



# Elburn Police Department

301 E. North St., Elburn, IL 60119  
elburnpd@elburn.il.us

630-365-5070 Office  
630-365-5073 Fax

## Application to Tow for the Village of Elburn

Return this application to the Police Department - This is Not a Contract

Please print or type

Applicant Name (Print)			Date of Application
Name of Business:	Business phone	Cell phone	Number of years business has been established
Address of business:			Applicant is: <input type="checkbox"/> Individual <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation

List Applicant(s)

Name	Address	Phone number	Date of Birth

If Applicant is a Corporation, list names, addresses, offices held and date of birth for all officers and directors

Name	Address	Office Position	Date of Birth

Has Applicant (if partnership, any members thereof; or a corporation, the president or secretary thereof) ever been convicted of a felony?

Yes  No If Yes, attach explanation to this Application.

Has Applicant submitted any prior application to tow for the Village that has been revoked or suspended?

Yes  No If Yes, attach explanation to this Application.

Does Applicant tow for any other governmental agency in Kane County?

Yes  No If Yes, list governmental agencies and years of participation for each agency.

State the business activities of this firm aside from participation in police towing activities.

Describe available equipment to be used in police towing services, particularly in terms of comparative qualities or capacities as related to minimum eligibility requirements.

Describe the communication system between the place of business and operating tow truck as well as the means utilized for ensuring prompt dispatch of trucks upon receipt of Elburn Police Department calls.

Describe the primary business location, including dimension and types of facilities available.

List storage lot location(s), zoning classifications, dimensions, relationship to primary business operation and type of protection provided at each lot.

Name, address and phone of the building or property owner, if not the Applicant, where business will be operated.

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If property is leased, give length of lease and date lease expires: \_\_\_\_\_

Name, address and phone of insurance company. \_\_\_\_\_

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Description and amount of insurance *(Copy of current insurance policy indemnifying the Village of Elburn will be required prior to being authorization as a Village of Elburn Police Tow Agency)*

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Policy Number: \_\_\_\_\_

\_\_\_\_\_ (initial) I understand that I must also complete Tow Application Appendix I, which is a list of all attendants and drivers who will conduct the police towing service and are directly employed by the applicant (not subcontractor). I understand that if new attendants and drivers are hired after an application is approved, I must submit their information as well on Tow Application Appendix I.

\_\_\_\_\_ (initial) I understand that I must also complete Tow Application Appendix II, which lists all wreckers by make, year, capacity and license plate number that may be used by the applicant to tow for the Village of Elburn. I understand that if a new vehicle(s) is added to my fleet after an application is approved, I must submit the information on that vehicle as well as on the Tow Application Appendix II page.

\_\_\_\_\_ (initial) I agree to all the provisions of the Municipal Code of the Village of Elburn and in particular, Chapter 884.

\_\_\_\_\_ (initial) I agree to waive storage fees for vehicles/conveyances that are (1) Seized by the Elburn Police Department through authority granted by the Illinois Compiled Statutes; (2) Being held as result of a court order; (3) Being held as evidence in pending court actions; (4) Article 36 (720 ILCS 5/36-1 et. Seq.) and Drug Asset (725 ILCS 150/1 et. Seq.) seizures will not incur storage fee until the Elburn Chief of Police or designee approves the release of the vehicle and notifies the tow service of such release; (5) I understand that property seized under Article 36 is deemed to be in the custody of the Director of the Illinois State Police, subject only to the order and judgments of the circuit court having jurisdiction over the forfeiture proceedings and the decision of the State's Attorney under Article 36 (720 ILCS 5/36-1.3(a)).

Signature of Applicant \_\_\_\_\_ Date: \_\_\_\_\_

## Subcontractor Application to Tow for the Village of Elburn

If Applicant intends to use a Subcontractor to assist in the towing or servicing of vehicles under the authorization of this license, the Subcontractor working under the licensing of this tow applicant must provide the following information:

**Please print or type**

Subcontractor Name (Print)			Date of Application
Name of Business:	Business phone	Cell phone	Number of years business has been established
Address of business:			Applicant is: <input type="checkbox"/> Individual <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation

**Subcontractor(s)**

Name	Address	Phone number	Date of Birth

If Subcontractor is a Corporation, list names, addresses, offices held and date of birth for all officers and directors

Name	Address	Office Position	Date of Birth

Has Subcontractor (if partnership, any members thereof; or a corporation, the president or secretary thereof) ever been convicted of a felony?

Yes  No If Yes, attach explanation to this Application.

Has Subcontractor submitted any prior application to tow for the Village that has been revoked or suspended?

Yes  No If Yes, attach explanation to this Application.

Does Subcontractor tow for any other governmental agency in Kane County?

Yes  No If Yes, list governmental agencies and years of participation for each agency.

State the business activities of this firm aside from participation in police towing activities.

Describe available equipment to be used in police towing services, particularly in terms of comparative qualities or capacities as related to minimum eligibility requirements.

Describe the communication system between the place of business of the applicant and subcontractor operating tow truck as well as the means utilized for ensuring prompt dispatch of trucks upon receipt of Elburn Police Department calls.

Describe the primary business location, including dimension and types of facilities available (if different than applicant).

List storage lot location(s), zoning classifications, dimensions, relationship to primary business operation and type of protection provided at each lot (storage lot must be the same as applicant).

Name, address and phone of the building or property owner, if not the Subcontractor, where business will be operated.

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If property is leased, give length of lease and date lease expires: \_\_\_\_\_

Name, address and phone of insurance company (subcontractor insurance). \_\_\_\_\_

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Description and amount of insurance (*Copy of current insurance policy indemnifying the Village of Elburn will be required prior to being authorization as a Village of Elburn Police Tow Agency Subcontractor for the Applicant*).

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Policy Number: \_\_\_\_\_

\_\_\_\_\_ (initial) I understand that I must also complete Tow Application Appendix I, which is a list of all attendants and drivers who will conduct the police towing service and are directly employed by the subcontractor. I understand that if new attendants and drivers are hired after an application is approved, I must submit their information as well on Tow Application Appendix I.

\_\_\_\_\_ (initial) I understand that I must also complete Tow Application Appendix II, which lists all wreckers by make, year, capacity and license plate number that may be used by the subcontractor to tow for the Village of Elburn. I understand that if a new vehicle(s) is added to my fleet after an application is approved, I must submit the information on that vehicle as well as on the Tow Application Appendix II page.

\_\_\_\_\_ (initial) I agree to all the provisions of the Municipal Code of the Village of Elburn and in particular, Chapter 884.

\_\_\_\_\_ (initial) I agree to waive storage fees for vehicles/conveyances that are (1) Seized by the Elburn Police Department through authority granted by the Illinois Compiled Statutes; (2) Being held as result of a court order; (3) Being held as evidence in pending court actions; (4) Article 36 (720 ILCS 5/36-1 et. Seq.) and Drug Asset (725 ILCS 150/1 et. Seq.) seizures will not incur storage fee until the Elburn Chief of Police or designee approves the release of the vehicle and notifies the tow service of such release; (5) I understand that property seized under Article 36 is deemed to be in the custody of the Director of the Illinois State Police, subject only to the order and judgments of the circuit court having jurisdiction over the forfeiture proceedings and the decision of the State's Attorney under Article 36 (720 ILCS 5/36-1.3(a)).

Signature of Subcontractor \_\_\_\_\_ Date: \_\_\_\_\_

# Application to Tow for the Village of Elburn

## For Office Use Only

Investigation Date: \_\_\_\_\_ Investigator: \_\_\_\_\_

Recommendation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approval Date: \_\_\_\_\_ Approved by: \_\_\_\_\_

## Application to Tow for the Village of Elburn Appendix I – Attendants and Drivers

Tow Agency: \_\_\_\_\_

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

Choose one:

Submitted with Application

Amended Attendants/Driver's

Choose one:

Applicant

Subcontractor

List the following for all attendants and drivers who will conduct the police towing service and are directly employed by applicant or subcontractor (copy as many pages as needed)

Name	Address	
Driver's License	Classification	Years employed by firm
Training received from		Police Tow Experience

Name	Address	
Driver's License	Classification	Years employed by firm
Training received from		Police Tow Experience

Name	Address	
Driver's License	Classification	Years employed by firm
Training received from		Police Tow Experience

Name	Address	
Driver's License	Classification	Years employed by firm
Training received from		Police Tow Experience

Name	Address	
Driver's License	Classification	Years employed by firm
Training received from		Police Tow Experience

Name	Address	
Driver's License	Classification	Years employed by firm
Training received from		Police Tow Experience

## Appendix I – Attendants and Drivers (continued)

Name	Address	
Driver's License	Classification	Years employed by firm
Training received from		Police Tow Experience

Name	Address	
Driver's License	Classification	Years employed by firm
Training received from		Police Tow Experience

Name	Address	
Driver's License	Classification	Years employed by firm
Training received from		Police Tow Experience

Name	Address	
Driver's License	Classification	Years employed by firm
Training received from		Police Tow Experience

Name	Address	
Driver's License	Classification	Years employed by firm
Training received from		Police Tow Experience

Name	Address	
Driver's License	Classification	Years employed by firm
Training received from		Police Tow Experience

Name	Address	
Driver's License	Classification	Years employed by firm
Training received from		Police Tow Experience

## Appendix I – Attendants and Drivers (continued)

Name	Address	
Driver's License	Classification	Years employed by firm
Training received from		Police Tow Experience

Name	Address	
Driver's License	Classification	Years employed by firm
Training received from		Police Tow Experience

Name	Address	
Driver's License	Classification	Years employed by firm
Training received from		Police Tow Experience

Name	Address	
Driver's License	Classification	Years employed by firm
Training received from		Police Tow Experience

Name	Address	
Driver's License	Classification	Years employed by firm
Training received from		Police Tow Experience

Name	Address	
Driver's License	Classification	Years employed by firm
Training received from		Police Tow Experience

Name	Address	
Driver's License	Classification	Years employed by firm
Training received from		Police Tow Experience



Application to Tow for the Village of Elburn

**Appendix II – Wrecker List**

Tow Agency: \_\_\_\_\_

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

Choose one:

Submitted with Application

Amended Wrecker List

Choose one:

Applicant

Subcontractor

List the make, year, capacity and license plate number for all wreckers that will be used to tow vehicles and/or conveyances for the Village of Elburn.

Make	Year	Plate number	Capacity
1.			
2.			
3.			
4.			
5.			
6.			
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