

Parking Violations Board Towing Appeal

INSTRUCTIONS: Please fill out this appeal form in its entirety in order to receive full consideration. Please mail the original towing receipt AND this completed appeal to:

ATTN: Communications
3401 Walnut Street, Suite 440A
Philadelphia, PA 19104

Your Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____

VEHICLE INFORMATION:

Make: _____ Model: _____ Year: _____

Color: _____ License Plate #: _____ State: _____

TOWING INFORMATION:

Location of tow: _____

Date of tow: _____ Approximate time of tow: _____

Lot #: _____ Parking Sticker # (if applicable): _____

EXPLANATION (REQUIRED):

Please explain your reason for the appeal on the other side of this paper or attach a letter. Include any documentation, pictures or information that supports your claim. IF NO EXPLANATION OF THE VIOLATION IS PROVIDED, YOUR APPEAL WILL NOT BE CONSIDERED. Please be advised that this form is your official appeal, there are no hearings.

By submitting this towing appeal to the University of Pennsylvania Parking Violations Board, I understand that I am submitting to the jurisdiction of that body solely and exclusively. Thus, I am waiving any right I may have to pursue claims of any nature arising from matters in dispute herein in any forum, including any court that might otherwise have had jurisdiction over this matter.

I agree to accept the Board's decision as final and binding and waive all rights of appeal except as permitted under the Uniform Arbitration Act.

Name: _____ Signature: _____ Date: _____

THE APPEAL PROCESS:

The Parking Violations Board is a sanctioned University committee made up of students, faculty and staff. The board volunteers its time to review written appeals of persons who feel as if they have been towed unfairly by agents of the University. The Board meets two times per year, in the middle of the fall semester and late in the spring semester. Each appeal is reviewed individually by the Board at these meetings. Decisions regarding appeals are made as a committee and not by any one individual. The Board is staffed by the Division of Business Services, however, the Division only provides administrative support and does not make decisions, influence decisions or influence the Board's meeting schedule.