

***Please print, scan, and email the signed form to: office@primewaldorf.com



Today's Date

Was there an Injury or Fatality?

m	m	d	d	y	y	y	y

Vehicle Incident Report

Required: Please provide one or both of the following:

INDICATE DAMAGED AREA OF RENTAL VEHICLE "X"

Must provide Rental Agreement No. or License Plate/State.

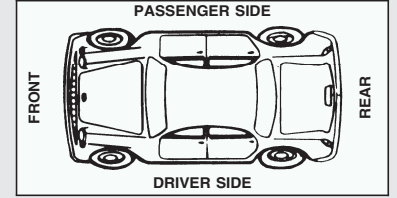
Rental Agreement No.

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License Plate

State

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RENTER/DRIVER/SUBMITTER STATEMENT: EXPLAIN THE CAUSE OF DAMAGE:

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Renter/Driver acknowledges that damage to the rental vehicle as indicated occurred during their rental of the vehicle. **Renter/Driver/Submitter further agrees to cooperate with PRIME'S investigation of the incident.**

RENTER/DRIVER/SUBMITTER SIGNATURE

Name (Last, First)	Email		
Street Address	City, State / Province, Zip Code / Postal Code		
Telephone No.			
Work:	Home:	Cell:	
Name of Insurance Co. & Agent	Phone No.	Policy No.	
Name of Credit Card Issuer	Card Type	Phone No.	Claim No.
Name of Employer & Address	TYPE OF RENTAL Business <input type="checkbox"/> Pleasure <input type="checkbox"/> Insurance Replacement <input type="checkbox"/>		
Date & Time of Incident	Location of the Incident (City, State / Province)		

POLICE INFORMATION (Department, Name of Officer, Badge No., Phone No.)	Police Report No.
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Driver of Rental	Driver's Name	Driver's Age	Relation to Renter	No. of Occupants in Rental Vehicle
	Street Address	City, State / Province, Zip Code / Postal Code		Phone No.
	Driver's License No. & Issue State / Province	Name of Insurance Company & Agent	Phone No.	Policy No.

Driver or Owner of Other Vehicle or Property <small>(Vehicle no. 2 / or Owner of Property)</small>	Driver's Name	Phone No.	Email	
	Owner's Name (if different from driver)	Phone No.	Email	
	Street Address	City, State / Province, Zip Code / Postal Code	Street Address	City, State / Province, Zip Code / Postal Code
	Name of Insurance Co. & Agent	Phone No.	Policy No.	
	Vehicle Make/Model & Year	License Plate No. & State / Province	No. of Occupants in Vehicle	
Describe Damage to Vehicle / Property				

Persons Injured <small>(use add'l sheet as needed)</small>	Name and Street Address, City, State / Province, Zip Code / Postal Code		Phone No.	Age	Sex
	Occupant Veh. No.	Pedestrian	Describe Injuries		

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IMPORTANT DAMAGE RESPONSIBILITY NOTICE

In most cases, if Loss or Partial Damage Waiver was not accepted at the commencement of the rental, or you do not have other contractually provided damage coverage,* the person whose name appears on the Rental Agreement will be held financially responsible for damage to the rental vehicle.

In many cases your own automobile insurance policy and/or some charge card companies cover damage to a rental vehicle. In order to be eligible for such benefits, you should notify your automobile insurance carrier and/or charge card company as soon as possible of a potential claim. A delay in notifying them may limit or entirely negate coverage, especially in the case of coverage provided by charge card companies.

*Please refer to the specific terms and conditions provided to you at the time of rental to determine your specific level of damage responsibility.

FAILURE TO COMPLETELY AND ACCURATELY FILL OUT AND RETURN AN INCIDENT REPORT WITHIN TEN DAYS OF RECEIPT OF THIS NOTICE MAY MAKE THE AUTHORIZED DRIVER LIABLE FOR DAMAGES SUSTAINED TO THE RENTAL VEHICLE. EXCEPT WHERE THE DAMAGED VEHICLE IS DETERMINED TO BE A TOTAL LOSS AND SUBJECT TO SALVAGE, THE AUTHORIZED DRIVER OR HIS OR HER INSURER HAS SEVENTY-TWO HOURS FROM THE RETURN OF THE VEHICLE TO NOTIFY THE RENTAL COMPANY THAT HE OR SHE WISHES TO INSPECT THE DAMAGED VEHICLE. THE INSPECTION MUST BE COMPLETED WITHIN 7 BUSINESS DAYS OF THE RETURN DATE OF THE VEHICLE. IF THE AUTHORIZED DRIVER OR HIS OR HER INSURER DOES NOT REQUEST THIS INSPECTION WITHIN THE 72 HOUR PERIOD, THE AUTHORIZED DRIVER OR HIS OR HER INSURER WILL BE DEEMED TO HAVE WAIVED THIS RIGHT. IF THE RENTAL COMPANY DETERMINES THE DAMAGED VEHICLE TO BE TOTAL LOSS AND SUBJECT TO SALVAGE, SUCH 72 HOUR PERIOD FOR NOTIFICATION OR WAIVER OF THE WISH TO INSPECT THE DAMAGED VEHICLE SHALL NOT APPLY, AND SUCH RIGHT TO INSPECT THE DAMAGED VEHICLE SHALL EXPIRE TEN BUSINESS DAYS FROM THE AUTHORIZED DRIVER'S RECEIPT OF THIS NOTICE FROM THE RENTAL VEHICLE COMPANY AT THE RETURN OF THE VEHICLE OR RECEIPT OF THE FIRST MAILING OF THIS NOTICE IN THE EVENT OF THE RETURN OF THE VEHICLE AFTER HOURS. UPON REQUEST OF THE AUTHORIZED DRIVER OR HIS OR HER INSURER, WE WILL PROVIDE A COPY OF OUR ESTIMATE OF THE COSTS OF REPAIRING THE DAMAGED MOTOR VEHICLE.

Customer: Please return completed form to a Company Representative or email per Submission Instructions below.

Vehicle Incident Report Submission Instructions

- ⇒ Incident Reports involving damage to the **rental vehicle only** must be sent to: **office@primewaldorf.com**
Incident Reports involving injury or death and/or damage to other vehicles or property must be sent to: **office@primewaldorf.com**
- ⇒ Any other correspondence should be emailed to **office@primewaldorf.com**. Please include the rental agreement number on each page of the correspondence.

For all initial inquiries about this claim, please contact Prime Rent-A-Car at 1-240-607-2653.