

CLAXTON & CLAXTON, LLC

WILLIAM P. C. LAXTON*
LESLIE H. CLAXTON
JAMES F. TAYLOR, III
KELLEY E. CLOUD
GINO L. MONTOYA

ATTORNEYS AT LAW

Suite 425
2500 Windy Ridge Parkway
Atlanta, Georgia 30339-5679
www.claxtonclaxtonllc.com

TELEPHONE
770.933.1946

TELECOPIER
770-933-8455

Admitted Ga. & Tn. *

E-MAIL

WCLAXTON@CLAXTONCLAXTONLLC.COM

OWNER INTERVIEW & VEHICLE THEFT CHECKLIST

INSURED _____ DOL _____ CLAIM NO. _____

POLICY NO. _____ INSURED'S ADDRESS _____

PHONE NO. _____ EMPLOYER _____ WORK NO. _____

DOB _____ SSN _____ DL NO. & STATE _____

WORK & SALARY HISTORY FOR PAST 2 YEARS _____

LAY OFFS/WORKERS COMP CLAIMS/TERMINATIONS _____

HOURS & SHIFTS WORKED IN PAST YEAR _____

OTHER SOURCES OF INCOME OR SECOND JOBS _____

MARITAL STATUS _____ SPOUSES NAME _____ SSN _____

PREVIOUS OR SUBSEQUENT INSURANCE CLAIMS IN PAST 5 YEARS _____

NAME OF PRIOR INSURANCE CARRIER _____

OTHER VEHICLES IN HOUSEHOLD _____

WHO INSURES OTHER VEHICLES _____

LOSS ADDRESS _____

ADDRESS WHERE VEHICLE RECOVERED _____

MAKE _____ MODEL _____ YEAR _____ MILEAGE _____

COLOR _____ VIN _____ TAG _____ STATE _____

TAG EXPIRATION DATE _____ LIENHOLDER _____ LOAN NUMBER _____

AMOUNT OWED ON VEHICLE ON DOL _____ DATE OF LAST PAYMENT _____

VEHICLE PURCHASE OR LEASE _____ AMOUNT MONTHLY PAYMENTS _____

NUMBER OF LATE PAYMENTS SINCE ACQUIRING VEHICLE _____

LENGTH OF PURCHASE OR LEASE PERIOD _____ NUMBER OF PAYMENTS MADE _____

OPTIONS ON VEHICLE _____

WHEN VEHICLE PURCHASED _____

WHO VEHICLE PURCHASED FROM _____

HOW INSURED LEARNED VEHICLE WAS FOR SALE _____

DID INSURED KNOW SELLER OF VEHICLE PRIOR TO SALE _____

DID SELLER OF VEHICLE TRANSFER TITLE AT TIME OF SALE _____

DID SELLER GIVE INSURED BILL OF SALE AT TIME OF SALE _____

WHERE WAS TITLE AT TIME OF THEFT _____

WHERE WAS BILL OF SALE AT TIME OF THEFT _____

HOW MUCH DID INSURED PAY FOR VEHICLE _____

WAS PAYMENT MADE BY CHECK, CASH, MONEY ORDER _____

DID INSURED MAKE DOWN PAYMENT ON VEHICLE _____

AMOUNT OF DOWN PAYMENT ON VEHICLE _____

WAS DOWN PAYMENT MADE BY CHECK, CASH, MONEY ORDER _____

WAS VEHICLE SOLD "AS IS" OR WITH ANY WARRANTIES _____

TERMS OF WARRANTIES _____

HOW MUCH FUEL IN VEHICLE AT TIME OF LOSS _____

WHEN WAS VEHICLE LAST FUELED _____ WHERE _____ AMOUNT _____

WHERE WAS SERVICE ON VEHICLE PERFORMED IN PAST 2 YEARS _____

WHERE WAS VEHICLE LAST SERVICED _____ WHEN _____

LIST ALL SERVICE PERFORMED ON VEHICLE IN LAST 2 YEARS _____

PROVIDE LIST OF RECEIPTS FOR SERVICE _____

DID VEHICLE HAVE ANY MAJOR OR RECURRING PROBLEMS _____

EXAMINE GARAGE AND DRIVEWAY FOR FLUID LEAKS - NOTE HERE _____

LIST AFTER MARKET PURCHASES _____

DATES OF PURCHASES _____

AMOUNTS OF PURCHASES _____

NAMES AND ADDRESSES OF RETAILERS WHO SOLD AFTER MARKET PURCHASES

HAS VEHICLE EVER BEEN INVOLVED IN MVA _____

DOL _____ AMOUNT/TYPE OF DAMAGE _____

INSURER WHO PAID FOR REPAIRS _____

LOCATION WHERE REPAIRS WERE MADE _____

ON DOL WAS VEHICLE DRIVABLE _____ WHEN LAST DRIVEN _____

WHO LAST DROVE VEHICLE _____ PHONE NO. _____

WHO LAST SAW VEHICLE PRIOR TO THEFT _____

PHONE NO. _____ DATE AND TIME VEHICLE LAST SEEN _____

HOW MANY SETS OF KEYS TO VEHICLE _____ WHO HAD KEYS TO VEHICLE _____

_____ PHONE NOS. _____

WHERE WERE KEYS ON DOL _____

WERE ANY KEYS HIDDEN ON VEHICLE OR IN VEHICLE _____

WERE THE DOORS TO THE VEHICLE LOCKED AT TIME OF THEFT _____

RESPONDING POLICE DEPARTMENT _____ REPORT NO. _____

OFFICER IN CHARGE OF FIRE INVESTIGATION _____

ADDRESS OF OFFICER _____

OFFICER'S PHONE _____ OFFICER'S FAX _____ PAGER _____

TIME THEFT DISCOVERED _____ DATE/TIME VEHICLE LAST SEEN _____

INDIVIDUAL WHO LAST SAW VEHICLE _____ PHONE NUMBER _____

INDIVIDUAL DISCOVERING THEFT _____ PHONE NUMBER _____

WAS THERE ANY BROKEN GLASS AROUND AREA WHERE VEHICLE STOLEN _____

HAVE YOU ATTEMPTED TO SELL THIS VEHICLE PRIOR TO THEFT _____

WHEN _____ HOW DID YOU ATTEMPT TO SELL IT _____

HAVE YOU ATTEMPTED TO TRADE IN VEHICLE PRIOR TO THEFT _____

WHEN _____ WHERE DID YOU ATTEMPT TO MAKE TRADE _____

HOW MUCH WAS OFFERED FOR VEHICLE ON SALE OR TRADE _____

VEHICLE INSURER _____ ADDRESS _____

ADJUSTER _____ PHONE _____ FAX _____ EMAIL _____

SIU INVESTIGATOR _____ PHONE _____ FAX _____ EMAIL _____

VEHICLE INSURER POLICY NUMBER _____ POLICY INCEPTION DATE _____

POLICY EXPIRATION DATE _____ DATE OF LAST POLICY CHANGES _____

HOMEOWNER'S INSURER _____ ADDRESS _____

ADJUSTER _____ PHONE _____ FAX _____ EMAIL _____

SIU _____ PHONE _____ FAX _____ EMAIL _____

EXTERIOR INSPECTION

AREAS INSPECTED

CONDITION

MISSING RUST

IMPACT

FRONT BUMPER

HOOD

GRILL

LEFT FENDER

DRIVER'S DOOR

LEFT REAR DOOR

LEFT QRTR. PANEL	_____	_____	_____	_____
TRUNK LID	_____	_____	_____	_____
REAR BUMPER	_____	_____	_____	_____
ROOF	_____	_____	_____	_____
RIGHT QRTR PANEL	_____	_____	_____	_____
RIGHT REAR DOOR	_____	_____	_____	_____
PASSENGER DOOR	_____	_____	_____	_____
RIGHT FENDER	_____	_____	_____	_____
L. VAN SLIDING DOOR	_____	_____	_____	_____
R. VAN SLIDING DOOR	_____	_____	_____	_____

PASSENGER COMPARTMENT

DASHBOARD	INTACT___	MISSING___	DAMAGED___	
RADIO	INTACT___	MISSING___	DAMAGED___	
SPEAKERS	INTACT___	MISSING___	DAMAGED___	
FIREWALL	INTACT___	MISSING___	DAMAGED___	
IGNITION	INTACT___	DEFEATED___	ATTEMPT___	
	LOCKED___	ON POSITION___	OFF POSITION___	
	THUMB ASSIST OFF___	PULLED___		
STEERING COLUMN	INTACT___	LOCKED___	PARTIALLY DEFEATED___	
	DEFEATED___	DESTROYED___		
FRONT SEAT	INTACT___	DAMAGED___	PARTIALLY___	REMOVED___
REAR SEAT	INTACT___	DAMAGED___	PARTIALLY___	REMOVED___

GLOVE BOX INTACT____ DAMAGED____ PARTIALLY____ CONTENTS____

IGNITION KEY MISSING _____ IN IGNITION _____ AT SCENE _____

PERSONAL PROPERTY INSURED CLAIMS TO HAVE BEEN IN VEHICLE _____

PERSONAL PROPERTY FOUND IN VEHICLE IF RECOVERED _____

ENGINE COMPARTMENT

ENGINE ACCESSIBILITY HOOD OPEN____ HOOD CLOSED____ PRIED OPEN____

ENGINE INTACT____ PARTIALLY STRIPPED____ BURNED____ MISSING____

BATTERY INTACT____ MELTED____ MISSING____ ARCING____

OIL AMOUNT____ FILINGS IN OIL____ WATER IN OIL____

SAMPLE TAKEN _____

OIL PAN INTACT____ MISSING____ PUNCTURED____ SEALED____

TRANSMISSION INTACT____ MISSING____ LEAKAGE NOTED____ FLUID AMT____

FILINGS IN TRANSMISSION FLUID _____

PARTS MISSING _____

ALARM INSTALLED____ ARMED____ KILL SWITCH____ DEFEATED____

MANUFACTURER____ SERIAL NO.____ DATE INSTALLED____

NAME OF INSTALLER _____ PHONE NO. _____

TIRES

	<u>MANUFACTURER</u>	<u>COVERS/ALLOYS</u>	<u>TREADWEAR</u>	<u>NO. LUGS</u>	<u>MISSING</u>
LF	_____	_____	_____	_____	_____
RF	_____	_____	_____	_____	_____
LR	_____	_____	_____	_____	_____
RR	_____	_____	_____	_____	_____

GLASS

WINDSHIELD BROKEN_____CRACKED_____IN/OUT_____INTACT_____

REAR WINDOW BROKEN_____CRACKED _____IN/OUT_____INTACT_____

DRIVER WINDOW BROKEN_____CRACKED _____IN/OUT_____INTACT_____

UP____DOWN_____

PASS. WINDOW BROKEN_____CRACKED _____IN/OUT_____INTACT_____

UP____DOWN_____

L.R. WINDOW BROKEN_____CRACKED _____IN/OUT_____INTACT_____

UP____DOWN_____

R.R.WINDOW BROKEN_____CRACKED _____IN/OUT_____INTACT_____

UP____DOWN_____

SUNROOF OPEN_____CLOSED_____

CONVERTIBLE OPEN_____CLOSED_____

TRUNK

LOCKED_____OPEN_____FORCED_____LOCK INTACT_____RELEASE BUTTON_____

SPARE TIRE PRESENT _____ CONTENTS OF TRUNK _____

TEST RESULTS

OIL SAMPLE _____

TRANSMISSION SAMPLE _____

FUEL SAMPLE _____

DEBRIS SAMPLE _____

KEY PATH ANALYSIS _____

IGNITION _____

STEERING COLUMN _____

CONCLUSION

INVESTIGATOR

NAME _____

COMPANY _____

ADDRESS _____

CITY _____

STATE _____

PHONE _____

FAX _____

(Signature)