



EXECUTIVE LEASE

HOW TO MAKE A CLAIM

In the event of covered loss, You must notify the administrator of each potential claim for loss as soon as practical. All claims must be submitted within sixty (60) days of the Lease / Finance Term Expiration Date. Failure to submit a claim within the required sixty (60) days may result in denial of the claim.

For each claim, You must provide the following information to the administrator:

1. Copy of Lease / Finance Agreement
2. Executive Lease / Wear & Tear Contract
3. Inspection report with legible pictures
4. Final Bill from the leasing company

If the vehicle is being pulled ahead we will also need:

5. Documentation showing the customer was solicited and eligible for the pull ahead
6. The new lease Finance Agreement
7. Please ensure the Final Bill from the leasing company shows all lease payments that have been made.

Contact Information: (800) 866-6090