



# VEHICLE SERVICE CONTRACT TRANSFER REQUEST

**PROCEDURES:**

1. Complete the Transfer Registration Information below and mail to:  
**Vehicle Service Contract Plan Administrator**, 1775 Hancock Street, Suite 200, San Diego, CA 92110.
2. Send a Transfer Fee of \$50.00 made payable to Program Administrator.
3. Include the Service Contract and proof of vehicle purchase date.
4. Provide proof that any remaining manufacturer's warranty has been transferred to the new owner.
5. The previous owner's signature, the new owner's signature, the odometer reading, and the date of transfer are required to consider the transfer request.

**TRANSFERRED FROM:**

Name:	Telephone No.:	
Street:		
City:	State:	Zip:
Signature of Previous Owner:		

**CONTRACT & VEHICLE INFORMATION:**

Contract Number:		
Issuing Account:	Effective Date:	
Make:	Model:	Year:
Odometer Reading at Transfer Request:	Date of Transfer:	
Vehicle Identification Number:		

**TRANSFERRED TO:**

Name:	Telephone No.:	
Street:		
City:	State:	Zip:
I HAVE READ AND UNDERSTAND ALL OF THE TERMS AND CONDITIONS OF THE VEHICLE SERVICE CONTRACT. I HAVE PAID THE TRANSFER FEE TO PROGRAM ADMINISTRATOR.		
Signature of New Owner:		

**THIS BOX FOR ADMINISTRATOR'S USE ONLY:**

Account Identification Number:	Authorized By.:
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NOTE: Transfer Request **MUST** be made within fifteen (15) days of a change in ownership or the new owner taking possession of the vehicle (whichever occurs first).