

# Application Checklist

Unified Police Department 2022-2023 Tow Rotation

*This checklist is provided for your convenience. This is **NOT** part of the application.*

Please assemble your packet in order with the respective attachments in front of each section. All documents must be approved by the Unified Police Department Towing Coordinator(s) before the company is accepted and placed on the 2022-2023 tow rotation.

If you have any questions or concerns, please contact us at [updtow@updsl.org](mailto:updtow@updsl.org) OR 385-468-9717

Respectfully,

Ashlee Shallenberger

Towing Coordinator

## APPLICATION CHECKLIST - TOW ROTATION 2022-2023

**\*\* All documents must be approved before the company is placed on rotation\*\***

### Business Owners Requirements

Original BCI Report

Original Towing Rotation Agreement that is initialed and signed by owner(s).

### Company Requirements

Certificate of Liability Insurance, listing Unified Police Department (3365 S. 900 W. - SLC, UT 84119) as an additional insured/certificate holder.

Certificate of Liability Insurance must show at least \$1,000,000 minimum coverage per occurrence.

Certificate of Liability Insurance must show at least \$2,000,000 General Aggregate.

Certificate of Liability Insurance must show at least \$100,000 Garage Keepers.

Certificate of Workers Compensation Insurance which lists Unified Police Department (3365 S. 900 W. - SLC, UT 84119) as a certificate holder.

### Office Managers Staff

Typed application sheet pages 1-2: "Company Information", "Business Owners", "Managers, Office Staff, & Other Employees". Please see the Additional Application Pages attachment for additional employees.

Original BCI Report

Staff Agreement initialed and signed by all office staff members.

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### To Truck Operators Requirements

Typed application sheet page 3: "Tow Truck Operators".

UDOT Certificate with company name listed

Colored photocopy of drivers license (front & back

Colored photocopy of towing certification card (front & back

Colored photocopy of medical card

Photo for the UPD Identification Card (*We ask that you do not wear any hats or sunglasses.*

Tow Operator Agreement initialed and signed by all operators.

Previous year(s) tow operator badge (if applicable).

### To Truck Requirements

Typed application sheet page 4: "Tow Trucks".

Utah DMV Registration for each tow truck

Colored copy of UDOT Inspection

Colored photos of left & right sides, showing front bumper to rear bumper.

Colored photos of front & rear entire width of vehicle.

Colored photo of license plate close-up.

Colored photo of driver's door close-up.

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**Lots and Reuirements**

Typed application page 5: "Storage Yards".

UDOT Motor Carrier Company Certification (must be a colored photocopy).

Utah State Tax Commission Letter OR Inspection form for each yard.

Central Office Authorization Letter.

Current copy of the rental/lease agreement, if not owned by your company.

Colored photocopy of the business license of each place of business and impound yards (receipts of payment are not allowed).

Color photo of yard fence - top to bottom.

Color photo of yard signage on fence.

Color photo of yard storage area.

Color photo of exterior office entrance showing address.

Color photo exterior office signage.

Color photo of 2022 rates and the location of posting.

Color photo of alarm system.

Color photo of camera system.