

**Low Income Towing Payment Plan Policy
Terms and Conditions**

1. The first monthly payment will be due within 14 days of Payment Plan approval. Monthly payments thereafter will be due every 30 days until paid off.
2. Upon application approval, the vehicle must be retrieved from impound within 15 (fifteen) calendar days and meet all release requirements. After 15 calendar days, the payment plan will be cancelled, and the vehicle will be processed for lien. Exceptions under extenuating circumstances will be reviewed on a case-by-case basis.
3. Multiple Payment Plans are allowed for unpaid towing and storage fees and can run concurrently with an existing Parking Citation Payment Plan. Towing and Storage Plans, however, should be kept to a minimum.
4. Registered Owner(s)/Lessee(s) must make monthly payments of no more than \$25.00 per month per payment plan and plans are limited to \$600.00 each. See breakdown in chart below:

AMOUNT OWED	TIMELINE FOR COMPLETION	MAXIMUM MONTHLY PAYMENT
Up to \$800.00	Up to 24 months	\$25.00

5. Registered Owner(s)/Lessee(s) must provide a valid government issued I.D. at the time of enrollment. Required documentation to prove indigent status must be received with application. The Registered Owner/Lessee must demonstrate that they are indigent by providing either of the following information as applicable:
 - (A) **Proof of income from your three (3) most recent pay stubs or another proof of earnings, such as a bank statement** that show the individual meets the income criteria set forth in subdivision (b) of Section 68632 of the Government Code.
 - (B) Proof of receipt of benefits under the programs described in subdivision (a) of Section 68632 of the Government Code. Proof of receipt will consist of a copy of the most recent: **Verification of Benefits Form or Award Letter for Social Security.**
 - (C) If the Registered Owner(s)/Lessee(s) does not have income or receives public assistance, a copy of their **annual** earnings from the Social Security Department is required.
6. If Payment Plan is approved, vehicle will be eligible for release on approval date (with valid registration, license and insurance). If the registered owner does not have a valid driver's license, they must have a licensed driver or tow company present for vehicle release.

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7. A one-time extension of 45 calendar days to resume payments will be granted from the date the Payment Plan becomes delinquent the first time. There is a 7-day grace period prior to delinquency.
8. Any payment failure beyond the one-time extension will result in the Payment Plan cancellation and vehicle placed on impound list. Payment failure in either the Parking Citation Payment Plan or the Towing Plan will result in cancellation of both plans.
9. Returned payments (for any reason), if not resolved within 45 days (plus grace period) will result in Payment Plan cancellation and the vehicle being placed on the impound list.
10. Impounds of rental vehicles are not eligible to participate in this program.

I certify that I have read, understand, and agree to the Low Income Payment Plan Terms and Conditions.

Signature: _____ Date: _____