

Office Phone: 510-234-8699  
Office Fax: 510-234-0062



1880 Garden Tract Rd.  
Richmond, CA 94801

## Parking Control Program

Date

Name of Complex:

Property Address:

Billing Address:

Primary Contact:

Phone Number:

We authorize Civic Center Auto Care (**Civic Center**) to remove any unauthorized vehicle from the property listed above. The removal of vehicles located on private property is compliant with Section 22658 of the California Vehicle Code (CVC). **Civic Center** will not remove any vehicles from said property unless written authorization is given at the time of removal. All vehicles must be inspected and documented for previous damages before removal.

**Civic Center** notifies law enforcement of the removal, but by law, the property owner or agent must also contact the local traffic law enforcement within 1 (one) hour after authorizing the tow.

The agents listed below are also authorized to have vehicles towed.

Authorized Agents:

Sign:

Date:

Civic Center representative sign:

Date:

Notes:

Mail printed form to: 1880 Garden Tract Rd.  
Richmond, CA 94801

Or fax printed form to: 510-234-0062