

City of Santa Monica
DECLARATION OF NON-OWNERSHIP (OR LEASE / RENTAL)

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INSTRUCTIONS: Under California Vehicle Code, Section 40200, the registered owner of the vehicle is responsible for the parking citation(s) issued. You were listed at the DMV as the registered owner on the date of the violation(s). **If you did not own the vehicle on that date, please complete the declaration below.** In addition, you must submit one of the following, as may be applicable to your claim.

☐ A copy of the "Notice of Transfer and Release of Liability" form that was filed with the DMV at the time of sale/transfer of the vehicle (name and address required);

☐ Bill of Sale / Lease Agreement / Rental Agreement from a licensed car dealer / leasing company / rental car company. Proof of private party sales are accepted with a Release of Liability that is filed with DMV;

☐ A copy of an IRS approved vehicle donation document;

☐ Repossession papers showing that the car was repossessed prior to the ticket issue date;

☐ Any DMV certified documentation that shows the vehicle was not in your possession at the time the citation was issued;

☐ Certification of Lien Sale or Notice of Pending Lien Sale and Computerized Vehicle Registration (CVR).

THIS DECLARATION WILL NOT BE VALID UNLESS ALL THE INFORMATION BELOW IS COMPLETED, DATED, AND SIGNED.

Responsible Party Information: (PLEASE PRINT LEGIBLY)

Name _____

Street _____

City/State/Zip Code _____

Date of sale, purchase, or lease/rental was executed (MM/DD/YYYY) _____

License Plate Number _____ Complete VIN _____

CITATION NUMBER(S) _____

I DECLARE UNDER PENALTY OF PERJURY THAT THE FOREGOING IS TRUE AND CORRECT.

Signature _____ Date _____

Your Name _____

Your contact information:

Street Address _____

City/State/Zip Code _____

SEND YOUR COMPLETED FORM AND ALL SUPPORTING DOCUMENTATION TO:

City of Santa Monica
P.O. Box 515214
Los Angeles, CA 90051-6514