



Hail 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
- Extent of damage (# units, dent size, glass breakage, water damage)
- Hail stone diameter and wind speed
- Storm duration

Notify DealerGuard of loss by phone or email

- Phone number: 800-955-00645
- 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 and segregate from undamaged inventory

Reserve one or more service bays with proper lighting for vehicle inspection

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 New Hampshire Insurance