as pens, calendars, cups, and other items labeled with the registered tow truck operator's business information, holiday gifts such as cookies or candy, flowers for occasions such as illness or death, or the cost of a single meal for one person when discussing business.
 - The provision of the actual physical signs are required by this chapter to be posted on private property and the labor and materials for placing them is not a violation of this section.

This does not prohibit the registered tow truck operator from collecting the costs of towing, storage, tolls, or ferry fares paid, or other services rendered during the course of towing, removing, impounding, or storing of an impounded vehicle as provided by [RCW 46.55.120](#) .

Redemption, [RCW 46.55.120](#) (1)(a)

Only the following may redeem an impounded vehicle or items of personal property:

- Legal owner
- Registered owner
- Person authorized in writing by the registered owner or the vehicle's insurer
- Person who is verified by the operator to have permission of the registered owner of the vehicle, or
- Someone who has purchased a vehicle who produces proof of ownership or written authorization and signs a receipt (proof of ownership includes dealer documents).

[RCW 46.55.120](#)

RCW 46.55.120 regulates the release of personal property and vehicles impounded by RTTOs. The amendment adds to the list those who may redeem personal property and/or vehicles. The following persons/businesses are allowed to redeem vehicles and personal property from impounded vehicles:

- Legal owners (LO)
- Registered owners (RO) or person authorized by RO
- Vehicle insurers or vendors working on behalf of the insurer

- Third party insurer repairing or replacing the vehicle with LO or RO consent
- Vendor working on behalf of a third party insurer

Registered Tow Truck Operator (RTTO), [RCW 46.55.010](#) (7)

Any person who impounds, transports, or stores unauthorized vehicles, or disposes of abandoned vehicles.

Residential Property, [RCW 46.55.010](#) (8)

Property with no more than 4 living units located on it.

Secure Area, [WAC 308-61-026](#) (2)

A secure area is a place of safety for vehicle storage. The area must be completely enclosed by a fence, with a gate that can be locked. The fence must be at least 6 feet high, with at least 2 strands of barbed wire along the top, for a combined height of 8 feet or more. If a fence is impracticable due to landscaping or zoning, the fencing requirement may be waived by the department. The storage area must, however, remain secure.

If a licensee has operator registrations under more than one name, and owns or leases a common secure area, the area for each tow truck operator registration must be separated by a physical barrier. If 2 or more registered tow truck operators with different ownership share a secured area, each respective area is required to be separated by an 8 foot fence as previously described.

Secure storage areas should be located on leveled property and lighted at night for safekeeping of the stored vehicles.

Surplus Funds, [RCW 46.55.130](#) (2)(h) and [WAC 308-61-190](#)

All surplus moneys derived from the auction after satisfaction of the registered tow truck operator's lien shall be remitted within 30 days to the department for deposit in the state motor vehicle fund. A report identifying the vehicles resulting in any surplus shall accompany the remitted funds. If the director subsequently receives a valid claim from the registered vehicle owner of record as determined by the department within one year from the date of the auction, the surplus moneys shall be remitted to such owner.

Tow Truck, [RCW 46.55.010](#) (10)

A motor vehicle that is equipped for, and used in, the business of towing vehicles with equipment as approved by the state patrol.

Tow Truck Number, [RCW 46.55.010](#) (11)

The number issued by the department to tow trucks used by a registered tow truck operator in the state of Washington.

Tow Truck Permit, [RCW 46.55.010](#) (12)

The permit issued annually by the department (also known as a cab card) that indicates the classification of service the tow truck may provide.

Tow Truck Service, [RCW 46.55.010](#) (13)

The transporting of vehicles on Washington public streets and highways, together with personal effects and cargo, by a registered tow truck operator.

Unauthorized Vehicle, [RCW 46.55.010](#) (14)

A vehicle that is subject to impoundment after being left unattended in one of the following public or private locations for the indicated period of time:

- a. Public locations:
 - i. An accident or a traffic hazard as defined in [RCW 46.55.113](#) – immediately
 - ii. On a highway and identified as described in [RCW 46.55.085](#) – 24 hours
 - iii. In a publicly owned or controlled parking facility as posted under [RCW 46.55.070](#) – immediately
- b. Private locations:
 - i. On residential property – immediately
 - ii. On private, nonresidential property, properly posted under [RCW 46.55.070](#) – immediately.
 - iii. On private, nonresidential property, not posted – 24 hours

Section 3

Registered Tow Truck Operator Requirements

Application / Renewal Fees, [RCW 46.55.030](#)

The fee for each original registration and annual renewal is \$100 plus \$50 per truck.

Bond, [RCW 46.55.030](#) (2)

A registered tow truck operator is required to file a surety bond in the amount of \$5,000 with the department.

Business Hours, [RCW 46.55.060](#) (6)(7) and [WAC 308-61-125](#)

The normal business hours of a registered tow truck operator are 8:00 am – 5:00 pm weekdays, excluding Saturdays, Sundays and Holidays.

If a registered tow truck operator business is not open and no one is present at the business location, a contact phone number must be posted for the public to contact for release of their vehicle and / or personal property. The registered tow truck operator must maintain personnel who can be contacted 24 hours a day to release vehicles.

Business Location, [RCW 46.55.060](#)

The address listed on the RTTO application is the business location where files are kept.

A separate business location requires a separate registration. The application will list all locations of secure areas for vehicle storage and redemption. An additional lot used for vehicle storage must be inspected and approved by the Washington State Patrol.

A business location is required to have a sign; displaying the business name and readable from the street.

The following items must be posted for public view:

1. All applicable licenses and permits to operate as a registered tow truck operator.
2. The current towing and storage charges itemized on the correct Department of Licensing form.
3. The vehicle redemption procedure and rights.
4. Information supplied by the department indicating where to direct complaints regarding equipment or service.
5. Information regarding the acceptance of reasonable tender.

Change of Name / Address, [WAC 308-61-108](#) (4)(5)

Notify the department immediately of any business name and / or address change, or the addition of a location.

Report a change of partners or corporate officers immediately to the department in writing.

Fee Schedule, [RCW 46.55.063](#) (3)(4) **New: Effective July 28, 2013**

A fee schedule must be filed with the department. All fees must cover the costs of services provided. No fees will exceed those filed with the department. Fees are calculated on an hourly basis, and after the first hour are charged to the nearest quarter hour.

Fees charged for storage of a vehicle must be calculated on a 24 hour basis and charged to the nearest half day from the time the vehicle arrived at the secure storage area.

The fees charged by Class A, Class D, and Class E tow trucks are subject to a cap. For private impounds, a tow truck operator may not file a fee schedule with an hourly rate that exceeds 135 percent of the maximum rate for a Class A tow truck as negotiated with the WSP. The filed fee schedule also may not have a storage rate exceeding 135 percent of the maximum daily storage rate as negotiated with the WSP or an after-hours release fee exceeding 100 percent of the maximum after-hours release fee as negotiated with the WSP.

These limits, however, do not apply to:

1. Other classes of tow trucks
2. Private voluntary towing, or
3. The towing of a vehicle that is not parked or not upright, does not have all of its wheels or tires, or has a broken axle.

These limits do not apply if the vehicle is being towed from a location at which it was involved in an accident.

Certain local laws that limit tow truck operators' fees and rates remain enforceable. These limits may be enforced if the local law was adopted before January 1, 2013, and if the local limits are valid under existing state law.

The RTTO must file a revised fee schedule with the department at least 10 days before the effective date of the change(s).

Identification of Licensee's Vehicles, [RCW 46.55.040](#) (3) and [WAC 308-61-115](#) (1)

All tow vehicles used in the registered tow truck operator's business operated on public highways are required to display the:

- registered tow truck operator number
- truck number
- name
- address, and
- current business telephone number.

This information must be permanently affixed to both sides of the vehicle. Each letter and numeral will be at least a half-inch stroke for the width and 3 inches high.

The department will issue a tow truck number to each tow vehicle. The number is required to be affixed permanently on each vehicle.

Impounded Abandoned Vehicle Not Redeemed, [RCW 46.55.120](#) (4)

An impounded abandoned vehicle not redeemed within 15 days after mailing the notice of custody and sale can be sold at public auction in accordance with [RCW 46.55.130](#). The successful bidder shall apply for title within 15 days. Impounded vehicles may be claimed any time prior to the auction. In no case may an operator hold a vehicle for longer than ninety days without holding an auction on the vehicle, except for vehicles that are under a police or judicial hold.

If an operator receives no bid, or if the operator is the successful bidder at auction, the operator shall, within 45 days, sell the vehicle to a licensed wrecker, hulk hauler, or scrap processor by use of the abandoned vehicle report-affidavit of sale, or the operator shall apply for title to the vehicle.

If the operator elects to bid at auction, that bid must be disclosed as such, and must not merely be an effort to set a minimum for other bids. If an operator is the successful bidder and the bid exceeds the lien for towing and storage, the surplus funds must be remitted to the department just as in any other sale. The operator cannot elect to retain a vehicle at auction because the operator feels that the bidding is insufficient.

Per [RCW 46.70.021](#), it is unlawful for any person other than a licensed dealer to display a vehicle for sale unless the registered owner or legal owner is the displayer or holds a notarized power of attorney. And, it is unlawful for any person to buy and/or sell more than 4 cars in a 12 month period, unless they are a licensed dealer.

Insurance, [RCW 46.55.030](#) (3)

The following proof of insurance is required before a registration certificate can be issued:

1. \$100,000 liability for bodily injury or property damage per occurrence, and
2. \$50,000 legal liability for vehicle damage, including fire and theft coverage from the time a vehicle comes into the custody of a registered tow truck operator until it is redeemed or sold.

Cancellation of the registered tow truck operator's insurance or failure to maintain insurance automatically cancels the registered tow truck operator's registration.

Notice of Redemption, [RCW 46.55.120](#) (2)(a)

The registered tow truck operator is required to provide written notice of the right of redemption and opportunity for a hearing to each person who seeks to redeem a vehicle, accompanied by:

- A hearing request form
- The name of the person or agency authorizing the impound, and
- A copy of the towing and storage invoice to each person seeking to redeem an impounded vehicle.

Passenger, [RCW 46.61.625](#)

A tow truck operator may allow passengers to ride in a vehicle that is carried on the deck of a flatbed tow truck only when the following conditions are met:

- The number of people that need to be transported exceeds the seating capacity of the tow truck or a person needing to be transported has a disability that limits that person's ability to enter the tow truck.
- All passengers in the carried vehicle and in the tow truck comply with [RCW 46.61.687](#) and [RCW 46.61.688](#).
- Any passenger under sixteen years of age is accompanied by an adult riding in the same vehicle.
- There is a way for the passengers in the carried vehicle to immediately communicate verbally, audibly or visually, with the tow truck operator in case of an emergency.
- No passenger of such a carried vehicle may exit the carried vehicle, ride outside of the passenger compartment of the carried vehicle, or exhibit dangerous or distracting behaviors while in the carried vehicle.

Rate Cap, [RCW 46.55](#) (see **Fee Schedule for details)**

Sets limitations on certain tow truck operator rates:

- Sets a cap on the rates and fees that tow truck operators may charge for certain towing operations, storage of vehicles, and after-hours releases.
- Provides that certain local limits, if valid under existing law, remain enforceable.

Records Audit, [RCW 46.55.160](#)

Records, equipment and facilities are required to be available during normal business hours for audit or inspection by the department, Washington State Patrol, or a law enforcement agency having jurisdiction.

Redemption, [RCW 46.55.120](#) (1)(a)

The following may redeem an impounded vehicle or items of personal property:

- Legal owner.
- Registered owner.
- Person authorized in writing by the registered owner or the vehicle's insurer,
- Person who is verified by the operator to have permission of the registered owner of the vehicle,
- Person who has purchased a vehicle and produces proof of ownership or written authorization and signs a receipt (proof of ownership includes dealer documents).
- Vendor working on behalf of the insurer of the vehicle.
- Third-party insurer if that insurer has received a claim in connection with the vehicle.
- Vendor working on behalf of a third-party insurer if that third-party insurer has received a claim in connection with the insured vehicle.

Redemption or Sale of Vehicles

Vehicles impounded by police subject to 30/60/90 day holds or court order are not to be released until written release from the impounding agency or court is received by the operator or the 30/60/90 day hold has expired. Until the written release is received or expiration of the 30/60/90 day hold, the operator may request and/or receive a security deposit from a person desiring to obtain the vehicle equal to half the anticipated accumulated storage effectively stopping the

vehicle's auction. However, if the person desiring to redeem the vehicle does not pay the security deposit or provide other security acceptable to the tow truck operator, the tow truck operator may process and sell at auction the vehicle as an abandoned vehicle within the normal time limits set out in [RCW 46.55.130\(1\)](#). The accumulation of storage charges applied to the lien at auction under [RCW 46.55.140](#) may not exceed fifteen additional days from the date of receipt of the information by the operator from the department as provided by [RCW 46.55.110\(3\)](#) plus the storage charges accumulated prior to the receipt of the information.

Registration Required, [RCW 46.55.020](#)

A current registered tow truck operator registration certificate from the department is required in order to engage in the activities of a registered tow truck operator.

Signage Requirements, [RCW 46.55.070](#) and [WAC 308-61-145](#)

Signs for publicly owned or controlled parking facilities need to disclose that unauthorized vehicles will be impounded and must also disclose a phone number for redeeming a vehicle.

Signs must measure at least 15" by 24" and the lettering must be clearly visible to customers.

No person may impound, tow, or otherwise disturb any unauthorized vehicle standing on nonresidential private property or in a public parking facility for less than 24 hours unless a sign is posted near each entrance and on the property in a clearly conspicuous and visible location to all who park on such property that clearly indicates the:

- Times a vehicle may be impounded as an unauthorized vehicle, and
- Name, telephone number, and address of the towing firm where the vehicle may be redeemed.

Storage of Vehicles (personal effects), [RCW 46.55.090](#) and [WAC 308-61-158](#) (1)

All impounded vehicles need to be handled with care and returned in substantially the same condition as they existed before being towed.

Personal Effects in Vehicles: Personal belongings shall be kept intact and returned to the vehicle's owner or agent and may not be sold at auction. Items discovered remaining in vehicles prior to release / auction such as; money, checks, credit cards, weapons, contraband or those of substantial value are to be turned over to the impounding agency for disposition in accordance with [RCW 63.32](#) or [RCW 63.40](#)

Tender, [RCW 46.55.120](#) (1)(e)

Acceptable payment includes cash, major bank credit card or personal check drawn on an in-state bank if accompanied by 2 pieces of valid identification. The registered tow truck operator may require one piece of I.D. to have a photograph. A registered tow truck operator may refuse to release an impounded vehicle if a check cannot be guaranteed by a check verification service or the customer's bank will not honor the check.

Vehicle Transaction File, [RCW 46.55.150](#)

A transaction file is required for each vehicle. When the vehicle is claimed or becomes abandoned and is sold at a public auction, the file must contain the following items:

1. A signed impoundment authorization.
2. A record of the 24 hour written impound notice to a law enforcement agency.
3. The impoundment notification to registered and legal owners sent within 24 hours of impoundment, including the address, telephone number of the impounding firm, and the name of the person or agency who authorized the impound of the vehicle.
4. The abandoned vehicle report transmitted to and returned by the department.
5. Proof of mailing the notice of custody and sale, sent by the registered tow truck operator, to the registered and legal owners advising them they have 15 days to redeem the vehicle before it can be sold at public auction.
6. The published notice of public auction.
7. The affidavit of sale listing the sale date, purchaser, amount of the lien, and the sale price of the vehicle sold at public auction.
8. A record of the 2 highest bid offers on an auctioned vehicle to include the names, addresses, and telephone numbers of the bidders.
9. The notice of opportunity for hearing given to those who reclaim vehicles.
10. An itemized invoice of charges against the vehicles.

The transaction file is required to be kept for a minimum of 3 years.

Section 4

Impounded Vehicle Processing Requirements

Sources of Impounds (public and private)

Public Property

- Accident or traffic hazard (vehicle or driver impaired)
- Unauthorized vehicle (marked for 24 hours)
- Publicly owned parking facility (immediately, if posted)

Private Property

- Residential property (immediately)
- Non-residential property (24 hours)
- Non-residential property posted (immediately)

Abandoned Vehicle Processing Procedure (days)

Vehicle Impounded

Unauthorized Period	Call or radio law enforcement immediately (follow-up within 24 hours in writing or fax)
24 hours notice	Send notice to owners within 24 hours (1 st class mail).
120 hours (5 days)	Transmit abandoned vehicle report to DOL after 120 hours.
DOL has a 72 hour turn-around plus mailing time, except for out of state inquiries	Mail certified (return receipt requested) Notice of Custody and Sale within 24 hours of receiving owner information from the Department of Licensing.
At least 15-day wait before auction	Place newspaper ad at least 3 days but no more than 10 days prior to auction. Auction (storage fees limited to 15 days from receiving owner information from abandoned vehicle report returned by the Department of Licensing).
Remit surplus funds to State within 30 days	Send disposition copy of abandoned vehicle report to DOL within 14 days. Sell no bid vehicles to a licensed wrecker, hulk hauler or scrap processor, or apply for title within 45 days.

NOTE: If you have possession of a vehicle by writing, court order, or storage agreement, do not process as an abandoned vehicle until lifted.

If you have a “30-60-90 day” DWLS hold, you may request a security deposit to be paid within 5 days. If no security deposit is received, the RTTO may process a vehicle in the usual manner.

Public Property

An unauthorized vehicle on public property may be impounded if it:

1. Is a traffic hazard (vehicle or driver impaired).
2. Has been unauthorized within a highway right of way and marked for 24 hours. If the vehicle does not pose a safety hazard, it may remain on the roadside for more than 24 hours if the owner or operator is unable to remove it from the place where it is located (law enforcement must be notified).
3. Is in a publicly-owned parking facility with signs posted.

Private Property

An unauthorized vehicle on private property may be impounded if it is on:

1. Residential property (immediately).
2. Non-residential property that has a sign posted (can be impounded immediately).
3. Non-residential property and has been there 24 hours or longer.

A registered tow truck operator will adhere to the following process when impounding an unauthorized vehicle:

1. Obtain written authorization to impound.
2. Notify law enforcement immediately (or a private firm) in order to obtain the legal and registered owner’s names. Send written or electronic facsimile notice of impound to law enforcement within 24 hours.
3. Send notice of impound to registered and legal owners, by 1st class mail, within 24 hours.
4. If the registered or legal owner has not reclaimed the vehicle within 120 hours after impound, immediately transmit an abandoned vehicle report (AVR) to the department.
5. DOL has 72 hours plus mailing time to return registered owner information to the RTTO. This time limit will not apply if DOL has to wait for information from another state.
6. Within 24 hours of receiving the registered and legal owner information from DOL, the RTTO must send a Notice of Custody and Sale of the vehicle to the registered and legal owner(s) by certified mail.
7. The RTTO must place a newspaper advertisement (in a newspaper of general circulation within the county where the vehicle is located) at least 3 days and no more than 10 days prior to the auction.
8. 15 days after mailing the Notice of Custody and Sale, the RTTO can auction the vehicle.
9. Auction is held – storage fees are limited to 15 days from receiving the AVR registered owner information from DOL.
10. Within 30 days after auction, send any surplus funds from the sale of the vehicle to DOL.
11. Title no-bid vehicle within 45 days after auction, if not disposed of to a vehicle wrecker, hulk hauler or scrap processor.

Section 5

Forms

The following forms are for Registered Tow Truck Operator's:

[Abandoned Vehicle Bid](#)

[Application for Change of Name or Address](#)

[Auction Procedure](#)

[Authorization to Impound or Tow Vehicle Inventory](#)

[Registered Tow Truck Operator Impounded Vehicle Hearing Request](#)

[Right of Redemption and Opportunity for Hearing Notice](#)

[Custody and Sale of Abandoned Vehicle Notice](#)

[Unauthorized Vehicle Impoundment Report](#)

[Vehicle Impound Notice](#)

[Registered Tow Truck Operator Official Fees](#)

[Registered Tow Truck Operator - Master Log](#)

[Registered Tow Truck Operator Surplus Funds Report](#)

[Unauthorized Vehicle Impoundment Report](#)

[Abandoned Vehicle Report \(AVR\) - Affidavit of Sale](#)

Section 6

Washington Laws and Rules

RCW 46.12.650	Transfer of ownership – Requirements – Penalty, exceptions.
	<u>Tow Truck Operators - Registration Requirements</u>
RCW 46.55	Towing and Impoundment
RCW 46.55.010	Definitions
RCW 46.55.020	Registration required – penalty
RCW 46.55.025	Registration or insurance required - penalty
RCW 46.55.030	Application – Contents, bond, insurance, fee, certificate
RCW 46.55.035	Prohibited acts – penalty
RCW 46.55.037	Compensation for private impounds
RCW 46.55.040	Permit required – Inspections of equipment and facilities
RCW 46.55.050	Classification of trucks – Marking requirements – Time and place of inspection – penalty
RCW 46.55.060	Business location – requirements
RCW 46.55.063	Fees, schedules, contracts, invoices
	<u>Impounding Unauthorized Vehicles</u>
RCW 46.55.070	Posting requirements – exception
RCW 46.55.075	Law enforcement impound – required form, procedures
RCW 46.55.080	Law enforcement impound, private impound – master log – certain associations restricted
RCW 46.55.085	Law enforcement impound – Unauthorized vehicle in right of way
RCW 46.55.090	Storage, return requirements – personal property – combination endorsement for tow truck drivers – viewing impounded vehicle
RCW 46.55.100	Impounded notice – abandoned vehicle report – owner information, liability – disposition report
RCW 46.55.105	Responsibility of registered owner
RCW 46.55.110	Notice to legal and registered owners
RCW 46.55.113	Removal by police officer – definition
RCW 46.55.115	State patrol – appointment of towing operators – lien for costs – appeal
RCW 46.55.117	Impounds under RCW 64.44.050 (Decontamination, demolition, or disposal by owner -- Requirements and procedure -- Costs – Decontamination timeline)
RCW 46.55.118	Rate, fee limitations for certain private impounds.
	<u>Redemption Rights and Hearing Procedures</u>
RCW 46.55.120	Redemption of vehicles – sale of unredeemed property – improper impoundment
RCW 46.55.130	Notice requirements – public auction – accumulation of storage charges
RCW 46.55.140	Operator’s lien, deficiency claim, liability

Records, Inspections and Enforcement

RCW 46.55.150	Vehicle transaction file
RCW 46.55.160	Availability of records, equipment and facilities for audit and inspection
RCW 46.55.170	Complaints, where forwarded
RCW 46.55.180	Presiding officer at licensing hearing
RCW 46.55.190	Rules
RCW 46.55.200	Penalties for certain acts or omissions
RCW 46.55.210	Cease and desist order
RCW 46.55.220	Refusal to issue license, grounds for

Junk Vehicle Disposition

RCW 46.55.230	Junk vehicles – Removal, disposal, sale – penalties – cleanup restitution payment
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Local Regulation

RCW 46.55.240	Local ordinances, requirements
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Vehicle Immobilization

RCW 46.55.300	Vehicle immobilization
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Towing Businesses (Washington State Patrol)

RCW 204-91A	Towing Businesses
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Unauthorized and Abandoned Vehicles

WAC 308-61-026	Definitions – Registered tow truck operator
WAC 308-61-105	Applications
WAC 308-61-108	Miscellaneous licensing provisions
WAC 308-61-115	Identification of licensee’s vehicles
WAC 308-61-125	Business hours
WAC 308-61-135	Miscellaneous provisions
WAC 308-61-145	Specifications and posting of signs
WAC 308-61-158	Storage of vehicles
WAC 308-61-168	Disputed impound
WAC 308-61-175	Procedures for selling vehicles
WAC 308-61-185	Lien provisions
WAC 308-61-190	After sale