

# LSI CLAIMS CHECK-OFF SHEET FOR REQUIRED DOCUMENTS



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## REQUIRED DOCUMENTS FOR ALL CLAIMS:

- Completed Notice of Loss
- Copy of Loan Application
- Copy of Note & Security Agreement (Front and Back)
- Copy of Manufacturer's Invoice or "Book-out Sheet"
- Security Interest, Title or Lien Entry Form
- Payment History (Ledger) showing ALL Payments and Current Balance
- Copy of Collection Activity
- Copy of Certificate or Statement of Borrower's Insurance

## ADDITIONAL REQUIREMENTS FOR COVERAGE "A" CLAIMS (PHYSICAL DAMAGE PRIOR TO REPOSSESSION)

- Copy of Cancellation or Statement Regarding Non-Existence of Primary Insurance Policy
- Copy of Police Report for Theft Claims Only

## ADDITIONAL REQUIREMENTS FOR COVERAGE "B" CLAIMS (NON-FILING)

- If Due to a Superior Lien, Need Copy of Such Lien or Recorded Instrument or Proof of Lien
- If Bankruptcy is Involved, Need Copy of the 1<sup>st</sup>. Meeting of Creditors

## ADDITIONAL REQUIREMENTS FOR COVERAGE "C" CLAIMS (CONFISCATION/SKIP)

- SKIP – Copy of the Original or Most Current Credit Bureau Report
- SKIP – Outside Agent's Report, if Available
- CONFISCATION – Contact Matterhorn Financial Services Immediately for Instructions.
- Hold Harmless

## ADDITIONAL REQUIREMENTS FOR COVERAGE "D" CLAIMS (PHYSICAL DAMAGE AFTER REPOSSESSION)

- Copy of Police Report

**PLEASE REFER TO THE CLAIMS MANUAL FOR GUIDANCE IN SUBMITTING CLAIMS**