

Wind/Flood 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
 - Flood water source: (1) clogged drain, (2) river/stream, (3) ocean/tidal water
 - Nature of flood: (1) rising water, (2) flash flood, (3) wind driven
 - Estimate unit water level intrusion: (1) partially or (2) completely submerged
 - Describe wind-borne debris that struck vehicles
 - Indicate if vehicle glass breakage
- Notify DealerGuard of loss by phone or email
 - Phone number: 800-955-0645
 - 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 (if possible) and segregate from undamaged inventory
- 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