

Public Sale of Motor Vehicles Process

- 1) Fill out the form from DMV(Report of Abandoned, Derelict, or Unclaimed Vehicles or Mobile Homes) to request for vehicle information on storage or abandoned property. If it is unknown what state the vehicle was last registered in then you must take the enclosed form (Vehicle Record Search) to the Sheriff's Office, and they will search to find the state it was last registered in.
- 2) Contact state where vehicle is registered to obtain last registered owner and/or lien holder.
- 3) Mail a certified letter with return receipt to the owner and/or any lien holders listed on the DMV paperwork that is returned to you. Inform the listed owner and/or lien holders of the storage fee, towing fee, and/or repair amounts. (Be sure to keep a copy of the letter and the receipt for certified mailing for your records) (Letter must be mailed out on the same day you date the letter)
- 4) Vehicle storage charges accrue from the date listed on the certificate letter.

IT IS IMPORTANT THAT THIS IS DONE, ALL OWNERS AND LIEN HOLDERS MUST BE GIVEN NOTICE.

****The maximum amount owed, including repairs and storage fees cannot exceed \$7,500****

- 5) Thirty days after the date of your letter to the owners(s) and lien holder(s), you must fill out the following forms:
 - Application for Public Sale. The filing fee is Thirty-Five Dollars.
 - Actual bill or tow slip (if applicable)
 - A copy of the title check from the DMV or the Vehicle Records Check Report from Chester County Sheriff's Office (NCIC report will be sent to the Magistrate's Court once submitted.)
 - A copy of your letter that was sent certified
 - The signed return receipt or unclaimed envelope from the Post Office
 - Authorization for Non-Lawyer Representative
 - Odometer reading must be provided if available
- 6) Once filed, a fee hearing will be scheduled on the first Monday of the following month at 10:30 AM. All parties will be notified. **You must be present for this hearing, or the case will be dismissed.**
- 7) The Actual Public Sale is held on the 1st Monday of each month following the fee hearing, at 2:30 PM
- 8) Once the sale is complete, the Magistrate will have an Order of Sale prepared and signed for you to take to the DMV to receive a title for the vehicle.

IF YOU HAVE ANY QUESTIONS CONTACT:

Chester County Magistrates Court

2740 Dawson Drive

Chester, SC 29706

803-581-5136 Ext. 1 Civil Department

<https://www.chestercountysc.gov/magistrate-court>

(We are not allowed to give legal advice)