

Jack E. Gilbert Insurance Agency, Inc.
2051 Junction Avenue, Suite 115 • San Jose, CA 95131
Phone (408) 432-0600 • Fax (408) 432-0601
License# 0716998

VEHICLE DELETION FORM

Date: _____

Insured DBA Name: _____

Please provide the following information on the vehicle you would like to remove from your policy. Please make sure to fill out ALL blanks:

Year: _____ Make: _____ Model: _____

VIN Number: _____

Date you would like the vehicle removed from your policy: _____

(NOTE: The date of your request MUST correspond with the removal documentation listed/provided below)

DELETION REQUIREMENTS:

In order to remove a vehicle from your policy your carrier must be able to confirm that you no longer own and/or lease the unit. Please advise as to the reason for the removal, and provide the required documentation for your selection:

- Unit Sold - MUST provide one of the following:
 - Bill of Sale
 - Release of Liability
 - Proof that the vehicle has been recently registered to another party

- Unit is being insured personally or elsewhere – MUST provide the following:
 - Proof of Personal / Alternate Insurance

- Lease Agreement Ended/ Unit Returned or Repossessed – MUST provide one of the following:
 - Copy of Lease Agreement showing term has ended
 - Any paperwork provided by the party taking vehicle title

Insured Signature: _____

IMPORTANT!

Please make sure to include required documentation show above with your request!

Please Fax (408) 432 -0601 or Email (info@limoinsurance.com) this form to our office along with one of the items shown above.