

Own Process Instructions

The Own Process is for businesses or individuals that are completing the LT-260 (Report of Unclaimed Motor Vehicles) and the LT-262 (Notice of Intent to Sell A Vehicle to Satisfy Storage and/or Mechanics Lien) independently. If you have submitted a LT-260 or LT-262 to the Notice and Storage Unit for processing, the below instructions are not applicable.

To complete the Own Process, or self-processing, follow the below steps:

1. Complete LT-260 form.
2. Lienor completes LT-262 form, along with the LT-267 form, to be sent via certified mail to all interested parties.
3. If a hearing is requested, recipient should return the LT-267 form to the lienor within 10 days from being received. The LT-267 form should then be sent by certified mail to the Notice and Storage Unit for processing of hearing request.
4. If all certified mail is delivered, proof of receipts, along with LT-266 form (Affidavit of Lienor), is to be completed and returned to the Notice and Storage Unit.
5. If certified mail is undeliverable, proof is also required to be mailed to the Notice and Storage Unit, along with LT-266 form (Affidavit of Lienor).
6. Once received, the Notice and Storage Unit will review and process paperwork needed for the court process or sale notice that will be mailed to lienor.