

Request for Adjustment of SFMTA Tow Administrative Fee
First Tow - OR - First Tow for Low Income
 To be completed by owner of towed vehicle
 Effective April 1, 2016

A. Vehicle owner

Name: Last, First M			
Home Address			Unit #
City	State	Zip	
Telephone #	Email		
Identification	Type	State	#

B. Vehicle and tow data

Date towed			
Vehicle Identification #			
License plate	State	#	
Make/model			Year

C. Transportation Code Section 305 - First Tow
 This section must be completed by ALL requestors

The SFMTA shall charge the owner of the towed vehicle the First Tow Administrative Fee if the vehicle was not previously towed while he or she was the registered owner. By filling out this form, you attest your vehicle has not previously been towed while you were the registered owner.

First date of ownership			
I, the undersigned, do hereby declare under penalty of perjury that: (1) I am the legal owner of this vehicle and I 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 towed since I became the registered owner. I attach a certified DMV Certificate of Title (HTVR10), a DMV Release of Liability, or a DMV stamped Bill of Sale to support this declaration.			

Print name			
Today's date	Signature		X

D. Transportation Code Section 305 - Low Income
 Fill out this section ONLY if you are requesting First Tow for Low Income

The SFMTA shall charge the owner of the towed vehicle the First Tow for Low Income Administrative Fee and shall waive the storage fees for the first 48 hours that the vehicle is stored if the vehicle has not previously been towed while she or he was the registered owner of the vehicle, and she or he can demonstrate participation in an eligible low income program. For a full list of eligible programs, see reverse or visit www.sfmta.com/FirstTow.

Name of program			
Date of participation	Date of renewal	<i>Attach award letter</i>	

I, the undersigned, do hereby declare under penalty of perjury that I am a participant in the low income program I indicate above. I attach official documentation to support this declaration.

Print name			
Today's date	Signature		X

Agency use only

FT	89.00	Payment received?	
FTLI	86.00	CR #	
S24	58.50	Today's date	
S48/72	68.25	Agent	
Amount to refund		Initials	

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.](mailto: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.