

**Mail To:** P.O. Box 2082  
**ADMINISTRATOR** Dublin, Ohio 43017  
 1-800-457-7703 phone

## TRANSFER APPLICATION

**T/A 05/2018**

Contract / Certificate Number:		Vehicle Identification Number:		Date of Transfer/Sale:	
Vehicle Year	Vehicle Make	Vehicle Model	Odometer Mileage		
Original Contract / Certificate Holder (Transferor)			Vehicle Purchaser (Transferee)		
Address			Address		
City, State, Zip			City, State, Zip		
Telephone			Telephone		
<p>Notice to Transferor: You must provide a copy of your Contract Terms &amp; Conditions to the Transferee. You must enclose the following items:</p> <ol style="list-style-type: none"> <li>1 Proof that your vehicle has been maintained in accordance with the manufacturer's recommended maintenance schedule.               <ol style="list-style-type: none"> <li>A. Must provide verifiable Maintenance Receipts or other acceptable proof of maintenance as outlined in your specific Service Contract</li> </ol> </li> <li>2 Please refer to your Service Contract for the applicable Transfer Fee.               <ol style="list-style-type: none"> <li>A. Make Check Payable to: ADMINISTRATOR</li> </ol> </li> <li>3. Proof that manufacturer's warranty has been transferred to the transferee (if applicable).</li> </ol> <p>By signing below I hereby certify that the above described vehicle has been maintained in accordance with the manufacturer's recommendations and that I have sold this vehicle directly to the transferee identified above.</p>			<p>Notice to Transferee: This is an application to transfer the coverage remaining under the Service Contract or Insurance Certificate. The transfer is not effective until we have accepted the transfer by written confirmation to you at the address shown above. If we accept the transfer, you will be considered the Contract/Certificate Owner for all purposes. As a condition of the transfer, you understand and agree that the Service Contract / Certificate excludes coverage for breakdowns which are, or would have been, covered under the vehicle manufacturer's warranty. Some manufacturers reduce the benefits and / or term of their warranty to subsequent vehicle purchasers. Even if the manufacturer's warranty is reduced, restricted or eliminated, there will be no coverage available to you for those components covered under the original manufacturer's warranty for the original warranty term.</p>		
Transferor Signature			Transferee Signature		
Date			Date		
<b>NOTE: Completed and signed Transfer Application must be received by Administrator within 30 days of the vehicle transfer.</b>					