

GAP CLAIM CHECKLIST
(Legible photocopies are acceptable)

Documents You Must Complete and Sign:

- GAP Cancellation Form (enclosed)
- GAP Affidavit of Accident or Vehicle Theft/Fire Affidavit-**MUST BE SIGNED AND NOTARIZED.**

Documents You Must Get From Your Auto Insurance Company:

- Total Loss Valuation Report-this shows how your insurance company valued your vehicle. Some common sources are “CCC”, “Audatex”, “Mitchell” and “NADA”.
- Total Loss Settlement Letter-this is the letter sent by your insurance company showing how they calculated the total loss payment.
- Claim Settlement Check
- Police Report-we need the full report including the officer’s narrative. If there was no police report, please send us a written explanation as to why.

Documents You Must Get From Your Lender:

- Your complete payment history

Documents You Must Get From the Dealership Where You Purchased Your Vehicle:

- GAP Contract-front and back
- Manufacturer’s Invoice (*only if you purchased the vehicle new*)
- Purchase Order-this is also known as the bill of sale.
- Finance Agreement-also called TILA (truth in lending act) form. This shows the amount you borrowed, the interest rate, the monthly payment amount, etc. ***We need all pages.***
- Product Agreements-if you bought any additional products like an extended warranty, prepaid maintenance agreement, theft protection product, etc, we will need all pages of these contracts.
- Refund check(s) for Any Product Agreements-you must ask your dealership to cancel all financed products **as soon as possible**. In most cases, part of what you paid will be refunded to your lender by the dealership or the product provider.

IF YOU ARE UNABLE TO GET ANY OF THESE DOCUMENTS, YOU MUST SEND US A WRITTEN EXPLANATION AS TO WHY. PLEASE NOTE THAT WE RESERVE THE RIGHT TO REQUEST ADDITIONAL DOCUMENTS.