

2022 PPSLA COMPLETION INSTRUCTIONS

2022 PPSLA

- THE PPLSA HAS BEEN EXTENSIVELY REVISED
- TWO INDUSTRY MEETINGS WERE HELD IN 2021
- THE PURPOSE OF THIS PRESENTATION IS TO ASSIST IN FILLING OUT THE PPSLA AND COMPILING THE EXHIBITS
- THE NEW PPSLA SHOULD BE FILLED OUT AND RETURNED TO AUTO DEALERS BY APRIL 29, 2022
- AS WITH THE PATSA, ONLY ONE COPY IS REQUIRED

2022 PPSLA

- SECTION 1.02: THE NEW MINIMUM SIZE IS 1.25 ACRES. ALL CURRENT STORAGE LOTS ARE GRANDFATHERED IN
- SECTION 6.08: GARAGEKEEPER'S INSURANCE
 - \$500,000 IF THE STORAGE LOT CAN HOLD 100 VEHICLES OR FEWER
 - \$1,000,000 IF THE STORAGE LOT CAN HOLD MORE THAN 100 VEHICLES

2022 PPSLA

- SECTION 6.08: BOND
 - THE BOND AMOUNT SHALL BE CALCULATED BY AVERAGING THE PREVIOUS 12 MONTHS OF RELEASE FEES PAID TO THE CITY.
 - THE BOND WILL BE USED TO SATISFY ANY UNPAID RELEASE FEES COLLECTED PURSUANT TO SECTION 8-123(E) OF THE CODE OF ORDINANCES

2022 PPSLA

- SECTION 6.26: THE WINDOW AT WHICH CUSTOMERS PAY FOR THE VEHICLES MUST BE FREE OF TINT OR OTHER OBSTRUCTION. IT ALSO CANNOT BE AT A HEIGHT THAT DOES NOT ALLOW THE CUSTOMER TO SEE THE ATTENDANT CLEARLY
 - PHOTOS OF THE WINDOW MUST BE SUBMITTED WITH THE PPSLA
 - LOTS NOT IN COMPLIANCE WILL NOT BE GIVEN A PPSLA
 - THIS IS REQUIRED OF ALL LOTS. NO LOTS WILL BE GRANDFATHERED

2022 PPSLA

- THE RELEASE FEE COLLECTED PURSUANT TO SECTION 8-123(E) IS FOR ALL NONCONSENT TOWS, REGARDLESS OF THE ORIGIN OF THE TOW, INCLUDING PRIVATE PROPERTY
- THE FEES ARE DUE ON THE 15TH OF THE MONTH AFTER THEY ARE COLLECTED
- FAILURE TO REMIT BY THE END OF THE MONTH WILL RESULT IN THE SUSPENSION OF STORAGE LOT OPERATIONS UNDER THE CONTRACT
- FAILURE TO REMIT BY THE END OF THE NEXT MONTH WILL RESULT IN TERMINATION OF THE AGREEMENT AND THE FORFEITURE OF THE BOND

RELEASE FEE EXAMPLE

- FEES COLLECTED IN JANUARY 2022 ARE DUE BY FEBRUARY 15, 2022
- FAILURE TO REMIT BY FEBRUARY 28, 2022, WILL RESULT IN THE SUSPENSION OF STORAGE OF HPD TOWS
- FAILURE TO REMIT BY MARCH 31, 2022, WILL RESULT IN TERMINATION OF THE AGREEMENT

2022 PPSLA

- FILL OUT SECTIONS 1.01, 1.02, 1.03, 1.04, 1.05, AND 5.01
- PAYMENT OF THE PPSLA FEE IS NOW DUE UPON SUBMISSION FOR ALL NEW CONTRACTS.
CURRENT CONTRACTS EXPIRE IN SEPTEMBER SO NO MONEY IS DUE AT THIS TIME

EXHIBIT A

- A COPY OF THE TDLR VSF LICENSE
- A PRINTOUT OF THE TDLR PAGE SHOWING THE LICENSE IS IN GOOD STANDING

EXHIBIT B

- A COPY OF THE EVIDENCE OF OWNERSHIP OF THE COMPANY, WHETHER A SOLE PROPRIETORSHIP OR A BUSINESS ENTITY
 - INCLUDE A DBA

EXHIBIT C

- A COPY OF PAPERWORK FOR RIGHT OF POSSESSION AND CONTROL OF THE PREMISES, IN THE FORM OF A DEED OR A LEASE AGREEMENT
- ANOTHER COPY OF THE SURVEY IS **NOT** NEEDED UNLESS THE BOUNDARIES OF THE STORAGE LOT HAVE CHANGED

EXHIBIT D

- A COPY OF THE SURETY BOND
- A COPY OF THE GARAGEKEEPER'S INSURANCE

EXHIBIT E

- PHOTOGRAPHS OF THE SIGNAGE REQUIRED BY CITY ORDINANCE
- PHOTOGRAPH OF THE PAY WINDOW SHOWING COMPLIANCE WITH SECTION 6.26

EXHIBIT F

- A COPY OF THE CURRENT SALES TAX PERMIT

EXHIBIT G

- A COPY OF THE CERTIFICATE OF OCCUPANCY
- A PRINTOUT OF THE INTERNET SEARCH SHOWING THE NAME, ADDRESS, AND PHONE NUMBER OF THE STORAGE LOT. ALL MUST MATCH WHAT IS IN THE AGREEMENT
- A LETTER STATING WHICH CREDIT CARDS ARE ACCEPTED, AND A BANK STATEMENT OR MERCHANT ACCOUNT SHOWING PROOF OF CREDIT CARD ACCEPTANCE