

ATLANTA POLICE DEPARTMENT PROPERTY CONTROL UNIT

CHECKLIST FOR RELEASING REPOSSESSED VEHICLES

1. TITLE (FRONT & BACK)*
2. T-16 REPOSSESSION ORDER
3. BILL OF SALE
4. AUTHORIZATION LETTER
(Form APDxxx or equivalent)
 - a. FIRST & LAST NAME OF PERSON PICKING UP VEHICLE
 - b. MAKE & MODEL OF VEHICLE
 - c. TAG NUMBER
 - d. VIN NUMBER
5. HOLD HARMLESS LETTER
(Form APD514 or equivalent)
6. VALID DRIVER'S LICENSE

***ALL PAPERWORK MUST BE NOTARIZED.
PAPERWORK WILL NOT BE ACCEPTED IF IT IS
NOT PROPERLY NOTARIZED WITH THE
EXCEPTION OF THE ORIGINAL TITLE ONLY.**

AUTHORIZATION TO RELEASE
PROPERTY TO PERSONS OTHER THAN THE OWNER

TO: Atlanta Police Department
Property Control Unit
3493 Donald Lee Hollowell Parkway
Atlanta, GA 30331
Telephone (404) 546-4330
Fax (404) 696-1459

DATE: _____

I, _____ do hereby authorize the release of my personal
(Owner's Name) property described below:

TO: _____
(Recipients Name)

DESCRIPTION OF VEHICLE:

Tag# _____ Vehicle Year _____ Make _____ V.I.N.# _____

A current tag registration or title, in the OWNER'S NAME must accompany this form.

DESCRIPTION OF PROPERTY:

Owner's Signature: _____ Phone Number: _____

Owner's Current Address _____

Recipient's Signature _____ Phone Number: _____

Recipient's Current Address _____

Notary Public _____

*Please note that all information contained on this form **MUST BE VERIFIABLE!**

This form MUST BE NOTARIZED!

