

CLAIM DOCUMENT CHECKLIST



REPO – PHYSICAL DAMAGE CLAIM

(REPO EXPENSES MUST BE FILED SEPARATELY)

- o CLAIM FORM WITH DATE OF REPOSSESSION AND LOCATION OF VEHICLE
- o COPY OF NOTE
- o LOAN HISTORY
- o COPY OF THE TITLE
- o REPO LETTER OR AFFIDAVIT

BORROWER OPTION – NON-REPO CLAIM

- o CLAIM FORM WITH DATE OF ACCIDENT AND LOCATION OF VEHICLE
- o COPY OF NOTE
- o LOAN HISTORY
- o COPY OF TITLE
- o SUBROGATION FORM SIGNED AND NOTARIZED BY THE BORROWER
- o COPY OF POLICE REPORT OR AFFIDAVIT OF FACT, IF NO POLICE REPORT WAS MADE

SKIP – CONVERSION – CONFISCATION CLAIM

(CLAIM MUST BE REPORTED PRIOR TO THE MAXIMUM DAYS OF DELINQUENCY LISTED ON YOUR MASTER POLICY)

- o CLAIM FORM WITH DATE OF DELINQUENCY
- o COPY OF LOAN APPLICATION
- o COPY OF NOTE
- o COPY OF TITLE
- o COMPLETE LOAN PAYMENT HISTORY
- o COLLECTORS NOTES FOR AT LEAST 90 DAYS
- o COPY OF REPO AGENT NOTES

THEFT CLAIM

- o CLAIM FORM WITH DATE OF THEFT
- o COPY OF NOTE
- o LOAN HISTORY SHOWING PAYMENT HISTORY
- o COPY OF TITLE
- o SUBROGATION FORM SIGNED AND NOTARIZED
- o COPY OF POLICE REPORT
- o THEFT REPORTING FORM FILLED OUT IN ITS ENTIRETY AND NOTARIZED

REPOSSESSION EXPENSE WITH OR WITHOUT DAMAGE CLAIM

- o CLAIM FORM WITH DATE OF ACCIDENT
- o COPY OF NOTE
- o LOAN HISTORY SHOWING PARTIAL CPI REFUND, SALE OR SALVAGE PROCEEDS AND CLAIM PAYMENT, IF APPLICABLE
- o COPY OF THE TITLE
- o REPO LETTER OR AFFIDAVIT
- o REPO EXPENSE INVOICES

REPOSSESSED PROPERTY COVERAGE CLAIM

- o CLAIM FORM WITH DATE OF REPOSSESSION AND LOCATION OF VEHICLE
- o COPY OF NOTE
- o LOAN HISTORY SHOWING PAYMENT HISTORY
- o COPY OF THE TITLE
- o REPO LETTER OR AFFIDAVIT
- o COPY OF POLICE REPORT OR AFFIDAVIT OF FACT IF NO POLICE REPORT WAS MADE

SECURITY INTEREST NON – FILING CLAIM

- o CLAIM FORM
- o COPY OF NOTE
- o LOAN HISTORY SHOWING PAYMENT HISTORY
- o COPY OF LOAN APPLICATION
- o COPY OF TITLE
- o A WRITTEN SUMMARY EXPLAINING THE REASON FOR ERROR AND OMISSION OF FILING FOR THE TITLE

DEFICIT UNPAID BALANCE – PREMIUM DEFICIENCY CLAIM

- o LOAN HISTORY SHOWING CLAIM PAYMENT IF APPLICABLE, REPO EXPENSE PAYMENT IF APPLICABLE, SALE OR SALVAGE PROCEEDS AND PARTIAL CPI REFUND.

Some coverages may not apply to your Financial Institution, please refer to the Rate and Coverage Summary page of your Master Policy.