

Vehicle Change Request

Insured: _____

Policy #: _____

Effective Date
Of Change: _____

ADD Vehicle DELETE Vehicle

Year: _____

Make: _____

Model: _____

VIN: _____

Value: _____

Garaged Location: _____

Comp Deductible: _____ Collision Deductible: _____

Driver: _____

License #: _____

Loss Payee: _____

Leased? Yes No How Long? _____

To **ADD** a vehicle, we need the following:

- Bill of sale
- Window sticker
- Copy of lease agreement

To **DELETE** a vehicle, we need the following:

- Fax from insured stating to delete the vehicle and what date to delete it
- Copy of receipt for surrendered plates (NY only)

See reverse for notes.