



8191 Ritchie Hwy., Pasadena MD 21122  
1440 Duckens St., Odenton MD 21113  
Phone# 410-544-9105 | Fax# 410-544-9107

### **Towing Contract Agreement**

This agreement made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by and between  
NCR Towing and Recovery, LLC herein referred to as "towing company"  
and the Property Owner/ Manager/ Agent of the following property:

\_\_\_\_\_

(Name of Property )

\_\_\_\_\_

(Physical Address of Property)

\_\_\_\_\_

(City, State, and Zip)

**This agreement gives authorization to the Towing Company to provide towing service for the Property Owner/ Manager/ Agent at the property listed above, upon the following conditions and terms.**

1. The towing company acts as an independent contractor to tow and remove vehicles from the premises owned, managed and controlled by the Property Owner/ Manager/ Agent, at the written request from an authorized representative for the above listed property.
2. The towing company will assume all responsibilities for the towing, removal, and storage of all impounded vehicles.
3. NCR Towing and Recovery, LLC agrees to follow all laws set by the state of Maryland and Anne Arundel County.
4. The towing Company will assume all responsibility to notify and report all impounded vehicles to the local police department immediately upon removal.
5. Impound tow fees, and any applicable storage and administration fees will be the sole responsibility of the registered vehicle owner. Payment must be made in full to reclaim an impounded vehicle.
6. The towing company will assume all responsibility for any damages to impounded vehicles, proven to be the result of negligence by the towing company.
7. NCR Towing and Recovery, LLC will install and maintain the required towing signage for said property in accordance with Anne Arundel County towing laws. Towing signage will remain the property of NCR Towing and Recovery, and may not be removed, unless removed by an NCR Towing and Recovery employee.

8. The Property Owner/Manager/Agent agrees that authorized representatives will follow the procedure stated below to request a tow in accordance with Anne Arundel County Law.

**Procedure for having a vehicle towed from your property**

**Complete a Tow Request Form or send a detailed email request with the following required information:**  
(Tow Request Forms can be submitted by email, or completed in person if the authorized representative is on site at the time of tow)

- **Property Name**
- **Vehicle Make, Model, Color, & Tag#**
- **Address where vehicle is located**
- **Reason for Tow**
- **Signature of authorized representative**

**Please state the names of Representatives authorized to request tows** (Property Manager & Community/Property Representative)

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9. If applicable, please indicate if your community has Numbered Reserved Spaces marked with the number on the ground or on a posted sign. If you so choose, you may authorize Residents to request tows from their space. If residents are authorized to request tows from their reserved space, they are required to show proof of ownership of the space, have identification, and be present at the time of tow to sign the tow request form.

Please indicate:

- Not Applicable
- Yes my property has Numbered Reserved Spaces, Towing Requests must come from an Authorized Property Representative specified above only.
- Yes my property has Numbered Reserved Spaces, Residents may request tows from their space with proof of space ownership.

10. This agreement may be terminated by either party, by giving the other a 30 day prior written notice. Towing signs will be removed by NCR Towing and Recovery within 30 days of written notification of termination.

**Signing below indicates that you are in agreeance with the terms of this contract stated here.**

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Signature of Property Agent/ Owner/ Manager

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Date

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Printed Name and Title of Property Agent/ Owner/ Manager

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Signature of Towing Company Agent

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Date

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Printed Name and Title of Towing Company Agent