# VEHICLE SERVICE CONTRACT TRANSFER FORM

Please complete this form and send it to the Administrator (with the appropriate transfer fee), in the event that the sale of Your Vehicle and the Vehicle Service Contract is to be transferred to the new owner (i.e., Vehicle is sold through consignment or private party). Please note the following:

1) This transfer CANNOT be made if the title transfer passes through an entity other than the subsequent buyer (i.e., the Vehicle is traded in on the purchase of another vehicle at the dealership, leasing agency or entity/individual in the business of selling automobiles, or in the event of valid repossession by the lienholder). A copy of the "Bill of Sale or Title Transfer" may be required to complete the transfer.
2) The transfer of the Vehicle Service Contract must be accomplished within thirty (30) days of the sale of Your Vehicle.
3) Any remaining factory warranty MUST also be transferred at the same time. Future claims will be adjusted on the basis that the remaining factory warranty was transferred, whether or not this was accomplished.
4) All maintenance records showing correct oil changes and factory maintenance must be given to the new owner. These maintenance records must be retained along with similar documentation for future maintenance work which the new owner has performed in accordance with the Maintenance Requirements of the Vehicle Service Contract. If necessary, these documents will be verified by the Administrator at the time a claim occurs.
5) A transfer fee of fifty dollars ($50), forty dollars ($40) for Florida residents, is required and must be submitted with this transfer form. Checks should be made payable to Administrator as listed on Your Application Page.
6) Please check the Transfer Section of the Vehicle Service Contract for any additional transfer provisions that may be required by the Contract.
7) This Contract can be transferred only once. This transfer must be initiated by the original Contract Holder.
8) If a balance is owed on this Contract to a premium finance company the original Contract Holder and the subsequent Contract Holder must make arrangements with the premium finance company to transfer the balance due on this Contract to the subsequent Contract Holder. This Contract transfer is contingent on the proper registering and acceptance of the balance transfer with the premium finance company. If the balance transfer is not accepted the premium finance company may cancel this Contract.

## TRANSFER FORM

(Please Print)

Contract Number ☐☐☐☐☐☐☐☐☐☐ VIN ☐☐☐☐☐☐ (Last 6 digits only)

Date Vehicle Transferred ☐☐☐☐☐☐☐☐ Mileage at time of sale ☐☐☐☐☐☐

Name of (New) Vehicle Owner _____

Address _____

City _____ State ☐☐ Zip Code ☐☐☐☐☐☐☐☐☐

Telephone ☐☐☐ ☐☐☐ ☐☐☐☐ Purchase Price to New Owner ☐☐☐ ☐☐☐

IMPORTANT NOTE: Coverage will not be effective until the Original Owner signs this form as indicated and the New Owner receives a notification letter from the Administrator. Call the Administrator if a letter does not arrive within thirty (30) days of submitting this transfer.

By my signature, I hereby verify that the information shown on this form is true, correct and complete.

Print Name _____ Telephone ☐☐☐ ☐☐☐ ☐☐☐☐

Signature of Original Owner _____ Date _____

I, (New Owner) _____, a resident of the
(Please Print)
City of _____ and State of _____,

hereby acknowledge that I have been informed of, understand and agree with the following:

I am currently applying for a transfer of the above referenced Vehicle Service Contract. I understand and agree that as a condition of the transfer of said Vehicle Service Contract I am responsible for obtaining any and all service records pertaining to the above referenced vehicle.

I understand and agree that if the vehicle in question was not/is not maintained properly before or after my purchase of same and/or I fail to obtain service records substantiating that the vehicle in question was maintained properly before or after my purchase of same, any claims arising in the future may be denied for reimbursement under the condition set forth in the above referenced Vehicle Service Contract.

I understand and agree that if I have any questions regarding this statement and/or Transfer of the above referenced Vehicle Service Contract, I can contact the Administrator of same.

I have read this statement, I understand and agree with all the terms, conditions and provisions as set forth in same.

_____ _____
Your Signature (New Owner) Date

ATTN: Customer Service Dept/Transfers
PO Box 398
Dublin, OH 43017

Toll Free 1-877-809-1898