



## How to report a claim

All claims regardless of severity or location should be reported as listed below by coverage.

### Dealer's physical damage

Complete the DealerGuard Notice of Loss or Acord Automobile Loss Notice and mail, fax, email or phone the notice of loss to:

**Mail:**  
**DealerGuard**  
Attn: Claims  
26555 Evergreen Road, Suite 410  
Southfield, MI 48076

**Phone:**  
248-436-6900

**Facsimile:**  
248-354-5508

**Email:**  
[dealerguard.claims.apu@amwins.com](mailto:dealerguard.claims.apu@amwins.com)

A DealerGuard claims adjuster will be in contact to schedule an independent appraisal and request any supporting documents required. **Repairs require prior authorization.**

### Garage and package

All garage liability, premises liability, commercial property, crime, inland marine (tools) and equipment breakdown claims for the DealerGuard program regardless of severity or location should be reported to the York Claims Intake Center. The York Claims Intake Center is ready to accept new losses and provides different options for you to submit new loss reports:

**Mail:**  
**York Risk Services Group, Inc**  
Attn. OSC  
P.O. Box 183188  
Columbus, OH 43218-3188

**Phone:**  
888-620-6917

**Facsimile:**  
888-620-6918

**Email:**  
[DealerGuard@yorkrsg.com](mailto:DealerGuard@yorkrsg.com)



**To expedite the handling of your claim, please provide the following information when reporting your claim:**

- York Client Code: 4657
- First Named Insured (as shown on the policy declarations page)
- Policy Number
- Incident reports should be clearly marked REPORT ONLY

The York Claims Intake Center will review all claims notices upon receipt and assign to the York handling branch office. A claim acknowledgement will then be transmitted to the designated individuals advising of the York claim number and the adjuster assigned to the claim.

