



To: Vendor Network
From: Vendor Management
Date: July 27, 2020
Memo #1838: Vehicle Removal Guidelines and Abandoned Vehicle Posting

MCS has implemented additional guidelines to ensure the proper removal of vehicles.

Vehicle removal may apply to automobiles, motorcycles, ATVs, campers, boats, or other titled/registered motor vehicles. Local Laws regulating vehicle removal and disposal should be followed in all instances.

A bid must be submitted to MCS for approval and must include the VIN and tag/license plate numbers in comments. Vendors are expected to use reputable companies to remove vehicles. Once the bid has been approved and the vehicle removed, please ensure the following steps are taken:

- Obtain a tow receipt and always upload a copy to Vendor 360 (receipt must include the company's name)
- Take a photo of the license plate of the vehicle removing the car
- Include the name of the person that removed the vehicle when uploading the tow receipt
- Obtain information for the storage facility to be used including the name, address, and phone number and place in the Work Order notes
- Vehicles are to be stored for 30 days in the event that someone claims the vehicle after its removal
- Upload into Vendor 360 a copy of local ordinance for municipal removal/storage/disposal requirements

To prevent the incorrect removal of vehicles, MCS has created the Abandoned Vehicle Posting (P-171) to post on the vehicle 48 hours prior to it being removed from the property. Please post to the windshield or window. Do not affix to the body of the vehicle. Provide a photo of the posting once affixed to the vehicle.

The following information must be entered on the P-171 form prior to leaving it on the vehicle:

- Year; Make; Color; Model; License Plate Number and Vin Number of vehicle
- The date the notice is affixed to the vehicle
- The date the vehicle will be towed if not removed
- Work Order Number

Should you have any questions or concerns, please contact your RVM.

Sincerely,

Vendor Management
Mortgage Contracting Services
(813) 387-1100

This message is intended only for the use of the individual or entity to which it is addressed, and may contain information that is confidential, privileged and exempt from disclosure under applicable law. If the reader of this message is not the intended recipient, any dissemination, distribution or copying of this communication is strictly prohibited. If you received this communication in error, please delete and/or notify the sender by return email. The contents of this communication are provided to the Suppliers and/or Vendors of Mortgage Contracting Services LLC., (MCS). The contents of this communication are not intended act as a substitute for legal advice related to individual work orders or inspections. The receipt of the contents of this communication does not constitute an attorney-supplier/attorney vendor relationship. Suppliers should consult legal counsel of their choosing for legal advice concerning the contents of this, or any other, communication from MCS. Thank you.

This document does not create or reflect a contract of any kind, including an employment contract or employment relationship with MCS. The contractor and any individuals or entities engaged by contractor using this document remain solely responsible for determining the manner and means of completing the services necessitating its use. Contractor acknowledges and agrees that it is an independent contractor of MCS, that it is not an employee of MCS, and individuals and entities engaged by contractor to provide service are not MCS employees.