

Hail Claim Checklist

- Complete Acord or DealerGuard Notice of Loss form with the following:
 - Date of loss
 - Location(s) of Loss
 - Claim Contact Name, Direct Phone Number, and Cell Phone Number
 - Extent of damage (# units, dent size, glass breakage, water damage)
 - Hail Stone Diameter and Wind Speed
 - Storm duration
- Notify DealerGuard of Loss by phone or email
 - Phone No.: 800-955-00645
 - Email: DealerGuard.Claims.apu@amwins.com
- Prepare complete inventory listing in an excel readable format including:
 - Vehicle VIN#
 - Vehicle Year
 - Vehicle Make
 - Vehicle Model
 - Vehicle Cost (Per dealership financials)
- Take all reasonable steps to protect inventory from further “loss” or damage.
- Clean damaged inventory and segregate from undamaged inventory
- Reserve one or more service bays with proper lighting for vehicle inspection
- Make Main Dealership Contact, PDR Tech, Consultant, and Body Shop manager available for scope discussion with company field appraiser,
- Make all damaged vehicles available to insurance field appraiser for inspection
- Monitor third-party access to damaged inventory prior to the insurance field inspection
- Retain all records including but not limited to closed repair orders, pre and post scan tickets, and evidence of ADAS calibrations proving “loss” for our inspection.
- Make proof of ownership for a given vehicle(s) available for review if requested

*This checklist does not supplant or supersede policy language. While this checklist is intended to be complete, unique claim circumstances may dictate additional steps/procedures be performed and additional data obtained. Any additional steps/procedures/requests will be made in accordance with policy terms and conditions. *

This correspondence is sent by DealerGuard as authorized administrator for Lexington Insurance