

Damage to a rental car

Claim form, page 1 of 2



The following documents must always be sent in:

- Rental contract and invoice/charge from the rental car company.
- Copy of the completed claim form for the rental car company.
- Documentation that drivers and hirer have valid driving licenses.
- Police report.
- Copy of the driving licence.
- Documentation for payment of the trip (and whether the trip has been bought with a credit card).
- Copy of itinerary, travel certificate, airline tickets or similar.
- Documentation of the damage.
- Repair invoice.

Important!	If you do not provide the necessary information and receipts, it will prolong the processing of the claim. This is due to the fact that it may be necessary to ask further questions and await the receipt of the enclosures.		
If you are insured via your credit card	Credit card – type and name:	Credit card number:	
If you are insured via your house contents insurance	Insurance company	Policy number:	
Policyholder	Name		Civil Registration No.
	Address		
	Postal code	City	
	Tel Work/private	E-mail	
Hirer/driver at the time of the incident	Name		Civil Registration No.
	Address		
	Postal code and city		
Information about the lease	Car rental company and country: _____		
	Date of rental: ___/___/___ year ___ at ___ Return date: ___/___/___ yr ___ at ___		
Payment	<input type="checkbox"/> Prepayment (voucher) <input type="checkbox"/> Visa/debit card <input type="checkbox"/> Credit card* <input type="checkbox"/> Company travel account *		
	If payment took place by credit card/business travel account, please note the following:		
	Please remember to enclose documentation that the trip was paid for by the credit card/company travel account.		
	State type of credit card: _____ Card no. _____		
Information about the damage	When did the damage occur? _____ / ___ year ___ at (0-24): ___		
	When did you discover the damage? _____ / ___ year ___ at (0-24): ___		
	When did the rental car company discover the damage? _____ / ___ year ___ at (0-24): ___		
	When did you first discover the damage? <input type="checkbox"/> when the car was rented <input type="checkbox"/> on return		
	<input type="checkbox"/> during the rental period <input type="checkbox"/> Other _____		
	Do you recognise the responsibility for the damage?		
	<input type="checkbox"/> Yes: <input type="checkbox"/> No <input type="checkbox"/> No, third party is responsible and this has been stated to the rental car company.		
Bank information	A potential compensation <u>CANNOT</u> be transferred to a credit card, but only to your credit card.		
	_____	<input type="text"/>	<input type="text"/>
	Bank	Reg. No.	Account no.
	SWIFT/BIC _____ IBAN: _____		

