

**STORAGE LIEN INFORMATION & PROCESS**  
W.S. 29-7-101 through 106 AND 31-2-111  
**BRING THIS CHECK OFF SHEET WITH YOU TO THE SHERIFF'S OFFICE**  
**EVERYTIME YOU ARE WORKING ON THIS STORAGE LIEN.**

Name of Customer: \_\_\_\_\_ Phone: \_\_\_\_\_

Sheriff's Office Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

This information is provided as a guideline for basic storage lien cases for vehicles, watercrafts, or mobile homes ("titled property"). If you have any questions, please refer to the statutes listed above OR contact an attorney for legal advice. Please keep in mind this maybe a multi-trip to Rawlins to complete this process.

**INFORMATION:**

If permission is given to a person to leave their titled property (temporarily) for storage purposes or repairs and that person does not pick up or pay for services performed on the titled property (as agreed to), a storage lien may be filed. However, the right of possession terminates six (6) months after the charges become due and payable. If you did **NOT** give permission to anyone to leave titled property, it is considered abandoned, and these procedures do not apply to you. Please contact the Sheriff's Department for information. Storage liens may be filed by a towing and recovery service. If the titled property is wrecked, damaged, disabled or apparently inoperable, has a value of less than \$2,000 as determined by NADA or another similar source and is subject to a storage lien under this process the County Clerk may issue you a certificate of title branded "Junk" only for the purpose of transferring ownership to a storage and disposal facility licensed under W.S. 31-13-114.

**NOTE: ALL STEPS MUST BE COMPLETED IN THE FOLLOWING ORDER**

**STEP 1**

Obtain a Vehicle (VIN) or Hull (HIN) identification number (serial number) inspection by any Wyoming Law Officer. They will fill out a portion of the **Application for Certificate of Title (VIN/HIN inspection)** form.

**STEP 2**

\*New 2023 – Towing & Recovery services shall request a title search report from WYDOT within 5 business days after a towed vehicle has remained in a recovery lot for more than 5 business days. Once WYDOT responds, has 1 day to notify lienholder where vehicle is. Complete the Application for Abandoned Vehicle Identification Request or Vehicle Record and Privacy Disclosure Release and send to WYDOT. Ensure all information is correct, including the VIN/HIN. WYDOT may allow electronic submittal of the form and payment with a credit card for rushed results. The form can be found at:

[http://www.dot.state.wy.us/files/live/sites/wydot/files/shared/Motor%20Vehicle%20Services/MV-220%20TITLE%20SEARCH%20FORM\\_fillable.pdf](http://www.dot.state.wy.us/files/live/sites/wydot/files/shared/Motor%20Vehicle%20Services/MV-220%20TITLE%20SEARCH%20FORM_fillable.pdf).

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### STEP 3 (Optional)

If the lien claimant desires to continue a lien without retaining possession of the property, before voluntarily releasing possession he/she may complete the **Storage Lien Statement Form** and have it notarized then recorded at the Carbon County Clerk's Office, Land Department, assuming the property is located in Carbon County. (This is a LEGAL document, if you have any questions, please contact an attorney). These are good for 6 months only, due date is usually the date that you are completing this form. The fee to record this is \$12 for the 1st page and \$3 for each additional page. The lien claimant may also proceed without completing this form and recording this lien. Recording Number: \_\_\_\_\_ Date recorded: \_\_\_\_\_

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### STEP 4

Within 30 days from the date payment is due, you (lien claimant) **MUST** send a notice, the **Notice of Intent to File, Enforce and Foreclose a Lien** via certified mail/return receipt to all persons known to claim an interest in the vehicle including the owner / lienholder(s) identified in Step 2, notifying them of the intent to file, enforce and foreclose a lien through the lien sale process. If there is no owner or lienholders revealed in the title search the lien sale process can proceed. The notice shall include

- Name & address of lien claimant
- Vehicle year, make, model, license plate # and state, VIN
- Statement of amount due
- Itemized list setting forth and describing work or service performed and the date of such services and amount for storage
- Name of person lien claimant alleges is contractually responsible to pay debt
- Nature of proposed sale
- Time and place of the sale. It is recommended the lien claimant allow a sufficient number of days (likely 10 or more days) after the notice has been received by the record owner and/or lien holder before the sale is held. The owner/lien holder must be allowed the opportunity to pay or they can file a civil action to obtain the proceeds of the sale.
- If the lien from Step 3 is recorded it is recommended that you send the recorded lien with this notice.

If lien claimant meets the criteria above, the claimant may move to Step 2 and storage fees are not capped. If the lien claimant fails to provide this notice during the time allowed, storage fees shall not exceed 180 days from the date of service.

**Before any sale, any person claiming a right in the property may pay the amount necessary to satisfy the lien and the reasonable expenses incurred.**

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### STEP 5

If this is a mobile home, you must check with the Carbon County Treasurer's office to see if there are any property taxes which are due. You can reach them at (307) 328-2631.

\_\_\_\_\_ **STEP 6**

Hold your sale then complete the **Storage Lien Public Sale Report**.

\_\_\_\_\_ **STEP 7**

Bring in the following papers to the Sheriff's Office to obtain a Sheriff's Certificate of Sale:

- A. \_\_\_\_\_ Application for Certificate of Title (VIN/HIN Inspection) Form (Step 1)
- B. \_\_\_\_\_ WYDOT title search results (Step 2)
- C. \_\_\_\_\_ Recorded Storage Lien Statement, if applicable (Step 3)
- D. \_\_\_\_\_ Letter & returned USPS green card (or returned, unopened letter) (Step 4)
- E. \_\_\_\_\_ Property tax clearance from the Treasurer for mobile homes **ONLY**. (Step 5)
- F. \_\_\_\_\_ Storage Lien Public Sale Report (Step 6)

\_\_\_\_\_ **STEP 8**

If the lien from Step 3 was recorded, after issuance of your Certificate of Sale, complete the **Release of Storage Lien Form** and have it notarized then recorded. The fee for this to be recorded will be \$12 for the first page and \$3 for each additional page. Recording Number: \_\_\_\_\_

\_\_\_\_\_ Date recorded: \_\_\_\_\_

\_\_\_\_\_ **STEP 9**

If all required steps have been followed and completed, including issuance of the Certificate of Sale from Step 7, take the Certificate of Sale, a completed copy of this check list and copies of all related items from this checklist to the County Clerk's Office and a title will be issued. The Clerk may issue a title however sales tax must be paid to the Treasurer's office before the title is given to the new owner.

## Storage Lien Statement *(Step 3)*

**Lienholder** Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
**Debtor** Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_

**Total Amount of Bill Due to Lienholder:** \_\_\_\_\_

**Date Bill Became Due and Payable:** \_\_\_\_\_

*Note: The right of possession terminates Six (6) months after the charges become due and payable.*

**This Lien Statement covers the following Titled Property:**

Year: \_\_\_\_\_ Make: \_\_\_\_\_ VIN # \_\_\_\_\_  
Title: \_\_\_\_\_ Is the item in your possession? (circle one) YES NO  
Physical Location of vehicle: (physical address, City, State) \_\_\_\_\_

Date of Services: \_\_\_\_\_  
Type of Services: \_\_\_\_\_  
Misc. Information: \_\_\_\_\_

Others who may have an interest in this property:

Lienholders: Name(s): \_\_\_\_\_  
Address: \_\_\_\_\_  
Other: Name(s): \_\_\_\_\_  
Address: \_\_\_\_\_

Date: \_\_\_\_\_ Lienholder Signature: \_\_\_\_\_

State of Wyoming )  
 ) ss  
County of Carbon )

\_\_\_\_\_ Appeared before me

\_\_\_\_\_ Who is personally known to me

\_\_\_\_\_ Whose identity I proved on the basis of \_\_\_\_\_

\_\_\_\_\_ Whose identity I proved on the oath/affirmation of \_\_\_\_\_, a credible witness.

\_\_\_\_\_ To be the signer of the above document, and he/she acknowledged that he/she signed it.

(seal)

Notary Public: \_\_\_\_\_

My commission expires: \_\_\_\_\_

**NOTICE OF INTENT TO FILE, ENFORCE AND FORECLOSE A LIEN THROUGH  
TITLE 29, CHAPTER 7 OF WYOMING STATUTES**

(Step 4)

To (debtor responsible for this debt): \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

I, \_\_\_\_\_, located at \_\_\_\_\_

\_\_\_\_\_ storage lien holder (lien claimant) intend to file,  
enforce and foreclose a lien through the Wyoming lien sale process, Title 29, Chapter 7 of  
Wyoming Statutes, have placed a storage lien on the following described property:

Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_

Vehicle (VIN)/Hull (HIN) Identification Number (serial #) \_\_\_\_\_

License Plate State & Number \_\_\_\_\_

You currently owe \$ \_\_\_\_\_ for the following services \_\_\_\_\_

\_\_\_\_\_

performed on (date) \_\_\_\_\_ plus \$ \_\_\_\_\_ for storage  
fees. Storage fees are calculated from the date of service through \_\_\_\_\_ at  
\$ \_\_\_\_\_ per day.

If you do not claim this property and pay the charges due, this titled property will be sold by  
public or private sale at (location of sale) \_\_\_\_\_

on (date of sale) \_\_\_\_\_ (time of sale) \_\_\_\_\_.

\_\_\_\_\_  
Signature of Lien Claimant

\_\_\_\_\_  
Date Signed

***Note: This form is to be sent to the debtor within 30 days from the date payment is due and  
must be sent by CERTIFIED MAIL RETURN RECEIPT. If this is not sent within 30 days of  
the payment being due storage fees charged are limited to 180 days from the date of service.***

**STORAGE LIEN  
PUBLIC SALE REPORT**  
(Step 6)

On \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, the following titled property  
(vehicle/watercraft/mobile home) was sold to:

Name of Purchaser(s): \_\_\_\_\_

Address of Purchaser(s): \_\_\_\_\_

City/State/Zip of Purchaser(s): \_\_\_\_\_

for the amount of \$\_\_\_\_\_ which was the highest bid out of (number) \_\_\_\_\_ of bidders.

Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_

Vehicle (VIN)/Hull (HIN) Identification Number (serial #) \_\_\_\_\_

Sold by: \_\_\_\_\_

(signature of seller)

Seller's Name (please print): \_\_\_\_\_

Seller's Address: \_\_\_\_\_

Seller's City/State/Zip: \_\_\_\_\_

Awarded Bid Amount \$ \_\_\_\_\_

Storage or Mechanic Amount Due \$ \_\_\_\_\_

Balance \$ \_\_\_\_\_

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***Reminder:*** The additional amount over the lien is to be given to the debtor or previous lien holder should he/she demand so.

**RELEASE OF STORAGE LIEN FORM**

*(Step 8)*

**Secured Party Name:** \_\_\_\_\_

**Debtor Name:** \_\_\_\_\_

I, \_\_\_\_\_ (secured party) do hereby certify that a storage lien bearing the date of \_\_\_\_\_ against \_\_\_\_\_ (debtor) and was recorded in the office of the Carbon County Clerk on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ under instrument number \_\_\_\_\_, Book \_\_\_\_\_ Page \_\_\_\_\_ against the following described property:

Year: \_\_\_\_\_

Vehicle/Watercraft/Mobile Home Make: \_\_\_\_\_

Vehicle (VIN)/Hull (HIN) Identification Number \_\_\_\_\_

The aforementioned debt is hereby released and discharged.

**IN WITNESS THEREOF**, I sign this release in the present of a Notary Public.

\_\_\_\_\_  
(Secured Party's Signature)

\_\_\_\_\_  
Date

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STATE OF WYOMING     )  
                                      ) ss  
COUNTY OF CARBON    )

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_, before me personally appeared \_\_\_\_\_  
\_\_\_\_\_.

(seal)

\_\_\_\_\_  
(Notary Public)

My commission expires: \_\_\_\_\_