

# PARKING TICKET

Date Issued

## ***This project isn't stored correctly!***

- On the floor and/or obstructing a walkway
- On a work surface after the owner appears to have left
- Leaning and/or piled up by storage, a wall, or a work area
- Invalid/expired parking permit
- Other

### ***To ticket this project:***

- If any contact information can be made out, contact the person directly telling them it's ticketed
- Fill out this form, then create a message to [i3detroit-announce@googlegroups.com](mailto:i3detroit-announce@googlegroups.com)
  - In the subject line, put the words "ABANDONED PROPERTY PARKING TICKET"
  - In the message, describe the property and where it was found
  - In the message, mention this notice and when it was attached
  - [Optional] In the message, include a picture
  - Send the message to [i3detroit-announce@googlegroups.com](mailto:i3detroit-announce@googlegroups.com)
- Place the property in the lost-and-found if possible

Immediately after the email passes moderation and is sent to the announcement list, a seven day grace period begins. If the owner has not stored the property correctly by 12:00 AM (midnight) of the morning after the grace period expires, the property will be considered abandoned and disposed of accordingly **by board or officer**.

Property Description

Finder Name

Finder Signature