



STORAGE/MECHANIC'S LIEN

(Complete separate form for each vessel and outboard motor)
Forms required to process: PWD 143, 144, 309 and 504

The PWD 143, PWD 144 and PWD 504 must be completed in full with the same purchaser name, address, sales date and sales price as shown on the PWD 309. The storage facility/repair shop must sign and date the application form(s).

- Section A of Form PWD 309 must be completed showing the description of vessel/outboard motor along with the name and address of the person who left the vessel/outboard motor for repairs or storage.
- Section B of Form PWD 309 must be completed in full. A copy of the work order or storage agreement must be submitted along with all of the other appropriate documentation.
- Section C of Form PWD 309 must be completed showing the date, owner(s), non-recorded owner(s), and lienholder(s) were notified of the charges and request for payment.
- The affidavit of Statutory Lienholder section must be completed with name and address of storage facility or garage, signed by a representative of that facility and notarized.
- Verification in writing of registration/title from Texas or other state must be provided. Verification may be state printout or information on state's letterhead DESCRIBING VESSEL/OUTBOARD MOTOR AND LISTING OWNER(S) AND THE LIENHOLDER(S) NAME AND ADDRESS.

★ ★ ★ **NOTE: THESE PROCEDURES CANNOT BE USED IF:** ★ ★ ★

- **There Is No "agreement/contract For Storage/repair/wrecker Service".**
- **Written verification of ownership cannot be established, in Texas or out of state.**
Out-of-State Request Should Be Sent Certified Restricted Mail, Return Receipt Requested.
- **There is no copy of the work order.**
- **Unable to verify HIN/MIN with pencil tracing.**

THE POSSESSORY LIENHOLDER MUST SEND A WORK ORDER TO THE INDIVIDUAL WHO LEFT THE VESSEL/OUTBOARD MOTOR. THIS WORK ORDER MUST BE SENT CERTIFIED RESTRICTED DELIVERY, RETURN RECEIPT REQUESTED WITHIN 5 DAYS (IF IN TEXAS) OR 15 DAYS (IF OUT OF STATE) OF MECHANIC OR WRECKER SERVICE COMPLETION/DELIVERY. IN CASE OF A STORAGE LIEN, NOTICE OF POSSESSION MUST BE SENT ACCORDING TO CONTRACT AGREEMENT.

FIRST NOTIFICATION TO OWNER(S) ON RECORD

Notification by Certified Restricted Mail, return receipt requested, must be sent to the owner(s) and address on Texas Parks & Wildlife or other state's records. The letter(s) must state the amount of storage/mechanic's charges due, request payment and give the consequences if the charges are not paid. The receipt for Certified Restricted Mail, PS Form 3800, and return receipt, PS Form 3811 (original green card) together with any unopened certified letter(s) returned by the post office as undeliverable must be submitted to Texas Parks and Wildlife.

FIRST NOTIFICATION TO NON-RECORDED OWNER(S)

Notification by Certified Restricted Mail, return receipt requested, must be sent to non-recorded owner(s). The letter(s) must state the amount of storage/mechanic's charges due, request payment and give the consequences if the charges are not paid. The receipt for Certified Restricted Mail, PS Form 3800, and return receipt, PS Form 3811 (original green card) together with any unopened certified letter(s) returned by the post office as undeliverable must be submitted to Texas Parks and Wildlife.

FIRST NOTIFICATION TO LIENHOLDER(S)

Notification by Certified Restricted Mail, return receipt requested, must be sent to the lienholder(s) and address on Texas Parks & Wildlife or other state's records. The letter(s) must state the amount of storage/mechanic's charges due, request payment and give the consequences if the charges are not paid. The receipt for Certified Restricted Mail, PS Form 3800, and return receipt, PS Form 3811 (original green card) together with any unopened certified letter(s) returned by the post office as undeliverable must be submitted to Texas Parks and Wildlife.

If the charges are not paid within 30 days after the day on which the first notice of the amount of charges was received (or attempted to be delivered), the possessory lienholder must send second Certified Restricted Mail, return receipt requested, to the owner(s) on record, each non-recorded owner(s) and the recorded lienholder(s).

SECOND NOTIFICATION TO OWNER(S) ON RECORD

Notification by Certified Restricted Mail, return receipt requested, must be sent to the owner(s) and address on Texas Parks & Wildlife or other state's records. The letter(s) must state the amount of storage/mechanic's charges due, request payment and state that if the vessel or outboard motor are not picked up and charges paid within 30 days after the date of the second notice, the vessel or outboard motor will be sold at a public auction. The receipt for Certified Restricted Mail, PS Form 3800, and return receipt, PS Form 3811 (original green card) together with any unopened certified letter(s) returned by the post office as undeliverable must be submitted to Texas Parks and Wildlife.

SECOND NOTIFICATION TO NON-RECORDED OWNER(S)

Notification by Certified Restricted Mail, return receipt requested, must be sent to each non-recorded owner. The letter(s) must state the amount of storage/mechanic's charges due, request payment and state that if the vessel or outboard motor are not picked up and charges paid within 30 days after the date of the second notice, the vessel or outboard motor will be sold at a public auction. The receipt for Certified Restricted Mail, PS Form 3800, and return receipt, PS Form 3811 (original green card) together with any unopened certified letter(s) returned by the post office as undeliverable must be submitted to Texas Parks and Wildlife.

SECOND NOTIFICATION TO LIENHOLDER(S)

Notification by Certified Restricted Mail, return receipt requested, must be sent to the lienholder(s) and address on Texas Parks & Wildlife or other state's records. The letter(s) must state the amount of storage/mechanic's charges due, request payment and state that if the vessel or outboard motor are not picked up and charges paid within 30 days after the date of the second notice, the vessel or outboard motor will be sold at a public auction. The receipt for Certified Restricted Mail, PS Form 3800, and return receipt, PS Form 3811 (original green card) together with any unopened certified letter(s) returned by the post office as undeliverable must be submitted to Texas Parks and Wildlife.

Thirty (30) days after the date of second notification, the possessory lienholder can sell the vessel/outboard motor at a public auction.

- Section D must be completed showing the date and location of the public sale. (Must wait 30 days after second notification letters are sent before holding the public sale).
- Notice of auction must be published in a newspaper or general circulation in the county where the vessel and/or outboard motor is located. The notice must include description of vessel/outboard motor, date, and location of auction. A copy of the publication must be submitted.
- Section E of Form PWD 309 must be completed showing the sales price (vessel/outboard motor only – do not include trailer – same amount must be shown on the PWD 143/PWD 144), name and address of the purchaser, name of the seller and the seller's notarized signature.
- A pencil tracing of the hull identification number/motor identification number/serial number must be provided. Form PWD 504 must be used for this purpose.
- Forms PWD 143/PWD 144 and PWD 504 must be completed in full with the same purchaser name, address, sales date and sales price as shown on the PWD 309. The storage facility/repair shop must sign and date the application form(s). **SUBMIT FORMS AND REQUIRED FEES.** A copy of the notice of auction publication must be submitted.
- If the storage facility/repair shop receives no bids or is the "highest bidder" and wants the vessel/outboard motor themselves, taxes must be paid on the full amount of the storage/mechanic's charges due as the facility providing the storage/repair is transferring the vessel/outboard motor into their name. This total amount due must be shown on the PWD 143/PWD 144, PWD 504 and PWD 309. **SUBMIT FORMS AND REQUIRED FEES.**

WHEN THIS PROCEDURE CANNOT BE USED, THE VESSEL/OUTBOARD MOTOR MUST BE SURRENDERED TO A LAW ENFORCEMENT AGENCY.