

Date of Loss:

Mileage at time of loss:

KMs Type of Loss:

Dealer Supplied Documents and Information:

Original Bill of Sale

Conditional Sales Contract

Proof of Ownership (Vehicle Registration) from the date of loss

Proof of Insurance from the date of loss

Proof of Loss from Insurer

Settlement Payout from Insurer

Copy of 3rd Party Replacement Insurance Policy (If Applicable)

Payoff balance from Lienholder from the date of loss

Lien status: open? closed?

MSRP Spec Sheet (on vehicles purchased new only)

Cancel Quotes for Add-ons: refund dealer or pay the lienholder directly if an LGM product.

Notes:

Please send all documents at once, as a document package. In the event you are provided an authorization number, please send in the new bill of sale showing the approved credit amount as a line entry deduction from the purchase price of the vehicle. The entry should be labelled **"VLPP In-Store Credit"**.

Take note: Type of Loss should indicate the reason for the loss, I.E.: Collision, Theft, Hail, Flood, Explosion, Fire, Etc.