

## TRANSFER OF SERVICE CONTRACT FORM

### PROCEDURES

Only the owner of the vehicle can transfer the service contract, and it cannot be transferred to or from an automobile dealer. We will accept transfer of the service contract only:

1. If you request a transfer form from the administrator within fifteen (15) days of change of ownership of the covered vehicle.
2. If you pay-off your lease before the end of the lease term (Applies to leased vehicles only).
3. If within thirty (30) days of change of ownership you provide the administrator with the following:
  - a. Your sales receipts, invoices or work orders showing date, mileage, and the service performed, evidencing the fact that all the maintenance requirements have been met. (See vehicle service contract for maintenance requirements.)
  - b. A licensed dealer's certification of your vehicle's odometer reading.
  - c. A photocopy of the documents you sent to the manufacturer showing that you transferred your factory warranty, if applicable. If the full original manufacturer's warranty is not transferred or reduced on transfer, the transferee must contact the administrator for an additional surcharge to complete the transfer.
  - d. A transfer fee as set forth in your vehicle service contract. Send a check or money order only made payable to American Auto Guardian, Inc.
  - e. This completed transfer form with the two required signatures.
4. If the transfer is confirmed by our administrator.

If the transferee does not receive a confirmation of transfer within forty-five (45) days after change of ownership, the transferee should notify the administrator.

### TRANSFER FROM (PREVIOUS OWNER)

NAME	TELEPHONE (include area code)	
STREET		
CITY	STATE	ZIP
Signature of Previous Owner (required): <input checked="" type="checkbox"/>		Date:
<b>If transfer is not accepted, previous owner authorizes payment of refund, if any, to new owner.</b>		

### TRANSFER TO (NEW OWNER)

NAME	TELEPHONE (include area code)	
STREET		
CITY	STATE	ZIP
I have read and understand all of the terms and conditions of the vehicle service contract. I also understand that this transfer applies only to the remaining months and miles of the original service contract term.		
Signature of New Owner (required): <input checked="" type="checkbox"/>		Date:

### VEHICLE INFORMATION

SERVICE CONTRACT NUMBER:
VEHICLE IDENTIFICATION NUMBER:
MAKE: _____ MODEL: _____ YEAR: _____
ODOMETER READING AT DATE OF TRANSFER: _____ DATE OF TRANSFER (Month/Day/Year): _____

Dealer certification of odometer miles on \_\_\_\_\_ (date of transfer).

I, \_\_\_\_\_ (dealer name/certification stamp) state that the odometer now reads

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(no tenths) miles, and to the best of my knowledge it reflects the actual mileage of the vehicle described above.

\_\_\_\_\_  
Dealer Authorized Representative

MAIL HOME OFFICE COPY WITH APPROPRIATE TRANSFER FEE TO ADMINISTRATOR:

**American Auto Guardian, Inc.**  
 P.O. Box 925  
 Arlington Heights, Illinois 60006-0925  
 (888) 442-2886  
 Administrator