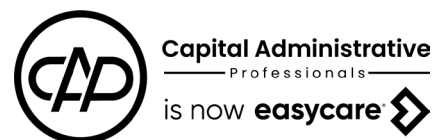


GAP

Claims Procedures



Our goal is to process your claim as quickly as possible. Below is a list of required documents needed to review your claim request.

Please submit legible copies in the form of a PDF, TIF file, JPEG, Word document, or Excel spreadsheet. We suggest you also retain copies for your records.

PLEASE SUBMIT DOCUMENTS VIA:

GAP Claim portal:
Email: gapclaims@capadminpros.com

Or mail documents to
GAP Claims Dep
8829 Chapel Square Drive
Cincinnati, OH 45249

You can contact our office: (888) 785-9736

From You:

Your current email address for correspondence

From Your Dealership or Lender:

Signed GAP Deficiency Waiver Addendum

Complete Financing Contract (Loan or Lease Agreement, including all pages)

Buyer's Order / Invoice / Purchase Order

Please cancel any cancelable products including but not limited to, Credit Life Insurance, Accident and Health Insurance, Service Contracts or Theft Deterrent Products and provide the refund amounts.

NOTE – If refunds amounts are not provided the full purchase price will be deducted from the claim until proof of refund is provided.

From Your Lender:

Detailed Loan Payment/Transaction History showing principal/interest split and running balance

Copy of Insurance Settlement Check issued to lender

From Your Primary Insurance Company:

Settlement Breakdown which matches settlement check amount

Complete Valuation Report including all pages

If Insurance claim paid under Comprehensive, a brief explanation is required

Declaration Page showing coverage and deductible as of date of loss

From Your Local Agency:

Police report or fire department report

Please note that some additional documentation may be requested.

IMPORTANT

All claims must be reported to Capital Administrative Professionals (CAP) within 90 days of the date of primary insurance settlement, or in the event no primary insurance was in force, 90 days from the date of loss. Due to privacy laws, often your documents will have to be obtained by you. CAP will not gather this documentation on your behalf.