

CLAIM CHECKLIST

You are required to enclose the following documents in support of your claim:

1. The *Application for Claim* form must be completed.
2. The *Background Information* form must be completed.
3. The *Statutory Declaration* form must be completed and notarized. Note: On this form you must outline in detail what has transpired in order for you to be eligible to make a claim.
4. The *Subrogation* form must be completed and signed.
5. The *Notification and Consent* form must be completed and signed
6. Copy of front and back of cheque to dealer; or  
If paid by credit card, copy of voucher and of statement and proof of payment; or  
If full or partial payment was made in cash, the *Cash Payment Affidavit* form must be completed and notarized.
7. Copy of Judgment, and *Basis of Claim* form if applicable (You will receive an Assignment of Judgment package if your claim is approved by the Board which will need to be completed before payment is made.) If you have filed a Writ of Seizure & Sale you must also provide a copy of that.
8. Purchase agreement and all documentation pertinent to your claim (for example, repair estimates or bills).
9. All correspondence (in relation to the claim) to the Dealer and the response of the Dealer.

IF YOU ARE MISSING ANY OF THE ABOVE FORMS THEY WILL BE RETURNED TO YOU.