BOROUGH OF MONTVALE

APPLICATION FOR PLACEMENT ON "OFFICIAL TOWER" LIST

The Borough of Montvale has adopted Ordinance No. 2026-1592, which authorizes the establishment of an Official Towers list for the Borough to be utilized on a rotating basis for towing and storage services requested by the Borough of Montvale and its subsidiary agencies.

Any applicant seeking to be placed on the Official Towers list shall complete this application form and provide the requested documentation and the required application fee to:

Montvale Borough Clerk
12 DePiero Drive
Montvale, New Jersey 07645.

Applicant Information

Business Name: _____

Address: _____

Telephone: _____

Federal Tax ID: _____

If owned and operated by an individual:

Individual's Name: _____

Residential Address: _____

Business Address: _____

Telephone: _____

Birth Date: _____

Social Security Number: _____

If owned and operated by a corporation or partnership, provide the following **for all individuals** owning any interest in the company: (attach additional sheets if necessary)

Individual's Name: _____

Residential Address: _____

Business Address: _____

Telephone: _____

Birth Date: _____

Social Security Number: _____

References

Provide the names and addresses of two business references not in the employ of the Borough who have known the applicant for at least two years and who can attest to the applicant's experience and performance in the towing, wrecking and storage business.

Reference #1

Individual's Name: _____

Address: _____

Telephone: _____

Nature of Relationship: _____

Reference #2

Individual's Name: _____

Address: _____

Telephone: _____

Nature of Relationship: _____

Checklist of Documentation

☐ Certificate of trade or business name (if operating under a trade or business name)

☐ List of all vehicles and equipment to be used including make and model number, year, and vehicle identification number (VIN)

☐ List of storage facility(ies) owned and/or operated by the applicant that may be used in connection with designation as an Official Tower

☐ List of all drivers employed by the applicant. Each driver must have a background check performed by the Borough of Montvale Police Department or a state-approved vendor.

☐ A certificate or certificates of insurance evidencing adequate insurance coverage:

- General property damages and liability insurance in an amount not less than $1,000,000 per occurrence and $2,000,000 per aggregated general liability, including additional garagekeepers coverage, shall be primary as respects vehicles of others and shall include collision coverage.
- Garagekeeper's liability insurance in an amount not less than $500,000 per location shall be required. No deductible amounts are permitted. The words "no deductible" shall be included on the policy and/or certificate of insurance.
- Workers' compensation as required by law shall be required.

☐ Check made payable to the Borough of Montvale in the amount of $1,500 plus $100 for every vehicle requiring a decal.

- $1,500 + $100 * ____ (number of vehicles) = _____ Total

☐ List, including dates of service, of all other municipalities, state agencies and/or governmental entities that the applicant is, or has been, an official tower of or held a towing permit from.

☐ List of all actions taken against the applicant by a governmental entity for the applicant's alleged violation of any towing ordinance or regulation while towing as a licensed or permitted tower for that governmental entity. If the applicant's towing license or permit has been revoked, suspended or denied, the applicant shall list each time, what governmental entity was involved and a brief description of the event(s) that led up to the revocation, suspension and/or denial of a towing license or permit.

Applicant's Certifications

On behalf of applicant, its owners, officials, officials, employees, successors, heirs and assigns, I do hereby agree to assume the defense of and indemnify and hold harmless the Borough, its elected officials, boards, commissions, officers, employees and agents from all suits, actions, damages or claims to which the Borough may be subjected of any kind and nature whatsoever resulting from, caused by, arising out of or as a consequence of the provision of towing, wrecking, storage and/or emergency services provided at the request of this Borough pursuant Chapter 365 of the Borough Code and applicant's designation as an Official Tower of the Borough.

I hereby certify that the information provided and the statements made by me are true and accurate to the best of my knowledge. I further certify that all documents attached to this application are true and accurate copies of same. I further certify that if I become aware of any changes in the accuracy of any statements, information or documents submitted in connection with this application, I will immediately advise the Borough of Montvale.

I understand and agree that all regulations governing applicant's services as an Official Tower for the Borough of Montvale, including charges for towing and storage services, are set forth in Chapter 365 of the Borough Code, and I agree to abide by these regulations, fees and charges. I acknowledge that failure to abide by these regulations, fees and charges may result in my disqualification as an Official Tower.

_____
Name of Applicant

_____ _____
Name of Authorized Individual Title

_____ _____
Signature Date

Subscribed and sworn to before me this

_____ day of _____ 20___.

Notary Public of _____
My Commission expires _____, 20__.

Next Steps

↓ Application reviewed and deemed complete. If incomplete, Applicant will be contacted to provide additional information.

↓ Borough Clerk forwards application to the Chief of Police

↓ Chief of Police reviews documentation concerning personnel, vehicles, equipment and storage areas, conducts background checks and may request inspections

↓ Chief of Police makes recommendation to Mayor and Council for approval if information and documentation are satisfactory

↓ Mayor and Council adopt resolution placing Applicant on Official Towers list for a maximum of three (3) years, terminating on the third December 31 after approval

↓ Applicant provided a copy of the approving resolution and decals for the relevant vehicles

↓ Applicant added to the Official Towers list and may be called on a rotating basis